



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 checked="" type="checkbox"/> Parade <input type="checkbox"/> Bike Race/Run/Walk <input type="checkbox"/> Other
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Date(s) of Event: 5/26/2025 MONDAY

Description of Event: PINCKNEY MEMORIAL DAY PARADE

Location of Event: SEE ROUTE BELOW

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

Roads/Streets that require closing: PEARL, MAIN, MARION, HOWELL, LIVINGSTON^{MI}
 Parade route (if applicable): PEARL/HAMBURG TO @ ON MAIN TO @ ON MARION ST
@ ON LIVINGSTON TO BACKSIDE OF PARK

Map Provided

Hours of Event: 1:00 P.M. - 3:00 P.M.
 Estimated time for set-up: 2 Estimated time for clean-up: 1/2 HOUR
 Anticipated Attendance: MANY Number of Staff: 9

Applicant:

Name: DON MCCOIL (VILLAGE OF PINCKNEY)
 Address: HOWELL ST, PINCKNEY, MI, 48169
 Phone: 734-417-5420 Email: DMCCOIL61@YAHOO.COM

Organization/Business Sponsoring Event (if different from Applicant)

Name: N/A
 Address: _____
 Phone: _____ Email: _____

501 (c)3 Organization (Provide documentation)

Contact on Day of Event:

Name: DON MCCOIL Cell # 734-417-5420

Event Detail: (SET-UP IS AT PEARL/HAMBURG STREETS)

Number of Staff: 9

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

Details: YELLOW SAFETY VEST

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

Details: _____

Will amplified sound be used? Yes No

Hours: 1:00 - 3:00

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 Horses

Clean-up arrangements they will supply proper scooper

- Certificate of Liability Insurance Provided with the Village as a named insured (Village)
- 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: [Signature] Date: 2-29-25

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: _____

Also RE please supply 50 orange cones behind town hall
THANK YOU! DO