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VILLAGE OF PINCKNEY SPECIAL EVENT PERMIT APPLICATION

DATE OF APPLICATION: 8-26-2022

NAME OF EVENT: SPOOKTACULAR

DATE(S) OF EVENT: 10-29-2022

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: HALLOWEEN FUN NIGHT FOR KIDS & ADULTS, TRICKER TREATING, 6pm - 8pm

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)

TOWN SQUARE ROADS TO BE CLOSED AT 4:00 pm S. HOWELL STREET (2-BLOCKS) E LIVINGSTON 1-BLOCK, S MILL ST (1-BLOCK)

Number of Participants: MANY Estimated Attendance: 2,000 Number of Staff 40 PLUS

Hour(s) of Event: 2 TRICKER TREATING

Estimated Time for Set Up: 4:00 pm Clean Up: 8:00 - 10:00 p.m

APPLICANT

Name: DON MCCOLL Phone #: 734-417-5420

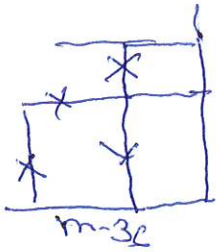
Address: 10260 KELLY ROAD, PINCKNEY, MI, 48169

ORGANIZATION / BUSINESS SPONSORING EVENT (if different from applicant):

Name: HIGHWAY M-36 ROTARY Phone #:

Address 7272 BENTLY LAKE ROAD, PINCKNEY, MI, 48169

Non-Profit Status if applicable



X = CLOSED AT 4!

CONTACT PERSON(S) ON DAY OF EVENT:

Name: DON MCCOLL 734-417-5420

Address: 10260 KELLY RD PINCKNEY, 417

Phone #: — Cellular Phone #: 734-417-5420

734-417-5420

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

If yes, provide details. YELLOW SAFETY VEST

Will the public assembly involve the use of fire, open flames or fireworks? □Yes ☒ □No
If yes, please detail on event plan. MAKING A 7 POUND MARSHMALLOW

Will amplified sound be used? ☒Yes □No
If yes, hours? 5 - 8

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?
If yes, what types of cooking equipment will be used NO

□ 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. WORKING ON IT

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, id 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 Hell 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

Received:_____

ROUTED TO:
Police_____
Fire _____

APPROVALS:
VILLAGE COUNCIL MEETING OF: _____
POLICE CHIEF _____ DATE 9-8-22
VILLAGE CLERK _____ 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: _____