



VILLAGE OF PINCKNEY

220 S Howell Street, Pinckney MI 48161
Phone: 734-878-6206

SPECIAL EVENTS PERMIT APPLICATION

Chapter 95 of the Village Code of Ordinances

Application must be made not less than **60 days** prior to the event

Permit # _____ Fee Paid _____ \$ _____
Clean-up Deposit Paid _____ \$ _____ Refunded: _____ (date)

Application must be complete with appropriate documentation. Incomplete applications will not be considered.

Type of Event:

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Art/Craft/Antique Show
Food Truck
Fireworks
Car/Boat Show
demonstration

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☐
☐
☐
☒

Concert/Live Entertainment
Block Party
Parade
Bike Race/Run/Walk
Other

Date(s) of Event: Saturday, November 28th

Description of Event: Light up the Park Pinckney our annual tree lighting event, the town square is decorated with 100 lit trees for the holiday month

Location of Event: Downtown Pinckney



Property Owner Permission Provided (Approved Putnam Township Square Usage Application if using Putnam Township Square)

Roads/Streets that require closing: - We'd like to close Mill st, Livingston and Howell st around the square. Also if possible M36/Main street

Parade route (if applicable):



Map Provided

Hours of Event: 4pm to 7pm

Estimated time for set-up: three hours

Estimated time for clean-up: 30 minutes

Anticipated Attendance: 300

Number of Staff: 12

Applicant:

Name: Susie Tennyson

Address: 3949 W Schafer Rd

Phone: 734-717-8862

Email: susiet71@gmail.com

Organization/Business Sponsoring Event (if different from Applicant)

Name: Pinckney Partnership Project

Address: same

Phone: same

Email: same



501 (c)3 Organization (Provide documentation)

Contact on Day of Event:

Name: Susie Tennyson

Cell # 734-717-8862

Event Detail:

Number of Staff: 12

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

Details: safety vests

Will the public assembly involve the use of fire, open flames or fireworks? ☒ Yes ☐ No

Details: shalom church will have burn barrels and provide scouts and fire department to manage

Will amplified sound be used? ☒ Yes ☐ No

Hours: 4pm-7pm

Will the public assembly use tents or other temporary structures ☒ Yes ☐ No

Details: **a 12x12 tent for art/crafts**

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 Village Police Department.

Will there be booths, tents or awnings? ☒ Yes ☐ No

Details (Provide proposed layout):

Will there be food trucks at the event? ☐ Yes ☒ No

Types of cooking equipment to be used:

Will there be animals participating in the event? ☒ Yes ☐ No If yes, Approximate # of Animals 4 & type horses

Clean-up arrangements

- ☒ Certificate of Liability Insurance Provided with the Village as a named insured
- ☐ Property Owner Permission Provided. If Putnam Township Square is being used, provide authorization from Putnam Township
- ☐ Statement of Indemnification Provided
- ☐ Liquor Control Commission and/or Livingston County Health Department permits (if required)
- ☒ Detailed Site Plan Drawing of the premises, including the following:
___ Health & Sanitation Facilities Identified
___ Vehicle Access & Parking facilities Identified – depict layout of all proposed areas and users for parking (public, vendors, emergency vehicles, etc.)
___ Noise Control Identified
___ Illumination of site – provide source of power, type of lighting and wiring.
___ Camping & Trailer facilities (note: location and property owner authorization required)
___ Medical facilities & services
- ☐ Detail of Police & Fire Safety – including but not limited to traffic control, crowd control, traffic management, road closures, security & Fire Code compliance.
- ☐ Detailed signage/advertising plan. Include Main Street Banner Request Form if needed
- ☒ Clean-up plan – timeline, vendors, etc. **All garbage & debris must be removed after the event. If Putnam Township Square is being utilized, all trash receptacles must be emptied. Any required clean-up expense will be deducted from the deposit.**

To the fullest extent permitted by law, the Susie Tennyson PPP (Name of applicant/organization) agrees to defend, pay on behalf of, indemnify, and hold harmless the Village of Pinckney, its elected and appointed officials, employees, volunteers, and others working on behalf of the village of Pinckney against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village by reason of personal injury, including bodily injury or death and/or property damage including loss of use thereof which arises out of, or is in any way connected or associated with this event.

Pinckney Partnership Project (Name of applicant/organization) agrees to be held liable for the conduct of the event and each of its participants.

Applicants Signature: _____ Date: 9/29/26

Approvals:

Signature of Police Chief: _____ Date: _____

Signature of Fire Department: _____ Date: _____

Signature of DPW Director: _____ Date: _____

☐ Permit approved ☐ Total Amount Paid_\$ _____ Check# _____

☐ Permit Denied Reason for denial: _____

Signature of Village Clerk: _____ Date: _____