

VILLAGE OF PINCKNEY SPECIAL EVENT PERMIT APPLICATION

DATE OF APPLICATION: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

Type of Event:

- Antique/Art/Auction/Craft Show Bike Race/Run/Triathlon/Walk Block Party Retail Sales
- Food Truck Boat/Car Show/Festival/Market/Tournament Church/Concert/Live Entertainment
- Fireworks Demonstration Parade/Public Assembly Other _____

DESCRIPTION OF EVENT: _____

Has this event been held in the past in the village? Yes No

WHERE WILL EVENT BE HELD: (Include all streets you might need closed and times of Closures)

Number of Participants: _____ Estimated Attendance: _____ Number of Staff _____

Hour(s) of Event: _____

Estimated Time for Set Up: _____ Clean Up: _____

APPLICANT

Name: _____ Phone #: _____

Address: _____

ORGANIZATION / BUSINESS SPONSORING EVENT (if different from applicant):

Name: _____ Phone #: _____

Address _____

Non-Profit Status if applicable _____

CONTACT PERSON(S) ON DAY OF EVENT:

Name: _____

Address: _____

Phone #: _____ Cellular Phone #: _____

Will staff have identifiers? (cards, badges, shirts, etc.) Yes No

If yes, provide details. _____

Will the public assembly involve the use of fire, open flames or fireworks? Yes No
If yes, please detail on event plan.

Will amplified sound be used? Yes No
If yes, hours? _____

Will the public assembly use tents or other temporary structures? Yes No
If yes, see requirements of Putnam Township Fire Department fire code permit

Will the public assembly involve the use of alcoholic beverages? Yes No
If yes, special requirements may need to be met with the state liquor control commission and the local police department. Please investigate before submitting the application to Village Council.

Will there be booths, tents or awnings used? Yes No
If yes, you must complete the Putnam Township fire code permit requirements/application

Will there be food trucks at the event?
If yes, what types of cooking equipment will be used _____

Written consent of adjacent property owners if applicable. If event is taking place in Putnam Township Square, please include copy of approved park usage application.

Attached a detailed explanation, including where applicable, a site plan drawing, of the premises providing the following:

Police & Fire Safety – including but not limited to traffic control, crowd control, traffic management, road closures, security and fire code compliance

Food & Water Supply Facilities – proof of application with Livingston County Health Department and inspection by the Putnam Township fire department. If alcohol is being served copy of application to the Michigan Liquor control commission, entry and exit control from area, id management, etc.

Health & Sanitation Facilities – Identify accessible facilities on site plan, refuse barrels (include location, time dropped off and scheduled pick up).

Medical facilities & services – site the location for medical facilities on-site including, if necessary, emergency vehicles and equipment.

Vehicle Access & parking facilities – depict layout of all proposed areas and users for parking (public, vendors, emergency vehicles, etc.)

Camping & Trailer facilities – note location and provide property owner authorization to use.

Illumination of site – provide source of power, type of lighting and wiring. If access to electricity, in and around park is required, you must gain authorization from Putnam Township for the electricity access in the park and the Pinckney Putnam Hamburg Hell Chamber of commerce for access to their outlets on Livingston and Mill streets.

Noise control – highlight plans

Clean-up plan – timeline, vendors, etc.

PLEASE INCLUDE:

- \$25.00 Application Fee (nonrefundable)
- Copy of Driver's License and/or other identification
- Certificate of Liability Insurance

- Statement of Indemnification
- Permission Letters if applicable
- Event Plan

Applicant acknowledges that he/she is responsible for contacting the Michigan Liquor Control Commission and/or the Livingston County Health Department and Putnam Township Fire Department to secure any and all permits required from the State and/or County for this event.

The Applicant understands that he/she may be liable for the cost of Village services after the event (see below).

SIGNATURE OF APPLICANT:

SUBMIT TO:

Village Clerk
Village of Pinckney
220 S. Howell Street
Pinckney MI 48169
734-878-6206 734-878-9749 FAX www.villageofpinckney.org

Received: _____

ROUTED TO:

Police _____
Fire _____

APPROVALS:

VILLAGE COUNCIL MEETING OF: _____
POLICE CHIEF _____ DATE _____
VILLAGE CLERK _____ DATE _____

NON-REFUNDABLE FEE: \$25.00 DATE PAID _____ CHECK # _____ CASH

ANTICIPATED COST TO VILLAGE _____

PRE-PAYMENT BY APPLICANT: \$ _____ DATE: _____

PERMIT ISSUED _____

FINAL BILL : \$ _____ -or- CREDIT: \$ _____

DATE PAID: _____

Special Event "Property Owner" Permission Letter

DATE: _____

Chief of Police
Village of Pinckney
220 S Howell St, Pinckney MI 48169

Chief:

Our establishment(s) _____ hereby consents to a
(name of establishment)
special event involving _____ on
(name or description of event)
_____ Street between/in the vicinity of _____.

It is understood that this special event will take place on _____, starting at _____ am/pm and
(date)
ending at _____ am/pm.

This special event will/will not involve our establishment/premises.

Authorized Signature