



Pittsfield Charter Township
Department of Municipal Services

6201 West Michigan Avenue, Ann Arbor, MI 48108
 Phone: (734) 822-3130 Fax: (734) 944-1103
 Website: www.pittsfield-mi.gov Email: planning@pittsfield-mi.gov

Special Events Permit
Application

SEPA # _____ - _____ ZP Fee \$ _____

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\$100 application fee (must be paid by cash or check when application is submitted). *Fee is non-refundable. Application will not be processed until payment is received.*

Completed **Application Form** Date: _____

Obtained all **Township approvals** Date: _____

Copy of **Applicant's Driver's License** (or other identification)

Copies of **Certificate(s) of Liability Insurance** (if applicable)

Copy of **Misc. Use of ROW Permit** for road closure(s) (if applicable)

Copy of **Liquor License** (if applicable)

Copy of **Temporary Food Establishment Permit** (if applicable)

Copy of Map/Diagram of **Proposed Site Plan / Set-up / Parking**

Obtained **Security / Traffic Control / EMS / Fire Safety** services, as required. (Circle all that apply.)

Applicant Information

(Please Print)

Applicant Name

Street Address

City State Zip Code

Home Telephone No. Cell Phone

Work Telephone No. Email

Organization / Business Sponsoring Event

(Please Print)

Name of Organization / Business Contact Person

Street Address City State Zip Code

Email Office No. Fax No. Cell Phone

Contact Person(s) on Day(s) of Event

(Please Print)

Contact Person No. 1 (Primary Contact)

Telephone No. Cell Phone

Email

(Please Print)

Contact Person No. 2 (Secondary Contact)

Telephone No. Cell Phone

Email

Event Details

(Please Print)

_____ / / _____ / / _____

Name of Event Start Date End Date Estimated Attendance
 (Include volunteers & participants)

Hours of Event (List hours of each day separately, if multi-day event) Estimated Time for Set-Up Estimated Time for Clean-Up

Location of Event Purpose of Event Property Zoning Classification

Brief Description of Event

Type of Event: _____

Map attached:

Yes (Include locations for parking, food/beverage, booths, tents, rest areas, stages, first aid, etc.)

No

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Time Stamp

Received By: _____

(Initials)

LOGISTICS SECTION

UTILITY NEEDS: (List items needed) _____

 Will additional electrical supply be required? _____

SANITATION / RESTROOM FACILITIES: _____

BOOTHS / TENTS / AWNINGS: _____

PICNIC TABLES / REFUSE BARRELS: _____

BARRICADES / TRAFFIC CONES / SIGNS: _____

 Are signs township approved? _____
 Township Approval Date: _____

CLEAN-UP PROCEDURES: _____

HOSPITALITY SECTION

FOOD & BEVERAGES:

Will food and/or beverages be served? Yes No

Provide a copy of completed WCEH Application.
 (See information below)

ALCOHOLIC BEVERAGES:

Will alcoholic beverages be served? Yes No

Provide a copy of completed MLCC Application.
 (See information below)

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Date Stamp of WCEH Application: _____

Copy of Temporary Food Permit Application: _____
 (A copy of the Temporary Food Application to be submitted upon approval of Washtenaw County Environmental Health.)

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If food is being prepared for this event, a **Temporary Food Establishment Permit** must be obtained from the Washtenaw County Environmental Health Department (WCEH).
 Website: www.ewashtenaw.org/government/departments/environmental_health
 WCEH Contact No: (734) 222-3800
 Must apply for this permit at least five (5) business days prior to event.

Date Approved by MLCC: _____

Special Liquor License No: _____
 (A copy of the Special Liquor License to be submitted upon approval of MLCC, State Application Form LCC-3511 or Form LCC-146)

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If alcoholic beverages are being served at this event, a **Special Liquor License** must be obtained from the **Michigan Liquor Control Commission (MLCC)**, through the Department of Licensing and Regulatory Affairs (LARA).
 Website: www.michigan.gov/lara/
 MLCC Licensing Division: (866) 813-0011
 Email: mlccinfo2@michigan.gov

Describe Proposed Event Plans (Briefly explain how the following items will be addressed at this event.)

**Please provide details of proposed plans for the following items pertaining to your special event.
If more room is needed for explanation, please attached additional sheets, as necessary.**

NOTE: Any increase in township staffing (i.e., security, fire, utilities, etc.,) requested and/or required for this event will be billed to the organization listed on this form. The Applicant shall be responsible for securing any permits or approvals required in connection with this event, such as parking permits, utility permits, temporary liquor license, road closure permits, etc.

PUBLIC SAFETY SECTION

NOTE: All proposed public safety plans are subject to review and modification by the Pittsfield Charter Township Department of Public Safety.

SECURITY: Will security be on-site for event? Yes
 No
 If so, for how long? _____
 Will security be armed? Yes
 No
 Will security be uniformed or non-uniformed? _____

 If private security, provide contact information: _____

PARKING: How many staff will handle parking? _____
 How many parking spaces will be available? _____
 Where are parking locations? _____

 If on adjacent properties, is approval obtained? _____
 List all property owners who have authorized parking: _____

 Are Parking Permits Required? _____ If yes, are copies attached? _____ No. of Permits _____

TRAFFIC CONTROL & TRAFFIC FLOW: Yes
 No
 Will pedestrian and vehicular traffic be impacted?
 How will the event impact pedestrian and vehicular traffic flow in and around the area? _____

 Who will direct traffic? _____

CROWD CONTROL / FIRE SAFETY:
 How will crowd control be maintained? _____

 If indoor event, will occupancy limit be exceeded? Yes
 No
 Will FD be required to remain on-site? Yes
 No
 If yes, indicate timeframe FD is needed: _____

 Will a medical standby be required? Yes
 No
 Will fire lanes and hydrants be accessible? Yes
 No
 Will there be open flames or pyrotechnics? If yes, list items below:

 Will this event have a large amount of combustible material? If yes, what type and amount? _____

ROAD CLOSINGS: List road(s) to be closed: _____

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Date Approved by WCRC: _____
 Permit No./Resolution No: _____ / _____
(A copy of Road Closure Permit to be submitted upon approval of WCRC)

 If a public road(s) must be closed for this event, a "Miscellaneous Use of Right-of-Way Permit" must be obtained from the Washtenaw County Road Commission.
www.wcroads.org/permits/applications.htm • General Contact No: (734) 761-1500
 Permits Office: (734) 327-6624 • Email: wrcr@wcroads.org

Impact on Adjacent Properties

Briefly explain how the event may impact other properties, businesses, and/or residents: _____

Will music be provided? Yes No

Location of Live Band/Disc Jockey/Loudspeakers/Equipment

If yes, what type of music?

Live Amplified Recorded Loudspeakers

Other (Explain) _____

Insurance Requirements

Unless waived by the Township Supervisor, the following liability insurance is required for approval of this Special Permits Application.

Please provide one (1) copy(ies) of each certificate of insurance with this application. Certificates must name Pittsfield Charter Township as "additional insured."

NOTE: Insurance companies, named insureds and policy forms may be subject to the approval of Pittsfield Charter Township, if requested by the Township Supervisor. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Pittsfield Charter Township. The Applicant shall be responsible to Pittsfield Charter Township or insurance companies insuring Pittsfield Charter Township for all costs resulting from both financially unsound insurance companies selected by the Applicant, and their inadequate insurance coverage. The Applicant shall furnish the Township with satisfactory certificate(s) of insurance or a certified copy of the policy, if requested by the Township Supervisor.

At a special event for which a Professional Services Contract for police/fire/medical service is required, the minimum insurance requirements are as follows:

- Workers' Compensation Insurance with Michigan statutory limits and Employer's Liability Insurance with a minimum limit of \$1,000,000 each accident for any employee.
- Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The policy shall include contractual liability and personal injury coverage. Pittsfield Charter Township shall be added as "additional insured" on General Liability Policy with respect to the services provided under the Professional Services Contract.
- Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No-Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
- Professional Liability Insurance coverage with a minimum of \$1,000,000 each occurrence. **Pittsfield Charter Township must be named as "Additional Insured."**
- Staff Fidelity Bonding

At a special event that does not require the services of police/fire/medical personnel, the minimum insurance requirements are as follows:

- Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The policy shall include contractual liability and personal injury coverage. Pittsfield Charter Township shall be added as "additional insured" on General Liability Policy with respect to the services provided under the Professional Services Contract.

Does this event require Police / Fire / Medical Services?

If yes, what type of services will be required?

Police Fire Medical Other: _____

I agree to enter into a **Professional Services Contract** with the Pittsfield Charter Township Department of Public Safety for the above-selected services.

Applicant's Signature Date

Insurance Requirements Waived Yes No

Township Supervisor Date

Applicant's Permit Compliance Agreement

Applicant Responsibilities

Applicant hereby agrees to be liable to Pittsfield Charter Township for any and all damage that may occur to township property(ies), or injury(ies) to township employees, officers, or agents caused by this event, or by any person attending or seeking to attend the event, whether or not such damage is the result of negligence, intentional acts, or accident.

Applicant acknowledges that s/he is responsible for contacting the Michigan Liquor Control Commission (MLCC), the Washtenaw County Road Commission, the Washtenaw County Environmental Health Department, and any other agency(ies), to secure any and all permits required from the State of Michigan, Washtenaw County, and/or Pittsfield Charter Township for this special event.

Applicant acknowledges that the filing of this Application authorizes Pittsfield Charter Township employees and/or officials to enter the property to determine the accuracy of the submitted information and conditions, before, during and after event activities.

Applicant agrees to be solely responsible for any and all activities associated with this event; and understands that s/he will be billed for any and all costs incurred by Pittsfield Charter Township for services rendered in connection with this event.

If Applicant is not an individual, the person(s) signing below affirms that s/he is authorized to bind Applicant to the terms of this Application/Agreement and is authorized to execute this document on behalf of Applicant.

Approval / Denial of Special Events Permit

This Special Events Permit may be revoked for good cause, including, but not limited to acts of vandalism, violence, or rowdiness, violations of law or local ordinances, or threats to the health, safety, and welfare of Pittsfield Charter Township residents or visitors. The Special Events Permit may be revoked by the Township Supervisor and/or his/her designee, including the senior on-duty members of the Police and Fire Divisions of the Department of Public Safety.

This Special Events Permit may be denied to any person, organization, or group that has, at any time prior to the proposed special event, held, sponsored or hosted a special event that resulted in acts of vandalism, violence, or rowdiness, was held in violation of law or local ordinances, or posed a threat to the health, safety, and welfare of Pittsfield Charter Township residents or visitors.

Issuance of this Special Events Permit does not allow Applicant to violate any state law or local ordinances.

Authorized Signature Title / Position Date

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<p>TOWNSHIP APPROVALS (those required for this event)</p> <p>_____ Director of Department of Public Safety Date</p> <p>_____ Fire Marshal Date</p> <p>_____ Director of Utilities & Municipal Services Date</p> <p>_____ Director of Parks & Recreation Date</p> <p>_____ Director of Building Department Date</p> <p>_____ Code Enforcement Division Date</p> <p>_____ Clerk's Office Date</p>	<p>Non-Refundable Application Fee: \$50.00</p> <p>Date Paid _____ Check No. _____ Cash _____</p> <p>Permit Issued Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p>_____ Township Initials Date</p> <p>Anticipated Cost to Township: \$ _____</p> <p>Pre-Payment by Applicant:</p> <p>_____ Amount Paid Date</p> <p>NOTES:</p>
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APPROVED **DENIED** Reason for Denial: _____

Township Supervisor Date