



CITY OF NEW BALTIMORE

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New Baltimore, MI 48047
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RETURN THIS FORM TO THE POLICE DEPARTMENT
ATTENTION: CHIEF TIM WILEY, M.P.A.

APPLICATION FOR SPECIAL EVENT PERMIT

Date of Application: _____

Name of Event: _____

Description of Event: _____

Location: _____

Date/Hours of Event: _____

Date/Hours of Set-up and Tear Down: _____

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Contact Person & Phone: _____

Contact Person E-Mail: _____

On Site Event Manager & Phone: _____

The City Council shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the Authorized Agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

Signature

Date

EVENT INFORMATION

Organization Type: _____

(If non-profit, please provide proof of non-profit status)

Additional Sponsors or Participants: _____

Event is a Fundraiser? YES or NO List Beneficiary: _____

First time Event? YES or NO Event previously held outside of New Baltimore? YES or NO

Total number of people expected to attend per day? _____

What parking arrangements will be necessary to accommodate attendance?

Describe: _____

Is amplification of music or speakers anticipated? YES or NO

Describe: _____

Will volunteer staff be provided to assist with safety, security and maintenance? YES or NO

Describe: _____

Will alcoholic beverages be served? YES or NO

Will food/beverages/merchandise be sold? (peddlers/vendor permits required, health dept. approval required for food sales) YES or NO

Describe: _____

EVENT LAYOUT

Will the event require the use of any of the following municipal equipment or grounds? Please answer yes or no and amounts, if known. Please provide a sketch of the layout for the event. *City of New Baltimore Parade permit in accordance with The Michigan vehicle code, Public Act No. 300 of 1949 (MCL 257.1 et. seq.) adopted 11.13.2002.*

Picnic Tables _____

Barricades _____

Trash Receptacles _____

Traffic Cones _____

Dumpsters _____

Electricity _____

*Pavilion Rental _____

Other _____

*If yes, please contact the Parks and Recreation Dept. for Park and/or Pavilion Rental Form.

**Will you be requesting City safety personnel be assigned to this event (Police/Fire)? YES or NO

Describe: _____

**If yes, City will require full reimbursement of any costs incurred for providing police and/or fire protection.

Will street closures be necessary? If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down: YES or NO

Describe: _____

Will you be requesting approval to hang a banner over M-29? YES or NO Size: _____

Dates Requested if Approved: From _____ To _____

Will the following be constructed or located in the area of the event? Please answer yes or no and additional information if available.

	<u>Number</u>	<u>Size</u>
Booths	_____	_____
Tents	_____	_____
Awnings	_____	_____
Canopies	_____	_____
Portable Restrooms	_____	_____
Other	_____	_____

Describe: _____

CERTIFICATES OF INSURANCE & HOLD HARMLESS AGREEMENT REQUIREMENTS

All permitted events will require (1) a **CERTIFICATE OF INSURANCE** **from your insurance company** naming the City of New Baltimore as an additional insured party and; (2) a **HOLD HARMLESS AGREEMENT** containing terms acceptable to the City. The Hold Harmless Agreement shall be printed **on the organizer's (event holder's) official letterhead**, must be signed by a duly authorized representative and shall contain at least the following language:

NOTE: THIS IS A SAMPLE OF A HOLD HARMLESS AGREEMENT & MUST BE PRINTED ON ORGANIZER'S OFFICIAL LETTERHEAD

SAMPLE LANGUAGE: *To the fullest extent permitted by law, the (insert applicant's/event organizer's name) it's officers, directors, employees, agents, contractors, volunteers, representatives and others working on behalf of the applicant/organizer of the event, (insert applicant/organization name) is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of New Baltimore, its elected and appointed officials, employees, and volunteers and others working on behalf of the City of New Baltimore against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of New Baltimore, its elected and appointed officials, employees, volunteers or others working on behalf of the City of New Baltimore, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the applicant's/event organizer's activities permitted pursuant to its special event permit dates: (insert date of event) issued by the City of New Baltimore. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of New Baltimore, its elected or appointed officials, employees, volunteers or others working on behalf of the City of New Baltimore.*

Signature

THIS IS A SAMPLE - PRINT ON ORGANIZER'S LETTERHEAD

DEPARTMENT REVIEW/COMMENTS

<u>Department</u>	<u>Name</u>	<u>Comments</u>	<u>Costs Expected</u>
<u>Police Department</u>			
<u>Fire Department</u>			
<u>DDA – (If in District)</u>			
<u>Mayor</u>			
<u>Parks and Recreation</u>			
<u>Department of Public Service</u>			
<u>Clerk</u>			
<u>Council</u>			