## Lee Township

Allegan County, Michigan

877 56th St, PO Box 427, Pullman, MI 49450 269-236-6485

## SPECIAL EVENT PERMIT APPLICATION

Submission of Application must be made at least 90 days in advance of event.

Important Notice to Applicants: This application must be completed in full and submitted to the Township Supervisor along with the \$100.00 Permit Fee (check made out to Lee Twp). If an electrical inspection is needed, an additional electrical permit/fee will be required. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Special Event Permit can be issued pursuant to the Lee Township Special Event Ordinance. The initiation of the construction or erection of a Special Event, including a building or structure to be part of such Special Event, prior to the issuance of a Special Event Permit, is a violation of the Lee Township Special Event Ordinance. The applicant is advised to thoroughly review the Lee Township Special Event Ordinance prior to completing this application.

Part One: Applic	cant/Landowner/Sp	onsor/Property Infor	mation
) Applicant:			
Name	Street Address	City/State/Zip	Telephone
) Landowner:			
(if different than applicant) Name	Street Address	City/State/Zip	Telephone
e) Event Sponsor:			
(if different than applicant) Name	Street Address	City/State/Zip	Telephone
Contacts Information: Contact info	rmation during the event	including set-up and tear-c	lown/clean-up:
Name	Street Address	City/State/Zip	"24-7" Telephone #
) Applicant's Interest in Property:	□ Owner □ Lessee	☐ Buy Option ☐ Even	t Sponsor
) Event Property Address:			
) Property Acreage:			
Property Tax #:			
) Existing Use of Property:			
Legal Description (attach sheet if n			
o,g	,,		
1) Names, addresses, phone #s of a not otherwise listed in (1) or (2):	all other persons or entiti	es having legal or equitable	e interest in the land
	For TOWNSHI	IP USE Only	
Application Number:		I Approve □ Approve w	vith Conditions   Deny
Date Received:		onditions Noted:	•
Fee Paid (Check #) Dat	e Received		
Copy of Application Sent To For R	eview:		

Other Notes:

Part Two: Special Event Information					
1) Date of Event:					
2) Name of Event:					
s) Estimated Number of Attendees at Event per Day:					
4) Estimated Number of Workers/Staff/Assistants at Event per Day:					
5) Date(s) of: Event Set-Up: Event Tear-Down/Clean-Up:					
6) Start Time of Event for Guests:					
7) End Time of Event for Guests:					
8) Is Outdoor Music or Entertainment to be Provided? ☐ Yes ☐ No					
9) If YES, specify start time: End time: End time: 10)Alcoholic Beverages Will Be: □ Prohibited □ Provided □ Permitted to be Brought into the Event					
<b>10)Alcoholic Beverages Will Be:</b> □ Prohibited □ Provided □ Permitted to be Brought into the Event (Check all that apply)					
11)The Event Will Be <u>Principally</u> Conducted: □ Indoors □ Outdoors □ Both indoors and outdoors					
Part Three: Supporting Documents					
The following materials shall be submitted along with this completed application form.					
A. Proof of Property Ownership: Include proof of ownership of the property by applicant/landowner/sponsor such as a warranty deed, land contract or other evidence of interest in the property.					
<b>B. Plot Plan:</b> Include graphic depiction of special event property and event operations including proposed locations of tents; structures; entertainment areas including stages; parking areas; ingress and egress points; portable restrooms; solid waste storage locations; and similarly planned features of the special event.					
C. Detailed Description: Include a detailed description of the proposed special event including proposed tents, structures and other modifications to the site; proposed parking areas, access points to and from the property, and traffic control measures to minimize safety hazards and congestion; proposed measures and locations for portable restrooms, solid waste storage and disposal, and litter control; the nature of any entertainment to be provided and the location of such entertainment areas, and any sound amplification devices including a list of all sound producing and amplification equipment with an indication as to amplification capacity, number of units to be used, location and placement of such units, and their method of operation; the location of emergency services and facilities that may be part of the operations; measures to ensure outdoor lighting (if applicable) will not result in nuisance illumination beyond the boundaries of the special event property; and other event features as may be applicable.					
<b>D. Insurance Policy:</b> Include copy of insurance policies naming the Township as an additional insured for one million dollars (\$1,000,000) and indicating that the policy applies to the Special Event.					
<b>E. Indemnification Agreement:</b> A signed agreement to defend, indemnify, and hold harmless Lee Township from any claim, demand, suit, loss, cost, or damage. Lee Township shall provide the required Agreement for execution by the applicant/landowner.					
Part Four: Affidavit					
I (we) agree the statements made above are true and if found not to be true, any permit that may be issued may be voided. I (we) agree to comply with the Special Event Ordinance and any conditions that may be made part of an approved application. I (we) agree to permit officials of Lee Township, the County and the State to enter the property subject to this permit application for purposes of inspection.					
<u> </u>					
Applicant Signature(s)  Date  Property Owner's(s) Signature(s)  (if different than applicant)					

## Lee Township Allegan County, Michigan

## **Special Event Permit Application INDEMNIFICATION AGREEMENT**

I/we	agree(s) to defend, indemnify, and hold harmless the landowner/applicant/sponsor)			
damage which may be asser	enty, Michigan, from any claim, demand, suit, loss, cost of expense or a ed, claimed or recovered against or from	any		
(landowner/applicant/sponso	<del>)</del>			
person whomsoever and whi connected with the Special E	property, personal injury, or bodily injury, including death, sustained by the damage, injury or death arises out of or is incident to or in any way went, and regardless of which claim, demand, damage, loss, cost of in part by the negligence of the Township of Lee or by third parties or ees or factors of any of them.			
Special Event Name:				
Applicant Name:				
Applicant Signature:	Date:			
	Date:	_		
Landowner Name:(if different than applicant)				
Landowner Signature:	Date:			
Witness Name:				
Witness Signature:	Date:	_		
Sponsor Name:(if different than applicant)				
Sponsor Signature:	Date:			
Witness Name:				
	Date:			