

City of Potterville

SPECIAL EVENT PERMIT APPLICATION

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Applications are due ninety (90) days prior to the event

Permit #: _____
Date: _____
Staff: _____
Fee: _____

Applicant (Binding Party)

Event Coordinator

Contact Person: _____
Company: _____
Address: _____

Phone: _____
Email: _____
Organization Type: Profit Non-profit

Contact Person: _____
Company: _____
Address: _____

Phone: _____
Email: _____

EVENT INFORMATION:

Event name: _____

Date(s) of event: _____

Type of event:

__ Festival (city streets/sidewalks) __ Festival (city parks): Please state which park: _____

__ Walk/Run (city streets/sidewalks) __ Walk/Run (city parks): Please state which park: _____

Please describe your event and purpose (concert, carnival, wedding, parade, etc.):

Anticipated daily attendance of event: _____

Event set-up date and time: _____

Event tear down date and time: _____

Event start date and time: _____

Event end date and time: _____

EVENT INFORMATION CONTINUED:

Will the event have vendors? Yes No

If yes, please provide a list of the vendors, type of vending (vendor insurance policies are required to be submitted 30 days prior to the event):

Will alcohol be served? Yes No

If yes, please provide Michigan Liquor Control Commission (MLCC) Special License Application signed by City of Potterville Police Chief. The MLCC Special License shall be submitted 10 days prior to the event. (NOTE: serving of alcohol requires a separate insurance policy)

Will the event have fireworks? Yes No (if yes, please provide written approve from City of Potterville Fire Chief)

Will the event have a recreational fire? Yes No (if yes, please provide a copy of City of Potterville Burn Permit)

Will the event have a tent(s) or other temporary structure(s)? Yes No

If yes, please describe the type and size of structure(s) (contact Eaton County Construction Code Department to obtain any necessary building/trade permit(s) and inspection(s); a copy of the permit is required to be submitted 30 days prior to the event; proof of inspections is required to be submitted prior to commencement of the event.):

CITY SERVICES REQUIRED:

Does the event require streets to be closed? Yes No

If yes, please list the street(s) and time frame they are requested to be closed and submit proof of notice signed by affected property owners (document attached) with this application:

Does the event require city electrical, water or sewer services? Yes No

If yes, please list the type and location of each service needed: _____

Does the event require the use of city owned parking lots? Yes No

If yes, please list which parking lot(s) and how they will be used (parking, structure, tables, etc.):

Does the event require other city services not listed?: Yes No

If yes, please describe:

INSURANCE:

A general liability insurance policy in the amount of one-million dollars naming the City of Potterville as an additional name insured shall be submitted 10 days prior to the event. Said policy shall also include receipt of payment to the insurance company issuing the policy.

If alcohol is served, a liquor liability insurance policy in the amount of one-million dollars naming the City of Potterville as an additional name insured shall be submitted 10 days prior to the event. Said policy shall also include receipt of payment to the insurance company issuing the policy.

Vendors shall have proof of general liability insurance policy in the amount of one-million dollars indicating their policy covers the activity they are providing. The vendor shall also provide a certificate to said policy naming the City of Potterville as an additional name insured. Said policy and certificate shall be provided 10 days prior to the event.

ATTACHMENTS:

Please check all documents included with this application. Please identify each attachment with the corresponding letter:

- A: ___ Site Plan
- B: ___ Event Set-up Plan
- C: ___ Road Closure Plan
- D: ___ Road Closure Notification
- E: ___ Burn Permit
- F: ___ Fireworks Display Approval
- G: ___ Restroom/Portable Toilet Plan
- H: ___ Trash Receptacle Plan
- I: ___ Michigan Liquor Control Commission Application
- J: ___ Insurance Policies/Certificates
- K: ___ Reduction of Fee Approved by City Council

SIGNATURE:

I acknowledge that if a permit is granted that the decision does not relieve me from compliance with all other federal, state and local laws and requirements. I affirm that I am involved in this application and that the answers and statements herein contained, and the information provided is true, accurate and correct. I understand that if it is not, this application and any approvals are void. I hereby give city officials permission to inspect the property to verify information and to verify compliance with rules and conditions. I also agree that I am able, financially, legally, and physically, and I will commence this use as approved.

Applicant(s) & Coordinator(s) Signature(s)

Date

STAFF USE ONLY:		Approved	Denied
_____ Parks and Recreation Department Director	_____ Date	_____	_____
_____ Police Chief	_____ Date	_____	_____
_____ Fire Chief	_____ Date	_____	_____
_____ Department of Public Works Director	_____ Date	_____	_____
_____ City Manager	_____ Date	_____	_____

POTENTIAL STREET CLOSURE NOTIFICATION:

We, the undersigned, have been notified that _____
 (street name)

May be closed for a Special Event on _____
 (list dates and times)

Name	Address	Telephone	Signature	Date