



**Township Use Only:**  
 Application Receipt Date: \_\_\_\_\_

## Special Events Application

**Instructions:**

Complete and return this application to the Planning Department at least 21 days prior to the starting date of the event. If the Special Event is conducted on an annual basis, a new application must be submitted each year. Scheduling for public safety personnel is made three (3) months in advance. Costs associated with public safety may be less if the event is planned well in advance.

|  |      |                 |
|--|------|-----------------|
| <b>Event*</b>                                      |      |                 |
| Event Name:  |      |                 |
| <b>Description of Event, Date(s) &amp; Time(s)</b> |      |                 |
|  |      |                 |
| <b>Sponsoring Organization Information</b>         |      |                 |
| Legal Business Name:                               |      |                 |
| Address:   |      | City/State/Zip: |
| Phone:   | Fax: | Email:          |
| Contact Name:                                      |      | Title:          |
| Phone:   | Fax: | Email:          |
| <b>Contact Person on Day of Event</b>              |      |                 |
| Name:  |      | Title:          |
| Address:   |      | City/State/Zip: |
| Phone:   | Fax: | Email:          |

\*If portions of the event will take place in the City of Northville, a separate Special Events application is required.

**Application Signature**

The applicant and sponsoring organization understands and agrees to provide the following: a Certificate of Insurance, with all coverages deemed necessary for the event, and naming the Charter Township of Northville as an additional insured on all applicable policies, and an Indemnification Agreement on the sponsoring organization's letterhead. Both documents shall be provided to the Township Clerk's Office within one (1) week of event approval. Compliance with all Township and Wayne County ordinances, applicable State laws and Township policies. The special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies. Payment of any invoice for Township services, which may be rendered or deemed necessary as part of the event and event approval, must be received prior to the event. The approval of this special event may include additional requirements and/or limitations based on the Township's review of this application, in accordance with the Township's Special Events Policy. It may be necessary to meet with Township staff during the review of this application and that Board of Trustees approval may be necessary. The applicant (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the Wayne County Health Department to secure any and all permits required for this event. The applicant agrees the sponsoring organization will operate the event in conformance with written approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Event Representative: \_\_\_\_\_  
(Signature / Date) (Print Name)

**SPECIAL EVENTS APPLICATION**

The Charter Township of Northville

**Type of Event\***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Township Operated/Sponsored Event | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event        |
| <input type="checkbox"/> Co-sponsored Event                | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Sporting Event   |
| <input type="checkbox"/> Non-Profit Event                  | <input type="checkbox"/> Block Party                     | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> For-Profit Event                  | <input type="checkbox"/> Video or Film Production        | _____                                     |

\*Check one- See Special Events Policy for additional information

**Event Information**

Event Location(s):

Event Date(s):

Event Hours:

**Set Up/Clean Up**

Estimated Date/Time for Set Up:

Estimated Date/Time for Clean Up:

Description of Set Up and Clean Up Procedures:

**Attendance**

Estimated Attendance:

Description of Crowd Control Plans:

Description of Impact on Adjacent Commercial & Residential Property:

Description of Proposed Parking Arrangements to Accommodate Attendance:

**Street Closure Requests**

Are street closures necessary?  Yes  No

If yes, include a detailed map indicating road closures, emergency vehicle access and barricade locations

Date/Time for Street Closure:

Date/Time for Street Re-Opening:

**Parking Lot Closure Requests**

Are parking lot closures necessary?  Yes  No

If yes, include a detailed map indicating proposed closures and barricade locations.

Date/Time for Parking Lot Closure:

Date/Time for Parking Lot Re-Opening:

**SPECIAL EVENTS APPLICATION**

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**Music**Will music speakers or other similar activity be provided/included during the event?  Yes  NoType of Music or Activity Proposed:  Live  Amplification  Recorded  Loudspeakers  Other

If other, please describe:

Music Beginning Time:

Music End Time:

Proposed Location of Activity/Band/D.J./Loudspeakers/Equipment:

Description of Noise Control Plans:

**Temporary Facilities\***

| <u>Item</u>                       | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u> |
|-----------------------------------|-----------------|---|-----------------|
| <input type="checkbox"/> Booths   | _____           | <input type="checkbox"/> Tables                     | _____           |
| <input type="checkbox"/> Tents    | _____           | <input type="checkbox"/> Portable Tables            | _____           |
| <input type="checkbox"/> Awnings  | _____           | <input type="checkbox"/> Dumpster/Waste Receptacles | _____           |
| <input type="checkbox"/> Canopies | _____           | <input type="checkbox"/> Other (describe)           | _____           |
| <input type="checkbox"/> Rides    | _____           |   |                 |

\* A layout plan must be provided including the proposed location of booths, tents, tables, portable toilets, rides, routes, parking, music and other structures/activities.

**Rides**

Will the event have rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

 Yes  No

If yes, additional insurance coverage may be required.

Describe the Types of Proposed Attractions:

**Concessions\***Will the event have food, beverages or concessions?  Yes  No

\*See the Special Events Policy for Health Department approvals and temporary food license requirements.

Describe Concessions for Event:

Will alcohol be served at the event?

 Yes  No

If yes, Liquor Liability Insurance is required. Location must be identified on event layout plan and describe measures to prohibit sale of alcohol to minors or visibly impaired individuals.

**Signs**Do you plan to have special event signs?  Yes  No

Signs must conform to the Special Event Policy and Chapter 145, Sign Ordinance.

Describe Signs &amp; Proposed Locations:

**Application Check List**

- Completed application
- Event map (includes detailed event layout for vendors, rides, booths, etc.)
- Detailed plan (showing road closures, site layout, etc.)
- Certificate of Insurance and Indemnification (due to Township Clerk's Office within 1 week following notice of event approval)
- Event signage
- Driver's License of Applicant

\*Failure to provide necessary documentation will delay application review and approval.