

**VILLAGE OF PENTWATER**

**VILLAGE GREEN SPECIAL EVENT PERMIT APPLICATION**

A special event permit under Section 131.02 of the Village of Pentwater Code of Ordinances is required for any public event held on the Village Green where alcohol is served and/or consumed. The application and fee must be submitted to the Village Clerk at least 60 days prior to the event date. In addition, any events where alcohol is served will require a temporary liquor license, which is handled through the Village of Pentwater Police Department. Contact the Police Department at (231) 869-4630 for liquor license fees and requirements.

**Security Deposit:** A security deposit is required for all events where alcohol is served. You will be billed for the security deposit once your event has been approved. The deposit will be returned after your event if all conditions of the permit have been met. Failure to comply with special event permit may result in the loss of all or part of your deposit. The amount of the security deposit required shall be \$1,000.00.

**I. EVENT SUMMARY:**

Event Name: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Event Time(s): Start \_\_\_\_\_; End \_\_\_\_\_

**II. APPLICANT INFORMATION:**

Organization(s) Name(s): \_\_\_\_\_  
Applicant's Name/Contact Person: \_\_\_\_\_  
Organization's Address: \_\_\_\_\_  
Applicant/Contact Person's Phone Number: \_\_\_\_\_  
Applicant/Contact Person's Email Address: \_\_\_\_\_

\*Applicant/Contact person must be on site and available during event hours.

**III. EVENT SITE DETAILS**

Provide a detailed description of your event and attach a site plan. Use additional sheets if necessary: \_\_\_\_\_

Number of attendees expected at event: \_\_\_\_\_

Will there be food concessions at the event?: \_\_\_\_\_

Will there be emergency medical services present?: \_\_\_\_\_

Will there be pyrotechnics/fire features at the event?: \_\_\_\_\_ . If so, describe: \_\_\_\_\_

Will you have your own security present?: \_\_\_\_\_ . If so, describe: \_\_\_\_\_

Will there be tents/shelters at event?: \_\_\_\_\_. If so, describe: \_\_\_\_\_  
\_\_\_\_\_.

#### IV. VILLAGE SERVICES/EQUIPMENT REQUESTED

Are you requesting that the Village provide any equipment (i.e., picnic tables, trash containers, etc.)? \_\_\_\_\_. If so, identify \_\_\_\_\_  
\_\_\_\_\_.

(Additional charges will apply).

Are you requesting that the Village provide any services (i.e., water, electric, etc.)? \_\_\_\_\_. If so, describe: \_\_\_\_\_  
\_\_\_\_\_.

(Additional charges will apply).

Are you requesting any street closures? If so, describe: \_\_\_\_\_  
\_\_\_\_\_.

Street closures must be approved 30 days prior to the event. To help ensure the safety of event participants and the public, street closures require the following:

- Police, Fire, DPW, and/or Village Council approval. Your completed application will be forwarded to all necessary parties for their approval.
- Barricades. Street closures generally require barricades which are provided by the Village. Transportation of barricades can incur additional fees for DPW staff labor, and police assistance when deemed necessary by the Village Manager. Village staff can provide a cost estimate for you upon request.
- No Parking Signs. "No Parking" signs must be posted by the applicant 48 hours prior to the street closure in order for Police to enforce the No Parking order.
- Notification of Affected Parties. You must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a copy of the notice to the property owner by first class mail. Village staff can provide you with the names and addresses of the property owners along your route, for mailing purposes. The notice shall include the day/date and time that street closures and/or parking restrictions are in effect.

#### V. LIABILITY INSURANCE.

Liability insurance in the amount of \$1,000,000.00 naming the Village of Pentwater as an additional insured is required. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read:

“The Village of Pentwater, all elected and appointed officials, all employees, agents, and volunteers, all boards, commissions, and/or authorities, and board members, including employees, agents, and volunteers thereof; it is understood and agreed that by naming the Village of Pentwater as an additional insured, coverage afforded is considered to be primary and any other insurance the Village of Pentwater may have in effect shall be considered secondary and/or excess.”

An acceptable certificate of insurance must be submitted to the Village no later than 10 days before the event date. Failure to do so shall result in the revocation of the permit.

Name of Insurance Company and Agent: \_\_\_\_\_

VI. REQUIREMENTS OF THE SPECIAL EVENT PERMIT

1. Organization/Applicant shall comply with all rules and regulations of the Village of Pentwater Policy Regarding the Consumption of Alcohol in the Village Green.
2. Organization/Applicant shall comply with all Village of Pentwater Ordinances and state and federal laws and regulations.
3. Organization/Applicant shall indemnify and hold harmless the Village of Pentwater along with its officers, officials, employees, and agents.
4. Village staff may require a meeting with Organization/Applicant to help clarify requests for services.
5. Event grounds shall be left clean and free of litter and debris. Failure of the Organization/Applicant to satisfactorily clean the site may result in the Village cleaning the site and billing the Organization/Applicant for such services.
6. The Village reserves the right to deny any request for changes to the permit once final approval is given.
7. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the permit.
8. Failure to comply with any requirements of the permit may result in the forfeiture of the deposit and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the Village of Pentwater Policy Regarding the Consumption of Alcohol in the Village Green and all items listed on this application. I agree to abide by all applicable ordinances, laws, regulations, and conditions imposed by the permit by the Village Council.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date