

PUTNAM TOWNSHIP

Township Square Use Application

Applicant name: Melanie Hellick Date: 10/24/24
Address: 644 Lenox Trail City: Pinckney State: MI Zip: 48169
Phone number: (734) 627-9998 Home Work Cell
Email address: mehelick@yahoo.com
Organiza on name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____
Phone number: _____ Home Work Cell
Email address: _____

Event name/description: brass instrument caroling

Event date: Dec. 7, 2024 Admission charge, if any: \$0

Set up me: From: 9:00 a.m. p.m. to: 9:30 a.m. p.m.

Event me: From: 9:30 a.m. p.m. to: 10:30 a.m. p.m.

Clean up me: From: 10:30 a.m. p.m. to: 11:00 a.m. p.m.

Number of people expected to attend: 50

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.

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Township Board approval: _____ Date: _____