



SPECIAL EVENT PERMIT APPLICATION

*Incomplete Applications will NOT be processed.
Applications should be submitted at least 60 days before an event.*

Event Location Information

Property Address: _____ Zoning: _____
Parcel ID: _____ Lot Size: _____

Property Owner Information

Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____

Applicant Information

Name: _____
Company Name: _____
Mailing Address: _____ Phone: _____
City/State: _____ Email: _____
Relationship to Property Owner: _____

Contacts on Day of Event

Name (1): _____ Name (2): _____
Phone: _____ Phone: _____
Email: _____ Email: _____

Event Information

Name of Event: _____

Date	Start Time	End Time	Estimated Attendees	Number of Staff

Please select all that apply for the event

Portable Sanitary	Music/Sounds	Tent/Structure	Animals	Alcohol	Hazardous Materials
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No



Previous Failures

Please describe all failures of previous events or similar short-term temporary uses to comply with Township Ordinances or conditions of approval:

Conditions of Approval

Special Events may be given temporary permits for varying periods by the Township Board, provided, however, that such Special Event is first determined by the Township Board as being not injurious to the surrounding neighborhood, not contrary to the spirit and purpose of the Township Ordinance, complies with the requirements contained in this application and any conditions imposed by the Township Board (see Administration section), and complies with the requirements set forth in Section 12.30 of the Township Ordinance.

Insurance Requirements

Unless waived by the Township Board, the following liability insurance is required:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate;
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident;
- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$1,000,000 annual aggregate;
- d. Workers Compensation Insurance with Michigan statutory limits and Employer’s Liability Insurance with a minimum limit of \$1,000,000 for each accident for any employee.

Please provide one (1) copy of each certificate of insurance with this application. Certificates must name Webster Township as “additional insured.”

Note: Insurance companies, named insureds, and policy forms may be subject to the approval of the Township Board. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions that reduce coverage provided to Webster Township. The applicant shall be responsible to Webster Township or insurance companies insuring Webster Township for all costs resulting from both financially unsound insurance companies selected by the applicant, and the applicant’s inadequate insurance coverage. The applicant shall provide satisfactory certificates of insurance or a certified copy of the policy, if requested by the Township Board.



Applicant's Permit Compliance Agreement

- *I hereby certify that I am the owner of the subject property or have been authorized to act on behalf of the owner(s).*
- *I hereby certify that all of the statements and attachments are true and correct to the best of my knowledge and belief and will immediately correct any statements or attachments upon learning them not to be true or correct.*
- *I acknowledge that filing of this application authorizes access to Township officials/ employees to conduct onsite investigation of the property (before, during, and after the event) to determine accuracy of the submitted information and compliance with the approved Special Event Permit.*
- *I acknowledge that, if granted approval, the use must comply with conditions outlined in the Township's Ordinances and other conditions of approval from the Township Board and that failure to comply may result in the forfeiture of cash deposits and possible denial of future permit applications.*
- *I have disclosed all failures of previous events to comply with Township Ordinances or conditions of approval or am not aware of any failures to comply.*
- *I agree to be liable to Webster Township for any and all damage that may occur to Township property and all costs or injuries to Webster Township and/or employees, officers, or agents caused by this event or by any person attending or seeking to attend the event, whether or not such damage or injury is the result of negligence, intentional acts, or accident.*
- *I acknowledge responsibility for contacting the Michigan Liquor Control Commission, the Washtenaw County Road Commission, the Washtenaw County Environmental Health Department, the Washtenaw County Sheriff Department, the Dexter Area Fire Department, and other applicable agencies to secure any and all permits and approvals required by the State of Michigan, Washtenaw County, and Webster Township for this event.*
- *I agree to be solely responsible for any and all activities associated with this event and that I will be billed for any and all costs incurred by Webster Township for services rendered in connection with this event.*
- *I understand that this permit, if approved, can be revoked by the Township or its agents for good cause, including, but not limited to, acts of vandalism, violence, rowdiness, violations of law or local ordinances, or threats to the health, safety, and welfare of Webster Township residents, visitors, or property.*
- *I understand that permits may be denied to any person, organization, group, or property owner that has previously sponsored or hosted an event that: resulted in acts of vandalism, violence, or rowdiness; was held in violation of law or local ordinances; was in violation of an approved permit or conditions of an approved permit; or posed a threat to the health, safety, and welfare of Webster Township residents, visitors, or property.*

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



Applications Must Include the Following Attachments

- Copy of applicant's driver's license or other identification.
- Copy of certificate of liability insurance.
- Sketch plan showing the location of the event, portable sanitary facilities, tents, parking, access, etc.
- Written acknowledgement from the Washtenaw County Sheriff that they have received notification of the event dates, times, activities, and anticipated attendance.
- Written acknowledgement from the Dexter Area Fire Department that they have received notification of the event dates, times, activities, anticipated attendance, and any hazardous materials.
- For events with fireworks: a list of all pyrotechnics, a sketch plan showing location of safety zones, and applicable permits and licenses.
- Applicable permits from other agencies and entities.

Administration

Permit Approved by Township Board Permit Denied by Township Board

Permit Effective Date: ___/___/___ to ___/___/___

Record of previous unresolved violations or complaints (Yes / No). If yes, describe.

Conditions of approval/Reasons for denial:

Deposit Required: Yes / No Deposit Received: _____

Amount: \$ _____ Receipt Number: _____ Deposit Returned: _____

Insurance Required: Yes /No Coverage Amount: _____

Township Clerk

Date