

12/11/2024

Subject: Request for Waiver of Application Fee for Community Event

Dear Village of Pinckney,

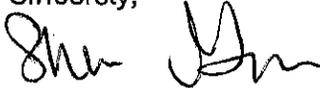
I hope this message finds you well. I am writing to kindly request a waiver of the application fee for the upcoming Run For The Gold 5K and Kids Fun Run, an annual race that is an integral part of our community's celebrations, particularly in conjunction with the St. Patrick's Day Parade.

This race draws many visitors to the area, fostering community spirit, encouraging participation in local activities, and providing an excellent opportunity for the school to engage with the public. The event not only supports local businesses but also contributes to the overall success of the parade, which is a highlight of our community calendar.

Given the positive impact this event has on the local area and the tradition it has become, we would greatly appreciate your consideration in waiving the application fee. This support would allow us to direct more resources towards enhancing the event and ensuring its continued success.

Thank you for your time and consideration. We look forward to your positive response and the continued partnership in making this event a memorable occasion for everyone involved.

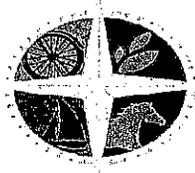
Sincerely,



Sherri Garron

Light of The World Academy

810-874-1965/5k@lightoftheworldacademy.org



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

Date(s) of Event: Saturday 3/15/2025

Description of Event: Light of The world Academy Run For The Gold SK race + Kids Fun Run

Location of Event: Putnam Twp Square + local roads

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: 10:00 AM to NOON
Estimated time for set-up: 2 hours Estimated time for clean-up: 1 hour
Anticipated Attendance: 200 people Number of Staff: 10

Applicant:
Name: Sherrin Carron / Light of The World Academy
Address: 550 E. Hamburg St Pinckney 48169
Phone: 810-874-1965 Email: Sherrin@buckleytolley.com

Organization/Business Sponsoring Event (if different from Applicant)
Name: NA
Address: _____
Phone: _____ Email: _____

501 (c)3 Organization (Provide documentation)

Contact on Day of Event:
Name: Sherrin Carron Cell #: 810-874-1965

Event Detail:

Number of Staff: 10
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

Will amplified sound be used? Yes No
Hours: 10 AM - 12 NOON

Will the public assembly use tents or other temporary structures Yes No - Tents may or may not be set up

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 NA

Details (Provide proposed layout):

Will there be food trucks at the event? Yes No NA

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 - Attached
- Property Owner Permission Provided. If Putnam Township Square is being used, provide authorization from Putnam Township Attached
- Statement of Indemnification Provided
- Liquor Control Commission and/or Livingston County Health Department permits (if required) NA
- Detailed Site Plan Drawing of the premises, including the following: Course map provided
 - Health & Sanitation Facilities Identified
 - Vehicle Access & Parking facilities Identified - depict layout of all proposed areas and users for parking (public, vendors, emergency vehicles, etc.) Public parking
 - 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 NA
- 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 Light of the World Academy (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.

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

Applicants Signature: [Signature] Date: 12/11/24

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: _____

PUTNAM TOWNSHIP

Township Square Use Application

Applicant name: Sherri Garron Date: 10/29/2024

Address: 4757 Bradley Rd City: Gregory State: MI Zip: 48137

Phone number: 810-874-1965 Home Work Cell

Email address: sherri@buckleyjolley.com

Organiza on name (if applicable): Light of The World Academy

Address: 550 E Hamburg St City: Pinckney State: MI Zip: 48169

Phone number: 734-720-9760 Home Work Cell

Email address: lauras@lightoftheworldacademy.org

Event name/descrip on: Run For the Gold 5K and Kids Fun Run

Event date: 3/15/24²⁵ Admission charge, if any: \$30 adult run \$10 kids

Set up me: From: 8:00 a.m. p.m. to: 10:00 a.m. p.m.

Event me: From: 10:00 a.m. p.m. to: 12:00 a.m. p.m.

Clean up me: From: 12:00 a.m. p.m. to: 1:00 a.m. p.m.

Number of people expected to a end: 200

Is Electricity required: Yes No

After your event, the Township Square must be restored to its prior state. In the event there is any damage to the grounds, vegeta on, sprinkler heads, gazebo, picnic tables or anything else within the Square boundaries, the applicant will be charged for replacement and/or repair costs. The Square and gazebo must be cleaned of any trash, with decora ons removed, or the applicant will be charged clean-up fees.

Absolutely no stakes may be used that are longer than 12 inches. No motorized vehicles on the Square. No alcohol is allowed on Township property. You must be present for any deliveries.

It is the applicant's responsibility to contact the Village of Pinckney Police Chief (734-878-3700) and the Putnam Township Fire Chief (734-878-6788) for any other necessary approvals.

Requests for Township Square use must be approved by the Township Board. As such, requests must be submi ed 2 weeks prior to the Township Board mee ngs, which are on the third Wednesday of every month, in order to be placed on the agenda.

Applicant name: Sherri Garron Date: 10/29/2024

Township Board approval:  Date: 11/21/24