



SPECIAL EVENT APPLICATION

Administrative Offices | 44405 Six Mile Road, Northville, MI 48168-9670 | 248-348-5800

Name of event

Complete and return this application and all the required documents to the Clerk's Office at least 60 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 must be made three (3) months in advance. Costs associated with public safety may be less if the event is planned well in advance.

Event type (check one)

- Township operated/sponsored
- Block party
- Non-profit
- For-profit
- Sporting
- Political or ballot issue
- Wedding

- Video or film production
- Walk/run
- Other (please describe)

Event information (Set-up and/or cleanup time must be included, if required.)

Date	Start time (inc. set up)	End time (inc. clean up)	Requested location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sponsoring organization information

Legal business name: _____ Contact name: _____
 Address: _____ Contact title: _____
 City/State/Zip: _____ Contact phone: _____
 Phone: _____ Contact email: _____

Attendance

Estimated attendance: _____
 Description of crowd control plans: _____
 Description of impact on adjacent commercial & residential property: _____
 Description of proposed parking arrangements to accommodate attendance: _____

Event questions

YES

NO

1. Is this for commercial video/film production?
2. Will there be a tent required for event?
 - a. If yes, is it over 20'x20'?
3. Is a generator required for event?
4. Will there be signage at the event?
5. Will the event have food, beverage or concessions?
 - a. If yes, will there be a food truck at the event?
6. Will alcohol be served at the event?
7. Is the event held inside an HOA?
8. Will there be a street/parking closure?
 - a. If yes, describe impact on adjacent & commercial resident property _____
9. Will there be music?

Music beginning time: _____ Music end time: _____

Description of music (playing music over speakers, live band, etc.): _____

Does the event require temporary facilities? (If yes, complete the section below).

ITEM	QUANTITY	DESCRIBE (IF NECESSARY)
Booths	_____	_____
Awnings	_____	_____
Canopies (10'x10')	_____	_____
Rides	_____	_____
Tables	_____	_____
Dumpster/waste receptacles	_____	_____
Other; please describe	_____	_____

Required Documentation

1. Drivers Licenses of Special Event Organizer
2. Signed Indemnification Agreement
3. Completed Special Events Application
4. Detailed Event Map
5. \$50 Application Fee

NOTE: Failure to provide necessary documentation will delay application review and approval.

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.

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 \$50 application fee must be submitted with the application, either check or cash. 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 and Outdoor Gathering Ordinance Chapter 128. 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 that 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: _____

Event Representative Date: _____





INDEMNIFICATION AGREEMENT

Administrative Offices | 44405 Six Mile Road, Northville, MI 48168-9670 | 248-348-5800

The _____ for the _____ event being held on _____ agree(s) to defend, indemnify and hold harmless the Charter Township of Northville, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ by reason of any damage to the property, personal injury or bodily injury, including death, sustained by any person whomever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the Charter Township of Northville or by third parties, or by agents, servants, employees or factors of any of them.

Signature: _____

Date: _____

Witness: _____

Date: _____