

Supervisor: 989-684-8931  
Clerk: 989-684-8041  
Treasurer: 989-684-8531  
Fire Dept.: 989-684-8504



Assessor: 989-684-7100  
Inspection: 989-684-5427  
Enforcement: 989-684-9700  
Fax: 989-684-5644

## SPECIAL EVENTS PERMIT

Name of Event: \_\_\_\_\_

Date (s) of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Applicant's Affiliation with Organization: \_\_\_\_\_

Applicant's Home Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Name of additional contract person (who will contact Applicant) in case of emergency:

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Description of the proposed event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site of the proposed event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Times and dates of the proposed event: \_\_\_\_\_

Estimated maximum number of persons expected at the event each day: \_\_\_\_\_

A legible map needs to be included as part of the application showing the location of the event, roads, that will be effected or a specific route that will be used for the event. Please submit four (4) originals when submitting colorized maps.

Submit a detailed explanation, on a separate sheet of paper, including drawings and diagrams where applicable, of your plans for the following:

- |  |   |
|--|---|
| 1. Facilities for clean-up   | 13. Health & sanitation facilities  |
| 2. Electrical and water service                                      | 14. Request for any Township equipment and/or services  |
| 3. Illumination facilities   | 15. Security (if this involves the sale of alcoholic beverages and perimeter security, it is the responsibility of the Applicant) |
| 4. Communication facilities  | 16. Bleachers   |
| 5. Noise control and abatement                                       | 17. Whether any tents will be used  |
| 6. Signs and banners along the premises                              | 18. Fire protection   |
| 7. Insurance arrangement   | 19. Medical facilities & services, including emergency vehicles & equipment   |
| 8. List of contractors and sub-contractors                           | 20. Camping & trailer facilities, if overnight stays are anticipated  |
| 9. Fencing   | 21. Number of volunteers  |
| 10. Concessions  |   |
| 11. List of permits to be secured from other jurisdictions           |   |
| 12. Vehicle access, parking facilities, barricading and traffic plan |   |
| 22. Will an admission fee to the Special Events be charged?          | Yes _____ No _____  |
| 23. Will music be played or performed?                               | Yes _____ No _____  |
| 24. Will alcoholic beverages be served?                              | Yes _____ No _____  |
| 25. Will alcoholic beverages be sold?                                | Yes _____ No _____  |

If yes, name of licensee: \_\_\_\_\_

In the event that a Special Events Permit is issued, Applicant shall supply to the Township Supervisor and Fire Chief, at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the Township to all vendors, concessionaires, workers, volunteers, attendees, invitees, pursuant to the permit. Applicant also agrees to fully cooperate with the Township and employees concerning or relating to any activity or use of Township property conducted under the Special Events Permit.

Township to all vendors, concessionaires, workers, volunteers, attendees, invitees, pursuant to the permit. Applicant also agrees to fully cooperate with the Township and employees concerning or relating to any activity or use of Township property conducted under the Special Events Permit.

Applicant covenants and agrees to indemnify, protect, defend and save the Township, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the Township, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit which may be issued for the event covered by this application, and further understands and agrees that the Township in its sole and absolute discretion may approve, deny, or set any conditions or limitations on any permit which may be issued, or may at any time alter, amend, modify, rescind or revoke any permit for the use of Township property by the Applicant, all without recourse or remedy by the Applicant, or liability of the Township.

If the application is made on behalf of a partnership, corporation or other association, information must be provided for all partners, officers and directors, or members. If the Applicant is a corporation, a copy of the articles of incorporation may be required.

If on Township property, applicant shall deposit with the Township Treasurer a clean-up and damage bond in the form of cash or certified check payable to the Township Treasurer for \$100.00. This will correlate with the type of insurance required. The bond should be deposited with the Treasurer at the time the application is submitted, when possible, but is required prior to the permit being presented to the Township Board for approval. The bond shall be returned to the Applicant, without interest, within fourteen (14) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the Township for its "out-of-pocket" expenses which includes but is not limited to overtime of Township employees and trash disposal to reduce these costs.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the Township's Special Events Policy and Procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**Office Use Only:**

**Inspections Required:**

Inspection Dept.

Code Enforcement

Fire Chief

## **SPECIAL EVENTS PERMIT**

Deadline is 1<sup>st</sup> Wednesday of the month

Meeting is 2<sup>nd</sup> Tuesday of the month

All applications have to go to the board for approval