

# Cadillac Area Festivals & Events – Event Planning TIDBITS

*This document is intended to assist in guiding an organization thru the permitting process for events within the City of Cadillac, or surrounding communities within Wexford County, or across State of Federal lands. This document in NO WAY replaces any permit required, but should be used as a road map to enable events to successfully permit where needed.*

## What You Need to Consider with a Route Race/Ride (by Foot or Bicycle)

- **ROUTE Inside City Limits:** If using the side of a street, road within **the City of Cadillac**, you will need a permit. Even if you are not requesting a road closure, you should fill out a permit form to notify local authorities along the route. You can get all you need at the City website, [www.cadillac-mi.net](http://www.cadillac-mi.net) permit page – look for Road Closure permit, and contact either the City Clerk, or others as advised by the City Clerk. They will ensure you have the correct permits. These permits should be submitted at least 90 days prior to the event, earlier to verify there is no conflict with other activities.
- **ROUTE Outside of City Limits/ Wexford County:**
  - If your race will continue outside of the City of Cadillac limits, you will need to contact **Wexford County Road Commission**, for a permit, and safety requirements at intersections. <http://www.wexfordcrc.org/>
  - **Other Cities and Villages** have their own permitting processes, please google their official sites and make some phone calls.
  - Other counties adjacent to the City of Cadillac offer similar permit processes, please contact their offices if your route **follows east to Missaukee, or south to Osceola.**
  - If your race is on an **MDNR or US Forest Service trail**, you are required to get a permit as well, those are best suited to visit the offices here in Cadillac to review needs and process.
- **Road Signs:** you will need to get permission, and or permits to put signs (even small ones) along any public road or intersection. Please be reminded there are placement requirements – install, remove, easement restrictions.
- **Consider the following when determining your route/location(s):**
  - **Permitting** – the process should be started, even with draft documents, 6-9 months prior to the actual event to ensure success. Most public agencies do not charge non-profits, depending on level of support requested. All for profits will be charged permit fees, unless you request their local jurisdiction to waive fees.
  - **Road activity** – possibly check with local jurisdiction first, they may have a preferred route for 5k, 10k, etc.
  - **Start/Finish** – ensure you have enough space for racers, finish line, and parking.
  - **Utility/Bathrooms** - Ensure you have access to bathrooms and potentially electricity or water, especially if selling vending space.
  - **Vending** - If selling vending space, verify utility depth for area, some stakes make puncture a utility, it is advised to work with local jurisdiction on locating vendor spaces.
  - **Volunteers** – ensure that your volunteers are properly trained on road use and safety rules, as well as ensure they are wearing safety vests or visible garments for traveling public to view them easily.
  - **Insurance** – all public entities of which you are utilizing property of should be listed as ‘additional insured’ on your event insurance. Typically first additional insured is at no cost, most insurance companies charge about \$50 per additional. This is a cost to the event, and all public agencies have different levels of requirement.

If you have any additional questions regarding planning a successful race or ride, please contact the local agency of jurisdiction, or our office at 231-775-0657.