



VILLAGE OF
PINCKNEY

220 S Howell Street, Pinckney MI 48169
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 \$ 100
Clean-up Deposit Paid \$ _____ Refunded: _____ (date)

Type of Event:

- ☒ Art/Craft/Antique Show
☒ Food Truck
☐ Fireworks
☐ Car/Boat Show
☐ demonstration

- ☒ Concert/Live Entertainment
☐ Block Party
☐ Parade
☐ Bike Race/Run/Walk
☐ Other

Description of Event: Food Truck Fridays - June 21, July 19 & Aug. 16, 2024

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 Parage St.
Parade route (if applicable): (Livingston from Marion to Mill)

☒ 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: 6000 Number of Staff: 3-5

Applicant:

Name: Michelle Tokan

Address: 218 E. Grand River Brighton MI 48116

Phone: 810-227-5086 Email: michelle@brightoncoc.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 # _____

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

Details: Vendor tents

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

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 - updated form provided closer to event

☐ Property Owner Permission Provided 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. If Putnam Township Square is being used, provide

authorization from Putnam Township

___ 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 yard signs on site / advertising using chamber communication channels + media

☒ 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 event. We will have our own dumpster

To the fullest extent permitted by law, the PPH 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.

PPH 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: 12-13-2023

Approvals:

Signature of Police Chief: _____ Date: _____

Signature of Fire Department: _____ Date: _____

Signature of DPW Director: _____ Date: _____

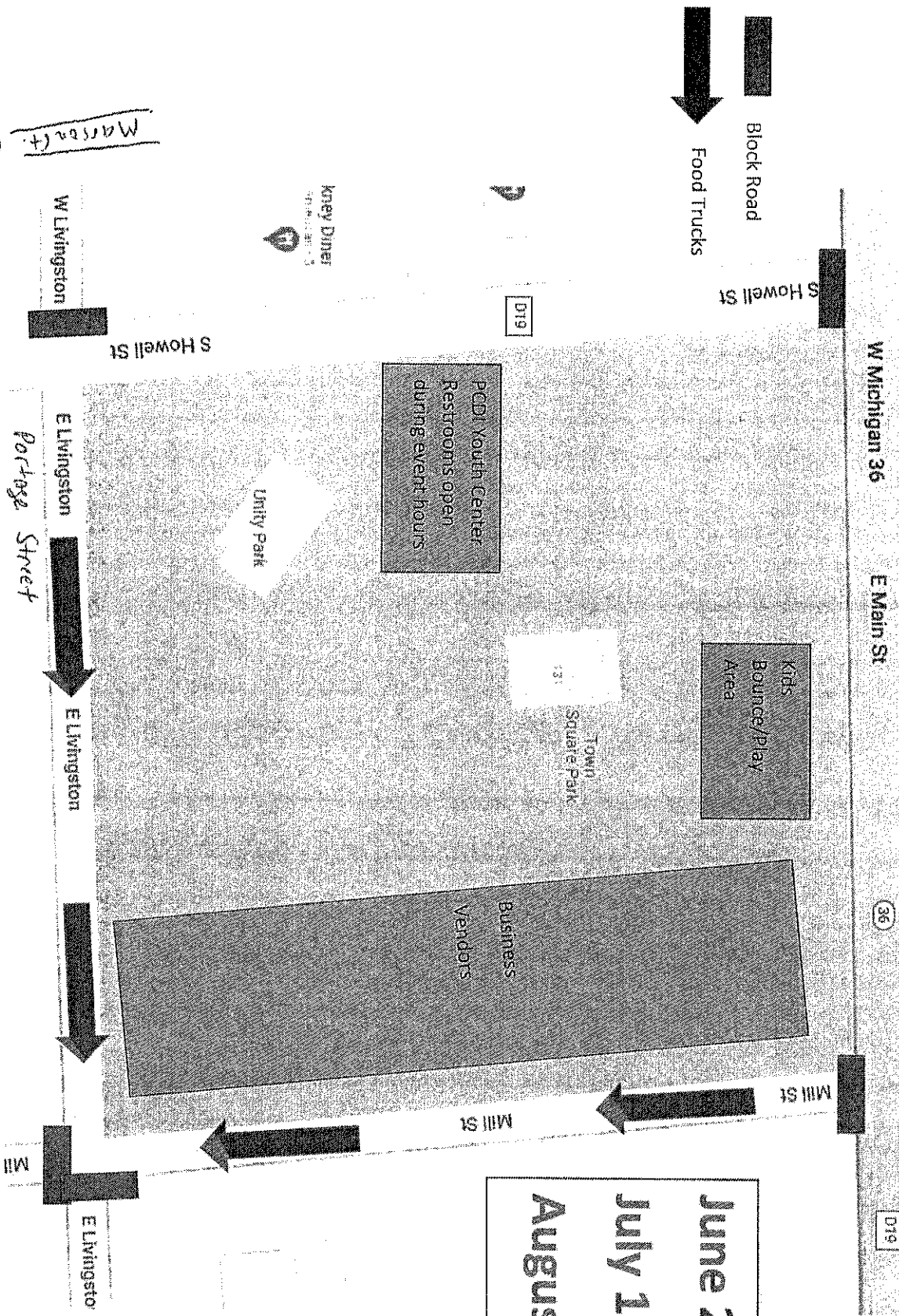
☐ Permit approved ☐ Total Amount Paid \$ 100.00 Check# 3170

☐ Permit Denied Reason for denial: _____

Signature of Village Clerk: _____ Date: _____

2024

4th Annual Food Truck Fridays PINCKNEY, MI - DRAFT



June 21, 2024
July 19, 2024
August 16, 2024

PUTNAM TOWNSHIP

Township Square Use Application

Applicant name: Michelle Tokan, Greater Brighton Chamber Date: 12-13-2023
Address: 218 E. Grand River City: Brighton State: MI Zip: 48116
Phone number: 810-227-5086 ☐ Home ☒ Work ☐ Cell
Email address: michellet@brightoncoc.org

Organiza on name (if applicable): Pinckney Putnam Hamburg Hell Chamber
Address: 218 E. Grand River City: Brighton State: MI Zip: 48116
Phone number: 810-227-5086 ☐ Home ☒ Work ☐ Cell
Email address: michellet@brightoncoc.org

Event name/descrip on: Food Truck Fridays - June 21, July 19 and Aug. 16, 2024

Event date: see above Admission charge, if any: no charge
Set up me: From: 8 ☒ a.m. ☐ p.m. to: 12 ☐ a.m. ☒ p.m.
Event me: From: 12 ☐ a.m. ☒ p.m. to: 8 ☐ a.m. ☒ p.m.
Clean up me: From: 8 ☐ a.m. ☒ p.m. to: 10 ☐ a.m. ☒ p.m.
Number of people expected to a end: 1,000 +

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.

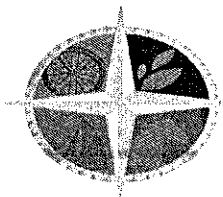
Absolutely no stakes may be used that are longer than 12 inches. No motorized vehicles on the Square. No alcohol is allowed on Township property. You must be present for any deliveries.

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 submitted 2 weeks prior to the Township Board meetings, which are on the third Wednesday of every month, in order to be placed on the agenda.

Applicant name: Michelle Tokan Date: 12-13-2023

Township Board approval: Valerie T... Date: 1-17-2024



VILLAGE OF PINCKNEY

220 S Howell Street, Pinckney MI 48169
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 checked="" type="checkbox"/> Parade |
| <input type="checkbox"/> Car/Boat Show | <input type="checkbox"/> Bike Race/Run/Walk |
| <input type="checkbox"/> demonstration | <input type="checkbox"/> Other |

Description of Event:

St Patrick's Day, Parade, floats, pipe bands

Location of Event:

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

Roads/Streets that require closing:

M36, we need traffic held + routed
Parade route (if applicable): around Lindella, similar to Homecoming
Parade, start at People's Church come down
Main end at Town Square

☒ Map Provided

Hours of Event: 12 Noon to 3 P.M.

Estimated time for set-up: _____ Estimated time for clean-up: _____

Anticipated Attendance: _____ Number of Staff: _____

Applicant:

Name: Patsy Mc Guire Haggerty Dible

Address: 3442 Main Pinckney MI 48169

Phone: 810-599-5884 Email: patsydible@yahoo.com

Organization/Business Sponsoring Event (if different from Applicant)

Name: _____

Address: _____

Phone: _____ Email: _____

☒ 501 (c)3 Organization (Provide documentation)

Contact on Day of Event:

Name: Susie Fenneyson Cell # 734-717-8862

Event Detail: Patsy Dible 810-599-5884

Number of Staff: 10

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

Details: Yellow Vests

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

Details: _____

Will amplified sound be used? ☒ Yes ☐ No

Hours: _____

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 6 & type Irish setters

Clean-up arrangements Yes

- ☐ Certificate of Liability Insurance Provided with the Village as a named insured
- ☐ 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: Ratay, Dible Date: 1-17-2024

Approvals:

Signature of Police Chief: [Signature] Date: 01-18-24

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: Patricia Dible Date: Jan 25, 2024
Address: 344 E Main City: Pinckney State: Mi Zip: 48169
Phone number: 810 599-5884 ☒ Home ☐ Work ☐ Cell
Email address: patsydible@yahoo.com

Organiza on name (if applicable): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone number: _____ ☐ Home ☐ Work ☐ Cell
Email address: _____

Event name/descrip on: Annual St Patrick's Day Parade
Begin @ Pecks Church + end @ Town Square

Event date: March 16, 2024 Admission charge, if any: _____

Set up me: From: 9:00 ☒ a.m. ☐ p.m. to: 11:00 ☒ a.m. ☐ p.m.

Event me: From: 8:12 ☒ a.m. ☐ p.m. to: 2:00 a.m. ☒ p.m.

Clean up me: From: 2:00 ☐ a.m. ☒ p.m. to: 3:00 ☐ a.m. ☒ p.m.

Number of people expected to a end: 350-500

Is Electricity required: ☒ Yes ☐ No

See attached for timing

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.

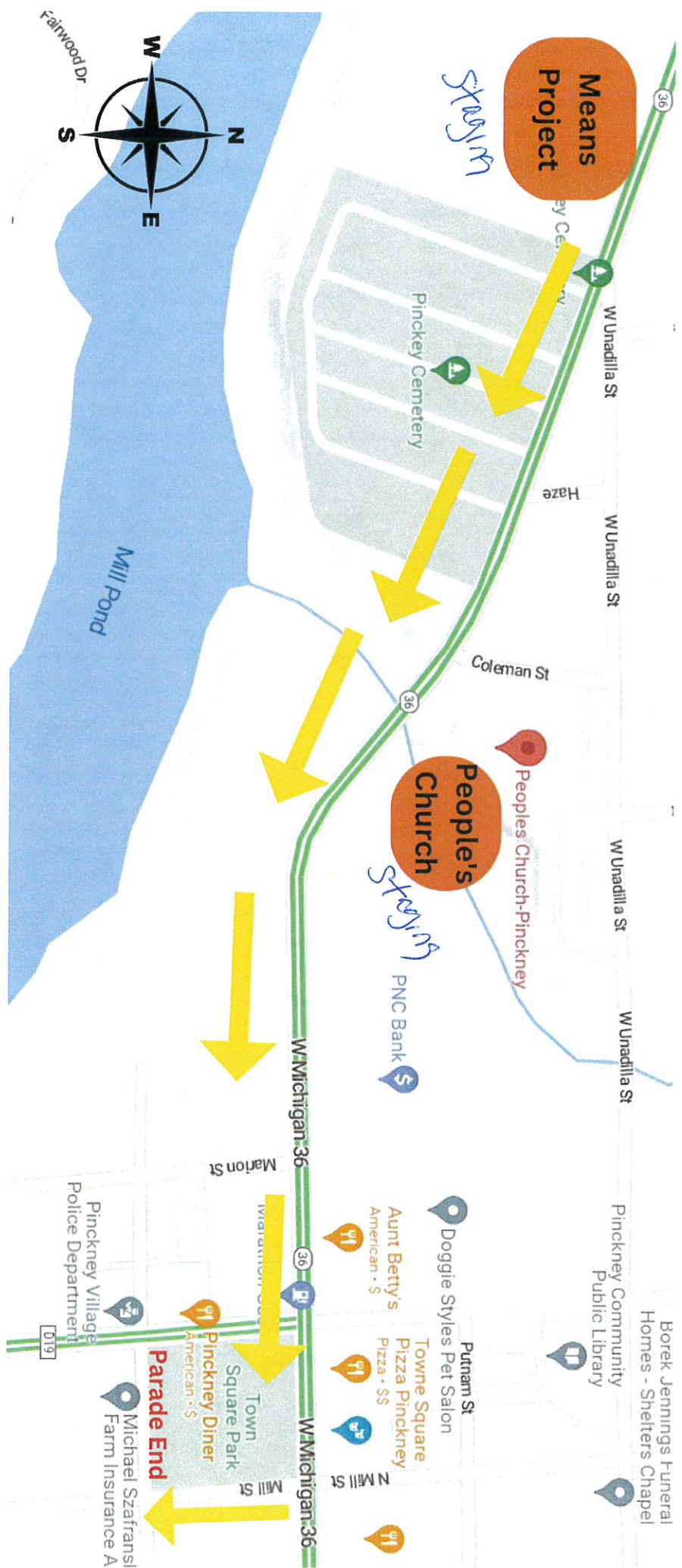
Requests for Township Square use must be approved by the Township Board. As such, requests must be submi ed 2 weeks prior to the Township Board mee ngs, which are on the third Wednesday of every month, in order to be placed on the agenda.

Applicant name: Patricia Dible Date: Jan 25, 2024

Township Board approval: _____ Date: _____

March 16, 2024 Schedule

9:30	Opening Ceremony for 5K
10:00	5k
11:00	Kids Run
11:30	Awards
11:30	Line up for Bed Race
12-12:15	Bed Race
12:30	Parade (staging at Means Project & People Church)



Means Project

Stayin

Pinckney Cemetery

Peoples Church

PNC Bank

Aunt Betty's American • \$

Towne Square Pizza Pinckney Pizza • \$\$

Town Square Park Pinckney Diner American • \$

Parade End

Michael Szafranski Farm Insurance A

Pinckney Village Police Department

Pinckney Community Public Library

Borek Jennings Funeral Homes - Shelters Chapel

Putnam St

N Mill St

Mill St

Marion St

W Unadilla St

W Unadilla St

W Unadilla St

W Unadilla St

Haze

Coleman St



Fairwood Dr

Mill Pond

PUTNAM TOWNSHIP

Outdoor Assembly Application/Permit

Application must be submitted 90 prior to the date of the event.

Name of Event: Run For The Gold 5K Date: 1/16/2024

Sponsor of event, if applicable: Light of the World Academy

Contact name: Jessica Purcell

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

Phone number: (517) 375 - 9197 ☒ Home ☐ Work ☒ Cell

Email address: jessicapurcell82@gmail.com

Event date: 3/16/2024 Start time: 8:00 ☒ a.m. ☐ p.m. End time: 1:00 ☐ a.m. ☒ p.m.

Location of event: Township Square

If the event is being held on private property. Please provide the property owner's information below. An affidavit indicating consent of the property owner must be submitted.

Property owner name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ ☐ Home ☐ Work ☐ Cell

Email address: _____

Number of people expected to attend the event: _____

Purpose and description of event:

This is a 5K starting at town square, taking place prior to parade.

Attachments to Application. Each application shall be accompanied by a detailed explanation including drawings and diagrams where applicable, of how the prospective permittee will meet, *Title II, Chapter 11, Outdoor Gatherings, Section E - Standards for Review and Conditions of Approval* of the Putnam Township Code of Ordinances. See attached information.

You must be 18 years of age to apply for this permit. There is a \$100 fee for the application.

I hereby certify that all information and data attached, and made part of this application, is true and accurate to the best of my knowledge and belief. I understand that there are requirements that must be met in order to comply with the *Outdoor Assembly Ordinance*. I agree to conform to all applicable laws and ordinances of this jurisdiction.

Applicant name: _____ Date: _____

For Office Use Only

Date application was received: 1/29/24

Fee received: ☒ Yes ☐ No Date: 1/29/24 ☐ Cash ☒ Check # 1514 \$100 -

Verifications

- | | |
|--|---|
| <input type="checkbox"/> Livingston County Sheriff | <input type="checkbox"/> Medical facilities |
| <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Fire protection |
| <input type="checkbox"/> Property owner affidavits | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Security | |

Additional notes:

Putnam Township Board ☐ Approval ☐ Denial Date: _____

☐ All requirements of the Outdoor Assembly Ordinance have been met.

Authorized signature: _____ Date: _____

PUTNAM TOWNSHIP

Township Square Use Application

Applicant name: Light of the World Academy Date: 1/16/2024
Address: 550 E Hamburg City: Pinckney State: MI Zip: 48169
Phone number: (517) 375-9197 ☒ Home ☐ Work ☒ Cell
Email address: jessicapurcell82@gmail.com

Organization name (if applicable): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone number: _____ ☐ Home ☐ Work ☐ Cell
Email address: _____

Event name/description:

Run for the Gold 5K

Event date: 3/16/20 Admission charge, if any: _____
Set up time: From: 7:00 ☒ a.m. ☐ p.m. to: 10:00 ☒ a.m. ☐ p.m.
Event time: SK race From: 10:00 ☒ a.m. ☐ p.m. to: 12:00 ☐ a.m. ☒ p.m.
Clean up time: From: 12:00 ☐ a.m. ☒ p.m. to: 2:00 ☐ a.m. ☒ p.m.
Number of people expected to attend: 400 - 600

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, vegetation, 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 decorations 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 submitted 2 weeks prior to the Township Board meetings, which are on the third Wednesday of every month, in order to be placed on the agenda.

Applicant name: Jessica Purcell Date: 1/16/2024

Township Board approval: _____ Date: _____

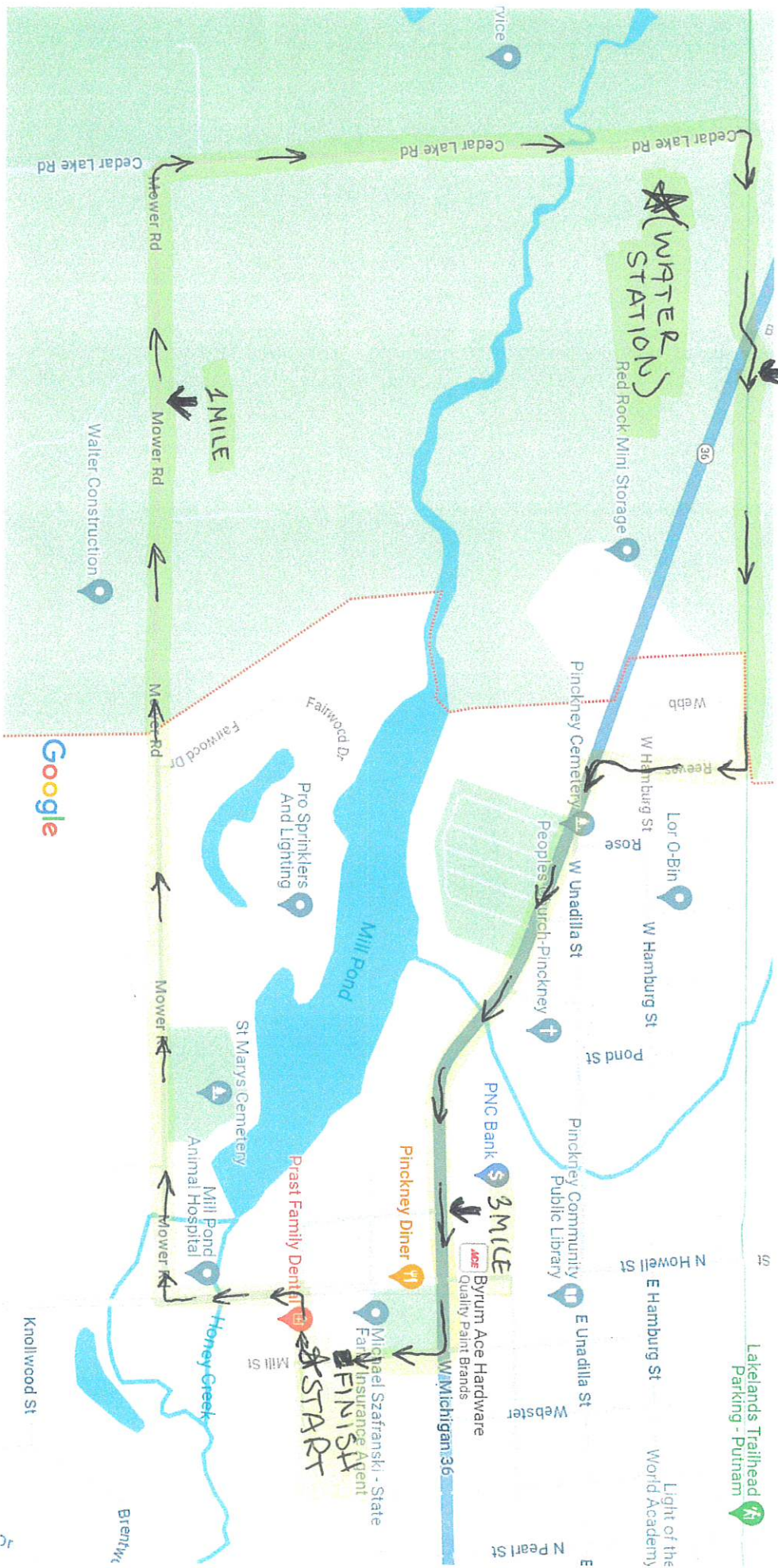
*Opening Ceremony: 9:30
Kids run 11 am
Awards 11:30*

March 16, 2024 Schedule

9:30	Opening Ceremony for 5K
10:00	5k
11:00	Kids Run
11:30	Awards
11:30	Line up for Bed Race
12-12:15	Bed Race
12:30	Parade (staging at Means Project & People Church)

Google Maps

Pinckney



Map data ©2024

500 ft