



## City Marina Event Policy

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This policy is used as a guide to manage event requests and traditional uses of the Marina. Charlevoix City Marina is one of the busiest marinas in the State of Michigan. From mid-June until mid-August (peak season) the Marina is at full capacity and events requests will always be challenging to accommodate.

**In deciding whether to approve the application, the Charlevoix Recreation Department shall consider the following when reviewing an application:**

1. Time of year. Shoulder seasons, before June 15th and after August 15th are highly recommended for group holds (when we would be most likely to be able to black out slips for an event).
2. Availability of space requested.
3. Will the proposed event likely conflict with or detract from any other previously scheduled event taking place at the marina or in the city?
4. How will the proposed event restrict the use of the Marina?
5. Are there any safety and/or security needs related to event and how do organizers plan to address those?
6. Duration of the event (number of hours or days).
7. Accommodations requested (additional staffing, picnic tables, extra trash cans) and how organizers plan to address those.
8. If the proposed event is sponsored by a non-profit entity, organizers should submit proof of the non-profit status at the time of application.
9. Proof of insurance or indemnification agreement listing the "City of Charlevoix" as an additional insured may be required prior to final approval.

### **Requesting an Event:**

1. Applications should be submitted at least 7 months before the event to allow for staff review and to ensure that slips are blocked for your event. The sooner the better!
2. Please submit a non-refundable application fee of \$100.00 for **low impact** events requests of 10 slips or less. \$200 for **high impact** events of 11 to 20 slips and \$300 for **large** events requesting 21 slips or more.
3. Submit application to:  
  
Harbormaster Denny McDermott at [dennym@charlevoixmi.gov](mailto:dennym@charlevoixmi.gov)  
Or Mail  
Charlevoix City Hall  
210 State Street  
Charlevoix MI, 49720  
Attention: Harbormaster, Denny McDermott
4. Additional information may be required to properly evaluate the proposed use.

### **Approvals:**

1. Low impact events can be approved by The Harbormaster
2. High Impact events must be approved by Recreation Director
3. Large events that require outside support or require additional resources from City staff may require appropriate approvals from City staff and City Council.