

**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