

# 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:

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

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

Date(s) of Event: OCT 25, 2025

Description of Event: Spooktacular

Location of Event: Putnam park

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

Roads/Streets that require closing: Livingston, Mill St., S Howell, Main St.

Parade route (if applicable): \_\_\_\_\_

☐ Map Provided

Hours of Event: 6pm - 8pm

to \_\_\_\_\_

Estimated time for set-up: 3 hours

Estimated time for clean-up: 1 hour

Anticipated Attendance: 3000

Number of Staff: 26

### Applicant:

Name: Jan Sheehan

Address: 21675 Spears rd., Pinckney

Phone: 734-478-5779

Email: Jan - Sheehan@hotmail.com

### Organization/Business Sponsoring Event (if different from Applicant)

Name: Highway M-36 Rotary

Address: P.O. Box 694

Phone: \_\_\_\_\_

Email: M36Rotary@gmail.com

☐ 501 (c)3 Organization (Provide documentation)

### Contact on Day of Event:

Name: Jan Sheehan

Cell # 734-478-5779

### Event Detail:

Number of Staff: 26

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

Details: Shirts and 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: 6-8

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 \_\_\_\_\_

Clean-up arrangements

- ☒ 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 M-36 Rotary (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.

Jan Sheehan (Name of applicant/organization) agrees to be held liable for the conduct of the event and each of its participants.

Applicants Signature: Jan Sheehan Date: 7/29/25

Approvals:

Signature of Police Chief: [Signature] Date: 7.30.25

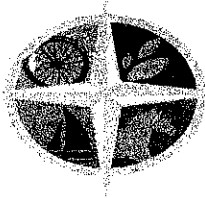
Signature of Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of DPW Director: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Permit approved ☐ Total Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_

☐ Permit Denied Reason for denial: \_\_\_\_\_

Signature of Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_



VILLAGE OF  
**PINCKNEY**

220 S Howell Street, Pinckney MI 48169  
Phone: 734-878-6206

**MAIN STREET BANNER  
APPLICATION**

Application must be made not less than 60 days prior to the anticipated installation date. We recommend that you DO NOT purchase the banner until the approval process is complete.

Organization Name: Highway M36 Rotary  
Organization Address: P.O. Box 694, Pinckney  
Applicant Name: Jan Sheehan Phone: 734-478-5779  
Applicant email: Jan\_Sheehan@hotmail.com  
Type of Event: Spooktacular Date of Event: OCT, 25, 2025

- The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups.

Date of Installation: OCT 11, 25 Date of Removal: OCT 27, 25

- The permit will be valid for banner to be up a maximum of 14 days. Banner approval may be reduced to 7 days based on number of requests for the requested dates. Village of Pinckney events and activities will be given priority over all other requests.

☐ Attach banner diagram, proof or mock-up

- Banner Specification:
  - Banner must be made of non-combustible, opaque material. get specification on material
  - Banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. They MUST HAVE WIND FLAPS. Create detail
  - Banner must be two sided.
  - Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border, 28 total) with 5/16" spring snap hooks attached to grommets. Ends of banner will be secured using 3/8" nylon rope. (this will go in detail)
  - Banner maker may not advertise on banner.
  - Banners that do not meet the specifications will not be approved.
- All banner designs must be approved by the Village Council and actual banner and hardware must be approved by Qualified Village Agent prior to install.
- Banner must not contain private sponsorship information or commercial logos. If the non-profit event is being held at a commercial establishment, the banner may give the physical address (i.e. 500 Main) but not the name of the commercial establishment.

Installation Company: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

- All banners will be hung by a sub-contractor arranged and paid for by applicant. Company installing banner must provide an emergency number to Village of Pinckney in case of banner failure.
- Traffic control to install and remove banner must be coordinated with the Village of Pinckney Police Department.

### Indemnification Statement

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: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows:

- CGL limits equal or greater than \$1,000,000 per Occurrence;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Additionally Insured, including all elected and appointed officials, employees, volunteers, boards, commissions and all authorities and their boards, employees and volunteers;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Certificate Holders;
- Must state that 10 days advanced notice be given of cancellation.

### Approvals:

☐ Permit approved

☐ Permit Denied Reason for denial: \_\_\_\_\_

Date of Council Action: \_\_\_\_\_

Signature of Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_