



City of South Haven  
 Department of Public Works/Parks Department

## NON-PROFIT SPECIAL EVENT FEE WAIVER APPLICATION

1199 8th Avenue • South Haven, MI 49090 • 269.637.0737 • Fax: 269.637.4778

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charged to the event coordinator.

**Requested Event Date:** 1<sup>st</sup> choice \*\*: \_\_\_\_\_

2<sup>nd</sup> Choice \*\* (Required): \_\_\_\_\_

**\*\*Date choice is not guaranteed until final calendar has been determined by City staff.**

### ORGANIZATION'S INFORMATION

**EVENT TITLE:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Non-Profit I.D. or Tax Exempt #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### EVENT INFORMATION

**Event Type** (please select all that apply):

<input type="checkbox"/> Race (run, walk, bike, etc.)	<input type="checkbox"/> Tournament Type: _____
<input type="checkbox"/> Parade	<input type="checkbox"/> Pass-Through
<input type="checkbox"/> Street Fair/Festival	<input type="checkbox"/> Fundraiser Benefitting: _____
<input type="checkbox"/> Concert	<input type="checkbox"/> Other _____

Event Location: \_\_\_\_\_

Why are you requesting to waive the Special Event Fee?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please identify the hardship incurred (*please attach additional pages, if necessary*):

Please identify how your organization benefits the City of South Haven as outlined in the criteria below.  
Please be specific (*attach additional pages, if necessary*):

CRITERIA CONSIDERED

The City will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.

\_\_\_\_\_  
Event Representative (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Special Event Coordinator

\_\_\_\_\_  
Date