



# 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:**

<input type="checkbox"/> Art/Craft/Antique Show <input type="checkbox"/> Food Truck <input type="checkbox"/> Fireworks <input type="checkbox"/> Car/Boat Show <input type="checkbox"/> demonstration	<input type="checkbox"/> Concert/Live Entertainment <input type="checkbox"/> Block Party <input type="checkbox"/> Parade <input type="checkbox"/> Bike Race/Run/Walk <input type="checkbox"/> Other
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Date(s) of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

Roads/Streets that require closing: \_\_\_\_\_

Parade route (if applicable): \_\_\_\_\_

Map Provided

Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

Estimated time for set-up: \_\_\_\_\_ Estimated time for clean-up: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Number of Staff: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Organization/Business Sponsoring Event (if different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

501 (c)3 Organization (Provide documentation)

**Contact on Day of Event:**

Name: \_\_\_\_\_ Cell # \_\_\_\_\_

**Event Detail:**

Number of Staff: \_\_\_\_\_

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

Details: \_\_\_\_\_

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

Details: \_\_\_\_\_

Will amplified sound be used? Yes No

Hours: \_\_\_\_\_

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

Details:

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 \_\_\_\_\_ & type \_\_\_\_\_

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 \_\_\_\_\_ (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.

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

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_