



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 checked="" type="checkbox"/> Art/Craft/Antique Show	<input checked="" type="checkbox"/> Concert/Live Entertainment
<input checked="" type="checkbox"/> Food Truck	<input type="checkbox"/> Block Party
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Parade
<input type="checkbox"/> Car/Boat Show	<input type="checkbox"/> Bike Race/Run/Walk
<input type="checkbox"/> demonstration	<input type="checkbox"/> Other

Date(s) of Event: Food Truck Fridays - June 20, July 18, Aug. 15 2025

Description of Event: Community event featuring food, business booths + entertainment

Location of Event: The Park including Livingston, Mill + South Howell Streets

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

Roads/Streets that require closing: Livingston, Mill + South Howell Streets to Portage St
Parade route (if applicable): and M-36

Map Provided

Hours of Event: 12 PM to 8 PM
Estimated time for set-up: morning of event Estimated time for clean-up: immediately following event
Anticipated Attendance: 1,000 Number of Staff: 3-5

Applicant:

Name: Michelle Tokan
Address: 218 E. Grand River Brighton MI 48116
Phone: 810-227-5086 Email michelle@e.brightoncc.org

Organization/Business Sponsoring Event (if different from Applicant)

Name: Pinckney Putnam Hamburg Hill Chamber
Address: _____
Phone: _____ Email _____

501 (c)3 Organization (Provide documentation)

Contact on Day of Event:

Name: Michelle Tokan Cell # [REDACTED]

Event Detail:

Number of Staff: 3-5
Will staff have identifiers (cards, badges, shirts, etc.) Yes No

Details: chamber nametags

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

Details: _____

Will amplified sound be used? Yes No

Hours: 12-8 PM

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

vendor tents

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: enclosed with health dept. approval a fire dept.

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 on file

Property Owner Permission Provided. If Putnam Township Square is being used, provide authorization from Putnam Township letters mailed

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. see map

Detailed signage/advertising plan. Include Main Street Banner Request Form if needed yard signs on site / advertising using chamber communication channels + media - banner on M-36

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.** volunteer + staff clean up After events we will have our own dumpster

To the fullest extent permitted by law, the DPHH Chamber (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.

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

Applicants Signature: [Signature] Date: 1-16-2025

Approvals:

Signature of Police Chief: _____ Date: _____

Signature of Fire Department: _____ Date: _____

Signature of DPW Director: _____ Date: _____

Permit approved Total Amount Paid \$ _____ Check# _____

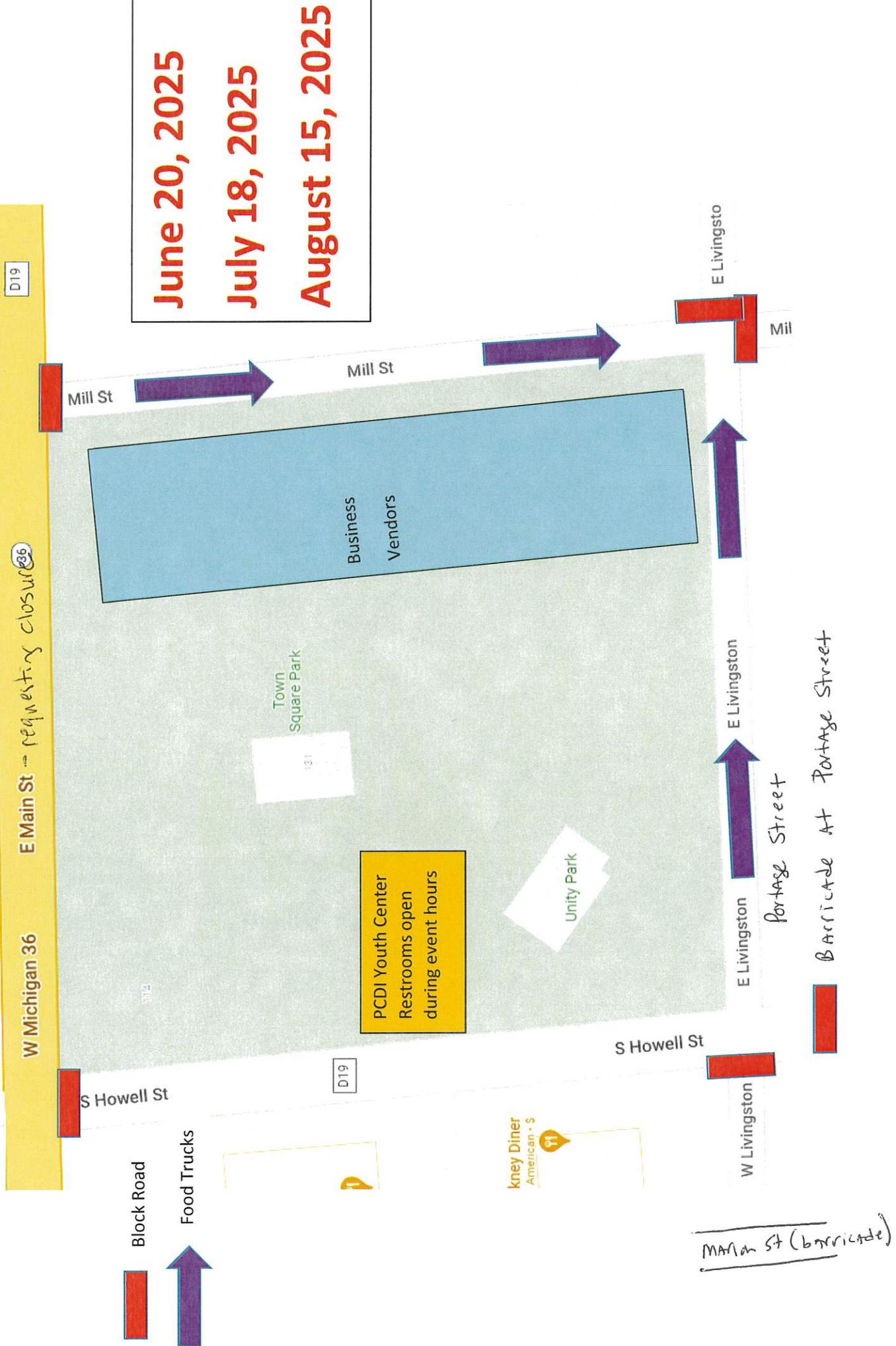
Permit Denied Reason for denial: _____

Signature of Village Clerk: _____ Date: _____

5th Annual Food Truck Fridays

2025

PINCKNEY, MI - DRAFT





VILLAGE OF PINCKNEY

220 S Howell Street, Pinckney MI 48169
Phone: 734-878-6206

MAIN STREET BANNER APPLICATION

Application must be made not less than 60 days prior to the anticipated installation date. We recommend that you DO NOT purchase the banner until the approval process is complete.

Organization Name: Pinckney Putnam Hamburg Hell Chamber - PPHH Chamber

Organization Address: 218 E. Grand River Brighton MI 48116

Applicant Name: Michelle Tokan Phone: 810-227-5086

Applicant email: michelle.t@brightoncoc.org

Type of Event: Food Truck Fridays Date of Event: June 20, July 18, Aug. 15, 2025

- The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups.

Date of Installation: 2 weeks prior to each event Date of Removal: Monday After each event

- The permit will be valid for banner to be up a maximum of 14 days. Banner approval may be reduced to 7 days based on number of requests for the requested dates. Village of Pinckney events and activities will be given priority over all other requests.



Attach banner diagram, proof or mock-up on file from Art in the Park, FTF photo Attached (2024)

- Banner Specification:
 - Banner must be made of non-combustible, opaque material. get specification on material
 - Banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. They MUST HAVE WIND FLAPS. Create detail
 - Banner must be two sided.
 - Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border, 28 total) with 5/16" spring snap hooks attached to grommets. Ends of banner will be secured using 3/8" nylon rope. (this will go in detail)
 - Banner maker may not advertise on banner.
 - Banners that do not meet the specifications will not be approved.
- All banner designs must be approved by the Village Council and actual banner and hardware must be approved by Qualified Village Agent prior to install.
- Banner must not contain private sponsorship information or commercial logos. If the non-profit event is being held at a commercial establishment, the banner may give the physical address (i.e. 500 Main) but not the name of the commercial establishment.

Installation Company: Village of Pinckney

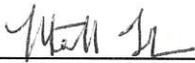
Contact Person Dustin Moma Phone: 734-878-6206

Address: 220 S. Howell Pinckney MI 48169 email: d.moma@villageofpinckney.org

- All banners will be hung by a sub-contractor arranged and paid for by applicant. Company installing banner must provide an emergency number to Village of Pinckney in case of banner failure.
- Traffic control to install and remove banner must be coordinated with the Village of Pinckney Police Department.

Indemnification Statement

To the fullest extent permitted by law, the PPHH Chamber (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. PPHH Chamber (Name of applicant/organization) agrees to be held liable for the conduct of the event and each of its participants.

Applicants Signature:  Date: 1-16-2025

Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows: on file

- CGL limits equal or greater than \$1,000,000 per Occurrence;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Additionally Insured, including all elected and appointed officials, employees, volunteers, boards, commissions and all authorities and their boards, employees and volunteers;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Certificate Holders;
- Must state that 10 days advanced notice be given of cancellation.

Approvals:

Permit approved

Permit Denied Reason for denial: _____

Date of Council Action: _____

Signature of Village Clerk: _____ Date: _____



dates will be updated



Pinckney Putnam Hamburg Hell - PPHH Chamber

June 18, 2024 · 🌐



Comment as Michelle Tokan



 You're commenting as Michelle Tokan.