



Village of Dimondale, 136 N. Bridge St., P.O. Box 26, Dimondale, MI 48821. 517.646.0230

Special Event Application

Event

Name: _____ Start Date: _____
Purpose: _____ Duration: _____

Sponsoring Organization Information

Legal Business Name: _____
Mailing Address: _____
Email: _____
Contact Name: _____ Title: _____
Phone #: _____

Contact Person on Day of Event

Name: _____ Title: _____
Phone #: _____ Email: _____

Type of Event (check all that apply)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Village Operated/Sponsored Event | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Race Event |
| <input type="checkbox"/> Co-Sponsored Event | <input type="checkbox"/> Wedding | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Non-Profit Event | <input type="checkbox"/> Video or Film Production | |
| <input type="checkbox"/> For-Profit Event | <input type="checkbox"/> Other (describe): _____ | |
-

Event Information

Please use a separate sheet to describe your event and answer the questions that apply:

- Location(s)
- Date(s) and Hours
- Date/Time for Set up
- Date/Time for Clean up
- Estimated Attendance
- Describe crowd control plans
- Describe set up and clean up procedures
- Describe the event's impact on adjacent commercial and/or residential property
- Describe parking arrangements to accommodate attendance

Will sidewalks be used?

- Yes • Describe sidewalk use
• Include map
- No

Will street closures be necessary?

- Yes • Describe street closures
• Include map
- No

Will parking lot closures be necessary?

- Yes • Describe parking lot closures
- No

Will music be provided/included during the event?

- Yes
- Type of music proposed (i.e. live, amplified, acoustic, recorded, loudspeakers, etc.)
 - Time music will begin
 - Time music will end
 - Proposed location of live bands, etc.
 - Describe noise control plans
- No

Will the event require the use of any of the following municipal equipment?

Sponsoring organization may be charged for use, placement and maintenance of these items

- Trash Receptacles Quantity: Traffic Cones Quantity:
- Barricades Quantity: Other (describe):

Will the following be located in the event area?

- | | | | |
|---|-----------|---|-----------|
| <input type="checkbox"/> Booths | Quantity: | <input type="checkbox"/> Tables | Quantity: |
| <input type="checkbox"/> Canopies | Quantity: | <input type="checkbox"/> Tents | Quantity: |
| <input type="checkbox"/> Awnings | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input type="checkbox"/> Portable Toilets | Quantity: | | |
- (may be required depending on event)
-

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, etc?

- Yes • Describe in detail the types of attractions proposed
- No
-

Will event have food, beverages or concessions?

Information regarding permit requirements for specific activities can be found in the Village of Dimondale Special Events Policy

- Yes • Describe the food preparations or sales proposed
- No
-

Do you plan to have special event signs and/or banners?

- Yes • Describe signs, proposed locations, etc.
- No
-

Application Check List

I have attached the following items:

- Completed Application
- Event Map (includes detailed layout for vendors, rides, booths, tents, portable toilets, parking, road closures, etc.)
- Event Signage (description)
- Insurance
- Other

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the Village of Dimondale as an additional insured on all applicable policies, and submit the certificate to the Village Clerk's Office no later than one month prior to the date of the event.

Execute a Waiver/Release of Liability and submit it to the Village Clerk's Office no later than one month prior to the date of the event.

Comply with all Village and County ordinances and applicable State law, and acknowledge that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements or law of other public bodies or agencies.

Promptly pay any billing for Village services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands that the approval of this special event may include additional requirements and/or limitations based on the Village's review of this application, in accordance with the Village's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with Village staff during the review of this application and that Village Council approval will be required. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the County Health Department, Windsor Township Fire Department or any other agencies or departments to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Signature:

Date:

**Complete this application and return it, along with all required documentation, to:
Dimondale Village Office, PO Box 26, Dimondale 48821 or Dimondalemanager@gmail.com at
least 60 calendar days prior to the starting date of the event.**

Please note that a new application must be submitted each year.

Application Receipt Date:



Village of Dimondale, 136 N. Bridge St., P.O. Box 26, Dimondale, MI 48821. 517.646.0230

Special Event Waiver/Release of Liability

Event Name:

Contact Name:

Phone:

In consideration of the Village of Dimondale Special Event sponsoring, or providing the opportunity for participation in the above event/program, the undersigned:

1. Acknowledges and fully understands that I will be engaging in activities that could involve risk of serious injury, including permanent disability and death, and sever social and economic losses which might result not only from my actions, inactions, the negligence of others, the rules of play or the condition of the premises or of any equipment. Further, that there may be other risks not known tome or reasonably foreseeable at this time; and,
2. Assume all of the foregoing risks and accept personal responsibility for any damages following such injury, permanent disability or death, including that caused by participants and vendors; and,
3. RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE THE Village of Dimondale, its associated departments and respective employees, officers and representatives (RELEASES), from any liability to the undersigned, my heirs and next of kin for any and all claims, demands, losses or damages on account of injury including death or damage to property, caused or alleged to be caused in whole or in part by the Releases; and
4. Agree to indemnify the Village of Dimondale for all damages caused to Village property or the property of Village employees or volunteers assisting during the event, by participants of the event, or for losses suffered by legal actions resulting from the participants' activities.

I HAVE READ THIS RELEASE AND UNDERSTAND THE EFFECT OF THE TERMS AND CONDITIONS OF THE RELEASE. I ALSO UNDERSTAND THAT THIS RELEASE SHALL BE IN EFFECT FOR ANY AND ALL ACTIVITIES RELATED TO THE USE OF THE VILLAGE OF DIMONDALE PROPERTY AND FACILITIES.

Signature:

Date:

A copy of this signed waiver must be filed at the Village Office at least one month prior to the date of the event.