



VILLAGE OF CASS CITY, MICHIGAN
APPLICATION FOR SPECIAL EVENTS PERMIT

Name of Event _____

Date(s) of Event _____

Name of Applicant _____

Name of Organization _____

Applicant's Affiliation with Organization _____

Applicant's Home Address _____ Day Phone _____

_____ Evening Phone _____

_____ Cell Phone _____

_____ Email Address _____

Event _____ Contact Number _____ Website _____

Name of additional contact person (who will contact Applicant) in case of emergency:

Name _____ Day Phone _____

Site of the proposed event (Please list all proposed facilities, including use of any pavilions or park buildings): _____

Detailed description of the proposed event and all activities during event (include if event is a fundraiser and for whom, proposed activities, etc.): _____

Times and dates the proposed event will be open to the public: _____

Times and dates of setup and tear-down (if different): _____

Is this a new or returning event? _____

A legible map **must** to be included as part of the application showing the location of the event, location of electric and water hook-ups, roads that need to be closed or a specific route that will be used for the event. Please include an updated map, even if this is a repeat event. If possible please e-mail electronic files of the maps to ccvillage@casscity.org. Please contact the Village Manager for any assistance with maps at 989-872-2911.

Submit a detailed explanation, on a separate sheet of paper, including drawings and diagrams where applicable, of your plans for the following. Please include updated answers, even if this is a repeat event.

1. Electrical Service
Will you need electrical service? What types of equipment will be plugged in? Where are you proposing to connect?
2. Water Service
Will you need a water connection? Where are you proposing to connect?
3. Signs and banners along the premises
Please describe the size and placement of any signs and banners. Please be aware signs cannot be placed on Village property before the start of the event.
4. Facilities for clean-up (trash removal, etc.)
Are trash barrels needed? How many? Will you supply a dumpster and if so, where will it be located? Plans for clean-up during the event? Plans for final clean-up of area? (Please note: Village of Cass City does not provide trash liners for barrels).
5. Sanitation facilities (wash stations, port-a-johns, etc.)
How many of each will you be providing? Please show on map where they will be located.
6. Whether any tents will be used (**No tent stakes to be driven into asphalt surfaces**)
How many tents? Sizes? For what use? Please show on map.
7. Camping & trailer facilities, if overnight stays are requested. How many and where?
8. Vehicle access, parking facilities, barricading, traffic plan and detour?
Are you requesting a street closure and/or detour? Please describe and **list exact time of requested closure and re-opening of street**? Do you require street barricades? How many? Where? Are you requesting any signs, including no parking signs? Where will those be located? Where will event attendees park? Please show on a map.
9. Concessions
Has health department approval been acquired? All food vendors must be approved by the Tuscola County Health Department. How many food vendors?
10. List specific Village equipment and/or services requested (**give as much detail as possible**)
11. Noise control and abatement
Will there be activities that create loud noises? What times will the proposed activity happen?
Will there be a band or DJ?

12. Security
Will you have security at your event?
13. Event sponsors and participants may be required to sign Indemnification Agreement forms.
14. Insurance arrangements
A Certificate of Insurance must be provided, naming the Village of Cass City as an additional named insured on the policy. Insurance certificates can be mailed, e-mailed, or faxed to (989) 872-4855.

Park Rules

- No Alcohol
- No Fireworks – Except Federal Holidays
- Keep Pet's on Leashes and Clean up after them
- No Fires

Applicant shall be responsible for communicating all permit requirements and directions of the Village to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on Village property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the Village's officers and employees concerning or relating to any activity or use of Village property conducted under the Special Events Permit.

Applicant covenants and agrees to indemnify, protect, defend and save the Village, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the Village, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit which may be issued for the event covered by this application, and further understands and agrees that the Village in its sole and absolute discretion may approve, deny, or set any conditions or limitations on any permit which may be issued, or may at any time alter, amend, modify, rescind or revoke any permit for the use of Village property by the Applicant, all without recourse or remedy by the Applicant, or liability of the Village.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Village Manager. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

Applicant shall deposit with the Village Clerk a clean-up and damage bond in the form of a check payable to the Village, as follows: low hazard \$100; medium hazard \$150; high hazard \$500; and special hazard \$750. This will correlate with the type of insurance required. The bond should be deposited with the Village Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the Village Council for approval. The bond shall be returned to Applicant, without interest, within seven (7) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the Village may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the Village of Cass City for its "out-of-pocket" expenses which includes but is not limited to overtime of Village employees and trash disposal tipping fees at landfills. Village staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Village of Cass City invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

Applicant shall not advertise their event by placing any type of flier/sign etc. within the Village Right of Way (area located between the sidewalk and the street). Violations shall be considered a failure to follow the terms of the Village Special Event Permit and could lead to revoking the Village issued permit.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the Village's Special Events Policy and Procedures.

Date

Signature of Applicant

Please return completed application to: Village of Cass City
6506 Main St. PO Box 123
Cass City, MI 48726

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FOR OFFICE USE ONLY
PERMIT

APPROVED

NOT APPROVED

COMMENTS:

Village Manager

Date