

VILLAGE OF PINCKNEY SPECIAL EVENT PERMIT APPLICATION

DATE OF APPLICATION: 8-30-22

NAME OF EVENT: Pinckney High School Homecoming Parade

DATE(S) OF EVENT: 9-30-22

Type of Event:

- Antique/Art/Auction/Craft Show
- Bike Race/Run/Triathlon/Walk
- Block Party
- Retail Sales
- Food Truck
- Boat/Car Show/Festival/Market/Tournament
- Church/Concert/Live Entertainment
- Fireworks
- Demonstration
- Parade/Public Assembly
- Other \_\_\_\_\_

DESCRIPTION OF EVENT: High School Homecoming Parade

Has this event been held in the past in the village?  Yes  No

WHERE WILL EVENT BE HELD: (Include all streets you might need closed and times of Closures)  
see attached

Number of Participants: 500 Estimated Attendance: 1000 Number of Staff 1  
 Hour(s) of Event: 4:30 pm - 5:30 pm  
 Estimated Time for Set Up: 2 pm Clean Up: \_\_\_\_\_

**APPLICANT**  
 Name: Lori Maurer Phone #: 810.225.5701 (W)  
313.617.5846 (C)  
 Address: 10255 Dexter Pinckney, Pinckney MI 48169

**ORGANIZATION / BUSINESS SPONSORING EVENT (if different from applicant):**  
 Name: PCIS Student Government Phone #: 810.225.5701  
 Address: 10255 Dexter Pinckney Pinckney  
 Non-Profit Status if applicable yes

**CONTACT PERSON(S) ON DAY OF EVENT:**  
 Name: Lori Maurer  
 Address: \_\_\_\_\_  
 Phone #: 810.225.5701 Cellular Phone #: 313.617.5846

Will staff have identifiers? (cards, badges, shirts, etc.)  Yes  No  
 If yes, provide details. STAFF shirts

Will the public assembly involve the use of fire, open flames or fireworks?  Yes  No  
If yes, please detail on event plan.

Will amplified sound be used?  Yes  No  
If yes, hours? \_\_\_\_\_

Will the public assembly use tents or other temporary structures?  Yes  No  
If yes, see requirements of Putnam Township Fire Department fire code permit

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 the local police department. Please investigate before submitting the application to Village Council.

Will there be booths, tents or awnings used?  Yes  No  
If yes, you must complete the Putnam Township fire code permit requirements/application

Will there be food trucks at the event? No  
If yes, what types of cooking equipment will be used \_\_\_\_\_

Written consent of adjacent property owners if applicable. If event is taking place in Putnam Township Square, please include copy of approved park usage application.

Attached a detailed explanation, including where applicable, a site plan drawing, of the premises providing the following:

Police & Fire Safety – including but not limited to traffic control, crowd control, traffic management, road closures, security and fire code compliance

Food & Water Supply Facilities – proof of application with Livingston County Health Department and inspection by the Putnam Township fire department. If alcohol is being served copy of application to the Michigan Liquor control commission, entry and exit control from area, lid management, etc.

Health & Sanitation Facilities – identify accessible facilities on site plan, refuse barrels (include location, time dropped off and scheduled pick up).

Medical facilities & services – site the location for medical facilities on-site including, if necessary, emergency vehicles and equipment.

Vehicle Access & parking facilities – depict layout of all proposed areas and users for parking (public, vendors, emergency vehicles, etc.)

Camping & Trailer facilities – note location and provide property owner authorization to use.

Illumination of site – provide source of power, type of lighting and wiring. If access to electricity, in and around park is required, you must gain authorization from Putnam Township for the electricity access in the park and the Pinckney Putnam Hamburg Hall Chamber of commerce for access to their outlets on Livingston and Mill streets.

Noise control – highlight plans

Clean-up plan – timeline, vendors, etc.

\_\_\_\_\_

**PLEASE INCLUDE:**

- \$25.00 Application Fee (nonrefundable)
- Copy of Driver's License and/or other identification
- Certificate of Liability Insurance

- Statement of Indemnification
- Permission Letters if applicable
- Event Plan

Applicant acknowledges that he/she is responsible for contacting the Michigan Liquor Control Commission and/or the Livingston County Health Department and Putnam Township Fire Department to secure any and all permits required from the State and/or County for this event.

The Applicant understands that he/she may be liable for the cost of Village services after the event (see below).

SIGNATURE OF APPLICANT:

\_\_\_\_\_

SUBMIT TO:

Village Clerk  
 Village of Pinckney  
 220 S. Howell Street  
 Pinckney MI 48169  
 734-878-6206 734-878-9749 FAX [www.villageofpinckney.org](http://www.villageofpinckney.org)

Received: \_\_\_\_\_

ROUTED TO:

Police \_\_\_\_\_

Fire \_\_\_\_\_

APPROVALS:

VILLAGE COUNCIL MEETING OF: \_\_\_\_\_

POLICE CHIEF JL DATE 9-8-22

VILLAGE CLERK JL DATE 9-8-22

NON-REFUNDABLE FEE: \$25.00 DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH

**ANTICIPATED COST TO VILLAGE** \_\_\_\_\_

PRE-PAYMENT BY APPLICANT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT ISSUED \_\_\_\_\_

FINAL BILL : \$ \_\_\_\_\_ -or- CREDIT: \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_

Special Event "Property Owner" Permission Letter

DATE: \_\_\_\_\_

Chief of Police  
Village of Pinckney  
220 S Howell St, Pinckney MI 48169

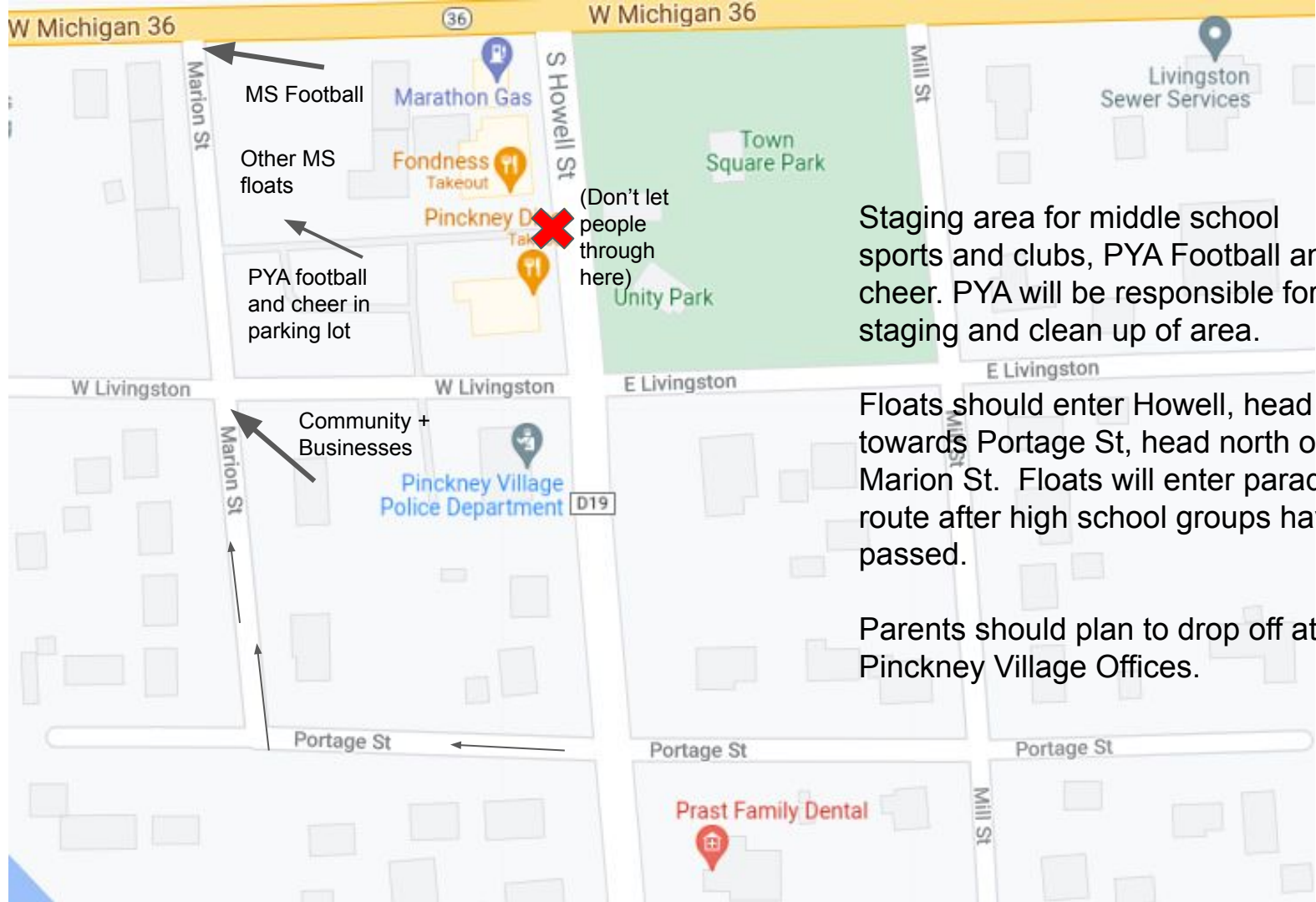
Chief: \_\_\_\_\_

Our establishment(s) \_\_\_\_\_ hereby consents to a  
(name of establishment)  
special event involving \_\_\_\_\_ on  
(name or description of event)  
\_\_\_\_\_ Street between/in the vicinity of \_\_\_\_\_.

It is understood that this special event will take place on \_\_\_\_\_, starting at \_\_\_\_\_ am/pm and  
(date)  
ending at \_\_\_\_\_ am/pm.

This special event will/will not involve our establishment/premises.

\_\_\_\_\_  
Authorized Signature



MS Football

Other MS floats

PYA football and cheer in parking lot

Community + Businesses

(Don't let people through here)

Staging area for middle school sports and clubs, PYA Football and cheer. PYA will be responsible for staging and clean up of area.

Floats should enter Howell, head towards Portage St, head north on Marion St. Floats will enter parade route after high school groups have passed.

Parents should plan to drop off at Pinckney Village Offices.



PLEASE JOIN US FOR  
PINCKNEY COMMUNITY  
HIGH SCHOOL'S  
HOMECOMING PARADE  
2022



## Who:

Everyone is welcome to come and watch! If your student club, student group, or student organization is interested in participating in the parade, PCHS Student Government would love you to join the fun! You can build a float, ride in a car/truck, or walk. **If you would like to be in the parade, please RSVP by September 23rd so we can reserve your spot and get information to you.**

(Handing candy out is okay, but per request of the Pinckney Police you are asked ***not to throw it.***)

***Election campaigning will not be allowed.***

**Contact:** Lily Miller, Parade Chair

**E-Mail:** [20014097@students.pinckneypirates.org](mailto:20014097@students.pinckneypirates.org)

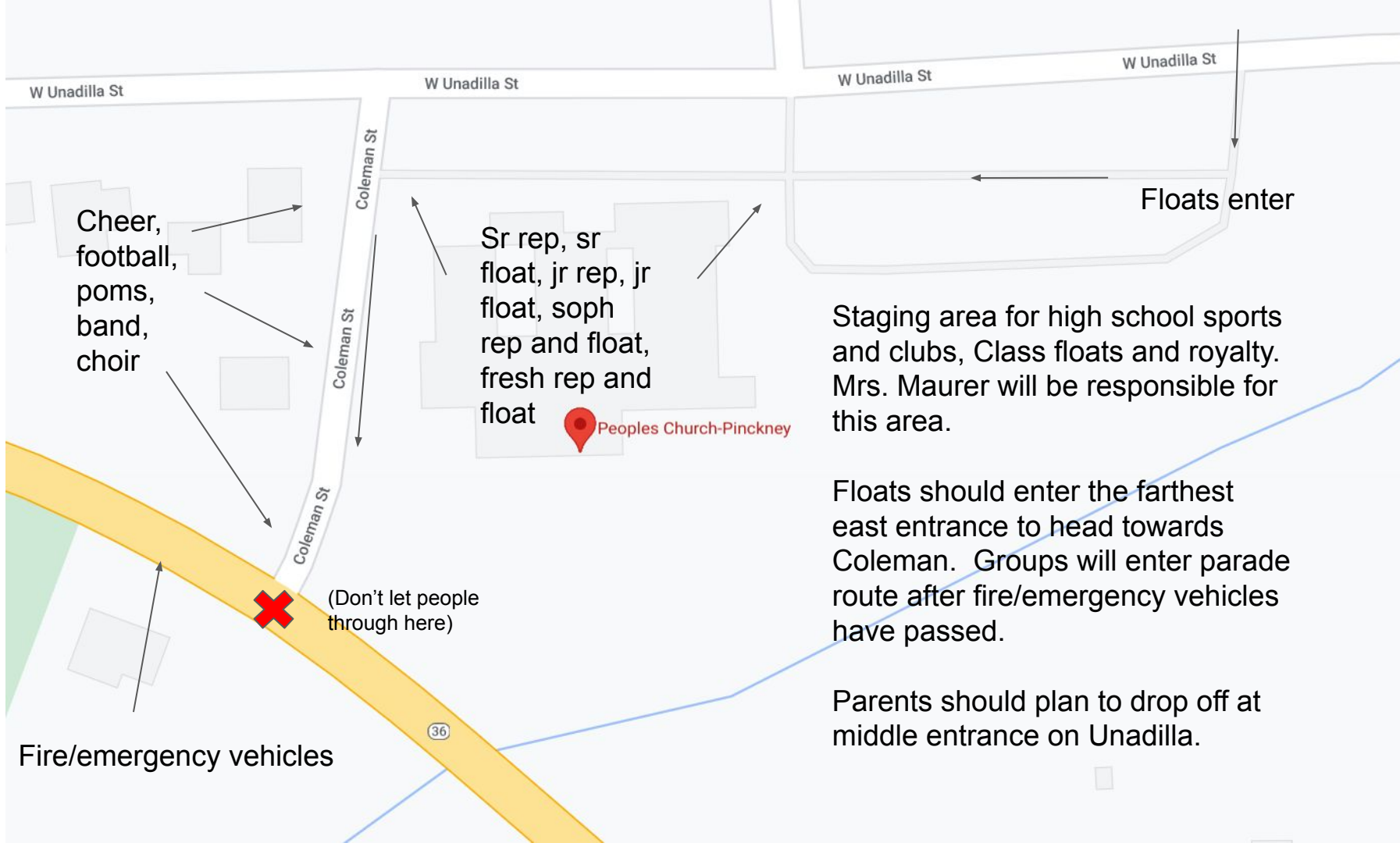
## When:

The parade will be held on **September 30th at 4:30pm**. If you plan on participating in the parade, check-in will begin at 3:00pm and will end at 4:00pm.

## Where:

High school participants will enter near **People's Church** on Unadilla. Middle school and youth organizations need to enter at the public parking lot near the **Village of Pinckney Office**, at Howell and Livingston roads. All groups can begin organizing no earlier than 3:00 p.m. and will be directed where to line up. The parade entrance will be closed at 4:00 p.m., so trailers/floats need to be in position at that time. Parents are asked to drop students/participants off at the entrance to each staging area. Students will be directed where to go by a member of the parade staff. The parade will leave from People's Church at 4:30 p.m. and end at Pinckney High School. All traffic within the high school will be directed counterclockwise; including exiting parking lots.

Parking at the High School is highly recommended, especially for those picking up parade participants.



W Unadilla St

W Unadilla St

W Unadilla St

W Unadilla St

Coleman St

Coleman St

Coleman St

Cheer,  
football,  
poms,  
band,  
choir

Sr rep, sr  
float, jr rep, jr  
float, soph  
rep and float,  
fresh rep and  
float

Peoples Church-Pinckney

Floats enter

Staging area for high school sports and clubs, Class floats and royalty. Mrs. Maurer will be responsible for this area.

Floats should enter the farthest east entrance to head towards Coleman. Groups will enter parade route after fire/emergency vehicles have passed.

Parents should plan to drop off at middle entrance on Unadilla.

(Don't let people through here)

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Fire/emergency vehicles