



Dear Prospective Event Holder:

Thank you for your interest in adding to our community by putting together an event in Benzie County along the Betsie Valley Trail! Benzie County is fortunate to be a vibrant community boasting such a beautiful trail for public use!

Special permission is required from the Betsie Valley Trailway Management Council (BVTMC) for persons or organizations wishing to hold an event on the Betsie Valley Trail involving more than 100 people and which would prohibit normal public use of the trail. Normal uses include biking, walking, skating, and, in some areas, snowmobiling, by individuals or small groups.

General Guidelines

All events and activities must comply with the Betsie Valley Trailway Ordinance, which may be obtained from the County Administrators office or at http://www.benzieco.gov/how_do_i/document_center.php. All applicants must submit an application by April 1st of each year. Applicants must also comply with the Special restrictions on the Crystal Lake segment, please refer to these restrictions found on the *Special Trail Use and Law Enforcement Plan*.

Applicants are responsible for removal of all signage, equipment and materials related to their event and shall leave the site free of all trash and debris.

Applicants agree to pay a \$100 application fee for processing such application. Applicants also agree to provide a minimum of \$1 per participant contribution to BVTMC to support Trail maintenance. Contribution payments shall be made to the BVTMC no more than 30 days after the completion of any approved event. Payment may be mailed to *Benzie County, ATTN: BVTMC, 448 Court Place, Beulah, MI 49617*. *Applicants considered Exempt as defined by the Internal Revenue Services shall have no permit fee or participant fee.*

All Applicants are required to provide the necessary insurance coverage as outlined in the Betsie Valley Trail Application for Community Events as well as a site plan map depicting the setup for their event.

Should conditions or situations necessitate, the Betsie Valley Trail Management Council reserves the right to cancel any event or activity at any time. For further information, please call the Benzie County Administration Office at 231-882- 0035 and ask to speak to the BVTMC liaison.

We again thank you for your interest in utilizing the Betsie Valley Trail!

Sincerely,

Friends of the Betsie Valley Trail

PO Box 474

Beulah, MI 49617

info@betsievalleytrail.org



Betsie Valley Trail Application for Community Events



Please submit the application at a minimum 90 days prior to your event.

Title of Event: _____

General Nature of your Event _____

Name of For-Profit Organization, if any: _____

Name of Non-Profit Organization, if any: _____

Expected Number of Participants: _____

Authorized Representative (Applicant): _____

Business Address: _____

Email: _____ Phone Number: _____

Website: _____

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Trail section(s) requested to be used: _____

Date(s) and Time(s) of Event, including set up and tear down: _____

1. Will you be setting up significant infrastructure, such as tents, large structures, stages, or amusements? *If setting up tents or large structures, the structure's material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the Michigan Building Code.*
 Yes _____(List tent size here)
 No
2. Will you be staking or driving anything into the ground such as tents?
 Yes
 No
3. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
 Yes
 No
4. Are you using Flames/Fires/Pyrotechnics?
 Yes, *additional insurance may be required as well as a hold harmless waiver. You shall also contact the Fire Marshal to obtain information regarding regulatory requirements.*
 No
5. Do you need electricity services?
 Yes
 No
6. Will there be any entertainment or amplified music? (No public address or electrical amplification will be permitted on the trailway.)
 Yes
 No
7. Will you be utilizing a generator?
 Yes
 No
8. Will you be utilizing barricades?
 Yes
 No
9. Will you be utilizing signs for your event?
 Yes
 No
10. Will you be selling any merchandise/food/drink on sidewalk?
 Yes
 No
11. Will there be any food served, sold, or will there be Mobile Food Vendors?
 Yes, served, NOT sold. *You may need a permit from the Grand Traverse County*

Environmental Health Department Office.

- Yes, served and sold. *You may need a permit from the Benzie-Leelanau District Health Department, Environmental Health Division.*
- No

12. Will there be alcohol?

- Yes, served and/or sold.
- No

Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:

Contact person's name: _____

Organization name: _____

Organization mailing address: _____

Contact telephone number: _____

Insurance Requirements for Alcohol:

Alcohol being served and/or sold: a Certificate of Liquor Liability Insurance in the amount of \$1 million per occurrence, naming the Benzie County, Michigan Department of Resources, and the Betsie Valley Trailway Management Committee as additional insured is required. The certificate must list the following as certificate holder: Benzie County, 448 Court Place, Beulah, MI 49617.

13. Will you be providing shuttle bus services?

- Yes
- No

14. Is this a free event to the public?

- Yes
- No, *please include an outline of ticketed events and prices in the narrative.*

19. Do you understand that there are no trash containers along the trailway?

- Yes

How will you handle trash? _____

20. A detailed narrative which fully describes **all activities** of your event **is required**. Did you attach the detailed narrative that fully describes all activities of your event?

- Yes
- No

21. **A site plan is required.** Please attach a site plan depicting the location of all of the following, including any other relevant information:
- (A) Tents;
 - (B) Table and Chairs;
 - (C) Public Address system;
 - (D) Stages;
 - (E) Flames/fires/pyrotechnics;
 - (F) Vending;
 - (G) Barricades;
 - (H) Police;
 - (I) Vehicle/Trailer Parking at event site – **include the purpose of the vehicles/trailers;**
 - (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators;

ALL EVENT HOLDERS – Please read and adhere to the following requirements:

- (a) With the exception of normal use of the trail and where no closing is necessary, the Applicant shall furnish to the County a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the Benzie County as additional insured. The Applicant shall also furnish to the County a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence naming the State of Michigan, Department of Natural Resources, and Betsie Valley Trailway Management Council as additional insured. If alcohol is being served or sold, the Applicant shall furnish to the County a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy, naming the Benzie County, the State of Michigan, Department of Natural Resources, and Betsie Valley Trailway Management Council as additional insured. The County Administrator may require additional insurance coverage.
- (b) The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the County and the Betsie Valley Trailway Management Council, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the County or the Betsie Valley Trailway Management Council, or Department of Natural Resources, its officers, agents or employees.
- (c) The Applicant shall maintain a clearance for emergency vehicles.
- (d) The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection may be done by a Fire Marshal. The Applicant must comply with the designated Fire Marshal's request.
- (e) If displaying pyrotechnics, a unique site plan which meets regulatory requirements as well as an on-site inspection by the Fire Marshal is required.
- (f) For street crossings, the Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- (g) The Applicant shall reimburse the County for expenses such as for police personnel and others as agreed upon between the County and the Applicant; the Applicant will be billed accordingly.
- (h) The Applicant is responsible for any cleanup needed following the event and any damage done to County property will be billed accordingly.
- (i) The rights granted by this permit are revocable at the will of Benzie County and the Betsie Valley Trailway Management Council, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.

- (j) The Applicant, if not Exempt under the Internal Revenue Service, agrees to pay an application fee for processing and to reimburse the Betsie Valley Trail Management Council for any out-of-pocket costs associated with their event.
- (k) If issued, a permit may not be transferred or assigned.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances and policies of Benzie County (hereafter "County") and the Betsie Valley Trailway Management Council (hereafter "Council") relative to the operation, service or act for which the permit is requested, and agrees to hold the County and Council free and harmless from all liability which may be imposed upon it, to reimburse the County and Council for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The undersigned acknowledges that the County and Council may revoke a permit if the County or Council determines information regarding the event was not accurately conveyed to the County or the Council on this application document or if the County's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the County should a permit be revoked.

The applicant acknowledges that the County may be required from time to time to release records in its possession. The applicant hereby gives permission to the County to release any records or materials received by the city from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: _____

Authorized Applicant Representative:

(Please print)

(Signatures)

Event Organizer's Checklist

This checklist is intended to assist Event Organizers. If you have any questions, please contact the Benzie County Administration at 231-882- 0035. and ask to speak with the BVTMC liaison. You may also email info@betsievalleytail.org or benzieadmin@benzieco.gov.

When submitting your completed application and narrative, please be sure to include the required **site map** showing the following:

- Tent and stake placement
- Barricades
- Location of signs
- Vehicle/Trailer Parking
- Portable toilets
- Public address systems
- Vending
- Stages
- Flames/Fires/Pyrotechnics
- Where parking is provided
- Placement of tables, chairs, and/or trash receptacles