

**City of Laingsburg**

**McClintock Park**

**Amphitheater**

**EVENT POLICY**

**City of Laingsburg  
McClintock Park Amphitheater**

**EVENT POLICY/ EVENT APPLICATION**

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# **McClintock Park Amphitheater**

## **EVENT POLICY**

### **INTRODUCTION**

The City of Laingsburg, McClintock Park Amphitheater is owned and operated by the City of Laingsburg. The City of Laingsburg and Laingsburg City Council has final authority in all matters pertaining to the McClintock Park Amphitheater.

The Amphitheater was constructed with grant funds, awarded through the State of Michigan, Community Development Block Grant Program and the Michigan Strategic Fund in addition to matching funds from the City of Laingsburg and contributions from the Downtown Development Authority. The Laingsburg Area Recreation Committee (LARC), is a volunteer organization that has worked beside the city in the McClintock Park renovation. The operating procedures, standards and requirements were developed by the Laingsburg Area Recreation Committee (LARC) and approved by the Laingsburg City Council.

Questions regarding reservations and completion of the Event Application and Policies, are to be directed to the City of Laingsburg at (517) 651-5374 or email [clerk@laingsburg.us](mailto:clerk@laingsburg.us).

### **1. USE OF THE McCLINTOCK PARK AMPHITHEATER**

The McClintock Park Amphitheater is intended for use and enjoyment of the community. The Amphitheater is a multi-use facility capable of accommodating performances, plays, concerts, religious functions and other family-oriented cultural and social events.

Applications for the Amphitheater/Pavilions will not be accepted more than twelve months in advance of the desired event.

#### **A. Approved Activities**

- Activities which are in accordance with policies and procedures approved by City of Laingsburg:
- Activities include events that can be supported by the McClintock Park Amphitheater facilities, e.g., seating, parking, or sanitation facilities.
- Activities that do not limit the enjoyment of the park by other users or disturb the peace of the community.
- Activities that are family oriented and intended for consumption by the general public.

## 2. **McCLINTOCK PARK AMPHITHEATER RULES**

Park Rules: All City of Laingsburg, Rules, Regulations and Ordinances apply to use of the McClintock Park Amphitheater and surrounding premises.

Local Ordinances: All local ordinances, fire and safety regulations, state laws, and building regulations apply to use of the McClintock Park Amphitheater.

Event Entrance Fees: No fee shall be charged for Amphitheater events without prior written authorization and so authorized in the event application process.

Free-will Contributions: On-site collections by organizations sponsoring events are permitted but restricted to free-will or voluntary contributions within the McClintock Park Amphitheater area. Notice of such collections must be stated in the application. Collections of any kind beyond the designated Amphitheater area are prohibited.

Food Service: If food service is made available in the City of Laingsburg Parks for the purpose of resale, it shall be delivered only through caterers or vendors licensed and operating in accordance with all local, County and State requirements.

Alcoholic Beverages: Alcoholic beverages are prohibited. (Unless prior approval is granted by the Laingsburg City Council and all applicable laws/permits/licenses have been met.)

Public Access to Events: McClintock Park Amphitheater events may not bar the general public from attending the event.

Fires: No fires are permitted in or near the McClintock Park Amphitheater. This includes fireworks or any other pyrotechnics.

Signs/Banners: Nailing or tacking into the structure is prohibited. Signs/Banners and any other item can only be hung in the provided designated areas.

Setup/Cleanup: Tables, chairs, props and other equipment must be removed upon completion of the event and before the end of the reserved time. Time should be allowed for adequate set-up and clean-up during the reserved time block.

McClintock Park Amphitheater Equipment: Equipment must be provided by the Applicant.

Rules: Failure to obey these rules may result in barring from future use of the McClintock Park Amphitheater.

Hold Harmless Agreement: Any individual or group using the McClintock Park Amphitheater may be asked to complete and sign an indemnification and hold harmless agreement with their application if the City of Laingsburg deems necessary.

Additional Conditions: The City of Laingsburg, at its discretion is authorized to require additional conditions to protect public safety and property. Additional conditions will be

in writing as part of the application approval process. These conditions may incur a cost.

*Picnic Tables:* Tables cannot be moved to the area around or into the McClintock Park Amphitheater.

An event which is conducted or sponsored by a governmental unit or agency on publicly owned land is not subject to these restrictions.

### **3. APPLICATION/EVENT APPLICATION PROCESS**

#### **A. DEFINITIONS**

“Applicant” means a person or organization who applies for an event permit.

“Event” means any event or gathering to be held in the McClintock Park Amphitheater and includes a theatrical exhibition, public show, display, entertainment, amusement or exhibition including, but not limited to, performances, plays, concerts, and religious functions.

“Large Event” means an event where expected or actual number of participants is 250 or more.

“Person” means any person, partnership, corporation, association, group or organization.

“Sponsor” means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or large gathering.

#### **B. EVENT APPLICATION**

An Event Application may be requested by calling the City of Laingsburg, 517-651-5374 or visiting the website at <https://www.laingsburg.us/wp-content/uploads/2021/05/McClintock-Park-Amphitheater-Event-Application.pdf>

An application to conduct any event must be made in writing on such forms and in such a manner as prescribed by the City of Laingsburg. All information and all required documentation must be received by the City of Laingsburg. The application will be reviewed by the City of Laingsburg or its designated representative for its approval or denial. Notice of approval or denial of the application is made in writing to the event director. If an application is denied, an appeal may be made, in writing, to the Laingsburg City Council.

### C. AVAILABILITY

The Amphitheater is available for use by reservation. The City will maintain a calendar (<https://www.laingsburg.us/park-reservations-calendars/>) and check availability for the event. City noise restrictions exist between the hours of 11pm and 7am.

### D. Application Denial - The Application may be denied if:

- The application fails to comply with any requirements of this policy, existing City of Laingsburg Rules and Regulations or any conditions imposed pursuant hereto, or with any other applicable provision of state or local law.
- The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting document.
- For any other reason in the reasonable exercise of the City of Laingsburg or his/her designated representative's discretion. Such reasons can include, but are not limited to, prior commitments, scheduling conflicts, facility capacities, prior performance of applicant, person or sponsor, failure to follow City of Laingsburg Rules & Regulations, exceeding Amphitheater capacities or exceeding the limits of a previous application, and for the protection of the park and its visitors.

A person shall not sponsor, operate, maintain, conduct, or promote or participate in an event in the McClintock Park Amphitheater unless the person, has submitted an application and been approved by the City of Laingsburg. Reservations are not transferable. The McClintock Park Amphitheater may not be sublet.

### E. EVENT MINIMUM REQUIREMENTS

Applications for events are subject to the following requirements, and such additional requirements as may be imposed. Waivers to these requirements may be requested.

- Restroom facilities: The sponsor shall provide separate portable restrooms if the number of attendees will exceed the capacity of the current onsite restroom facilities.
- Parking Limited: The maximum number of designated all-season parking spaces(including handicap spaces) at McClintock Park is 36. Parking is prohibited on McClintock Street and on the Grass. Other areas to park include: Public Spaces on Woodhull, Roosevelt Row and Grand River. There is a public lot at City Hall and the Post Office.

#### **4. WAIVER**

The nature of the event, the number of attendees anticipated, and the past history of similar events and/or sponsoring organizations are factors that will be considered in determining whether a waiver is granted for any requirements.

#### **5. REVOCATIONS**

An application may be revoked whenever the applicant, its employees or all parties involved fail, neglect or refuse to fully comply with any and all provisions and requirements set forth herein or with any and all provisions, regulations, ordinances, statues or other laws incorporated herein by reference.

#### **6. VIOLATIONS**

It shall be a violation of this policy for a sponsor, its employee or all parties involved to knowingly:

Advertise, promote or sell tickets to, conduct or operate an event without first obtaining an application as herein provided.

Conduct or operate an event in such a manner as to create a public or private nuisance, or in violation of any of the requirements of this policy.

Permit any person on the premises to cause or create a disturbance in, around, or near the event or engage in disorderly conduct.

Permit any person to unlawfully consume, sell or possess any intoxicating liquor while on the premises.

Permit any person to use, sell or possess any narcotics, narcotic drugs, drugs or other substances as defined in Laingsburg City Code Sec. 46-192 30-207.

Violation of any of these provisions shall be punishable by a fine of not more than three hundred dollars (\$300.00) or imprisonment for not more than ninety (90) days, or both.

#### **7. SEVERABILITY**

If any word, clause, sentence or section of this policy or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of this policy which can be given effect without the invalid portion or application, provided such remaining portions are not determined by the court to be inoperable, and to this end this policy is declared to be severable.