



Street Closure Request Pilot Program for Businesses

- ✓ This application must be completed by businesses in the city of East Lansing seeking street closures for a special event.
- ✓ All for profit, non-profit, or other types of businesses located in the city of East Lansing are eligible applicants.
- ✓ This application should be submitted at least 30 days prior to the event date.
- ✓ The City will install barricading to effectuate the street closure, the cost of which shall be the borne by the City's General fund.
- ✓ The City will deploy Department of Public Works Staff or other personnel as necessary to effectuate the street closure, the cost of which shall be borne by the City General fund.
- ✓ There is a total of \$6,000 allocated from the City's General Fund for street closures, which will be awarded on a first come first served basis.
- ✓ The event must be open and free to the public.

What you'll need:

- ✓ A copy of a site plan identifying all streets being requested for closure.
- ✓ A copy of a site plan identifying locations or placement of event infrastructure, vendors, and pedestrian pathways. Note: a minimum of 5' must be maintained for pedestrian pathways.
- ✓ **A Copy of Commercial Liability Insurance.** Indemnity and Insurance: Each applicant must, to the fullest extent permitted by law, defend, indemnify, and hold the City harmless against any claim that may arise from its use of the public right of way and its operation in the City. The applicant must obtain and maintain a comprehensive general liability insurance policy written on an occurrence basis having policy limits of no less than \$1,000,000 per occurrence. A certificate of insurance naming the City as an additional insured must be filed with the City before the date of the block party. The certificate must provide that the city will receive 30 days prior written notice of cancellation or non-renewal.
- ✓ A check in the amount of \$350.00 made to the City of East Lansing.

How to submit your application:

- ✓ Submit your application to business.support@cityofeastlansing.com

How to submit your \$350 application fee:

- ✓ This can be paid in-person at East Lansing City Hall, 410 Abbot Rd.

Questions?

Email us at: business.support@cityofeastlansing.com

I. Business/Contact Information					
Business Name					
Business Address					
Business Contact Name					
Business Contact Email					
Business Contact Phone					
Business Type	<input type="checkbox"/> Restaurant/bar	<input type="checkbox"/> Retail	<input type="checkbox"/> Professional services	<input type="checkbox"/> Art gallery	<input type="checkbox"/> Other
Is the business:	<input type="checkbox"/> For profit	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Other (please specify):		
Is this a minority-owned or women-owned business?	Minority-owned <input type="checkbox"/>	Women-owned <input type="checkbox"/>	No <input type="checkbox"/>		

II. Event Coordinator Contact Information	
Check here if same as business contact information <input type="checkbox"/>	
Contact Name	
Contact Email	
Contact Phone	
Contact Title	

III. Event Information				
Event Name				
Event Date		Event Start Time		Event End Time
Will the event include or need any of the following (check all that apply and describe checked items below):				
Amplified Sound <input type="checkbox"/>	Performance Stage <input type="checkbox"/>	Food Services <input type="checkbox"/>	On-street Parking <input type="checkbox"/>	Parking Lot <input type="checkbox"/>
Market Tents <input type="checkbox"/>	Electricity <input type="checkbox"/>	Trash Bins <input type="checkbox"/>	Recycling Bins <input type="checkbox"/>	Restrooms <input type="checkbox"/>
Please describe all items checked above:				

IV. Street Closure Information			
Identify street(s) being requested for closure:			
Street Closure Time		Street Re-Opening Time	
Describe activities occurring in street closure area:			

V. Support from Adjacent Businesses: Please list all adjacent businesses located on the street(s) being requested for closure. Indicate whether each business is participating in the event.

Business Name	Business Street Address	Business Contact Person	Business Contact Email	Business Participating in Event?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED ATTACHMENTS CONFIRMATION

Attachment/Supporting Documentation Requirements

- ✓ A copy of a map identifying all streets being requested for closure.
- ✓ A copy of a site plan identifying locations or placement of event infrastructure, vendors, and pedestrian pathways. Note: a minimum of 5' must be maintained for pedestrian pathways.
- ✓ **A Copy of Commercial Liability Insurance.** Indemnity and Insurance: Each applicant must, to the fullest extent permitted by law, defend, indemnify, and hold the City harmless against any claim that may arise from its use of the public right of way and its operation in the City. The applicant must obtain and maintain a comprehensive general liability insurance policy written on an occurrence basis having policy limits of no less than \$1,000,000 per occurrence. A certificate of insurance naming the City as an additional insured must be filed with the City before the date of the event. The certificate must provide that the city will receive 30 days prior written notice of cancellation or non-renewal.
- ✓ A check in the amount of \$350.00 made to the City of East Lansing is required upon submission of this application. This can be paid in-person at East Lansing City Hall, 410 Abbot Rd.

To be signed by business owner.
By signing below, I certify that I have read and understand the application attachment requirements listed above and that the information provided in this Application to be true to the best of my knowledge.

Type Name: _____ Signature: _____