

GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 *** glenarbor@glenarbortownship.com *** FAX 231-334-6370

GLEN ARBOR TOWNSHIP EVENT APPLICATION

Definition

A special event shall be defined as any event that involves closure, crossing or use of any public highway within the Township as part of the event. Not included are commercial activities as Sidewalk sales coordinated within the community by the Chamber of Commerce.

Approval Process

1. Each Proposed event sponsor must make application through the Township Clerk at least 120 days in advance of the proposed event. An application fee of \$150.00 will be charged for all events.
2. The Sponsor shall address all categories defined on the application prior to submission. Applications shall be considered on a first come, first served basis however preference will be given to previously successful events held within the Township, should a conflict in scheduling be evident.
3. Applications will be reviewed and a decision reached no later than 90 days prior to the requested date. Written notice of approval and related conditions will be sent by US Mail or e-mail to the address specified on the application.

Applicant Information

Name _____

Address _____

Phone _____ FAX _____ Email _____

Description of Proposed Event

Date and Duration of Event
(including prep. time, staging for event participant instructions and cleanup) _____

Facility Plans _____

Parking Plan _____

Portable Restroom Placement Plan _____

Planned Use of Township Public Restroom Yes____ No____ Fee paid \$ 150.00 _____

Event Route Map (attached), note any closing of State Highway and banners will require an M-Dot permit with additional fee of \$150.00 and an additional 2 weeks for processing.

Closing of State Highway: Fee Pd. To G.A	Yes ____ No ____	Fee Paid \$150.00 _____
Banner: Fee Pd. To G.A	Yes ____ No ____	Fee Paid \$150.00 _____
Lee. Co. Rd. Co. Fee Pd. To G.A	Yes ____ No ____	Fee Paid \$150.00 _____
Lee. Co. Rd. Co.	Yes ____ No ____	Fee Paid see county fee schedule

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Proof of Manpower plan including

- Volunteer numbers, roles, and placement _____
- Security/Road patrol support _____
- Medical Treatment Plan _____

Attach written Communications from the Sheriff's office _____

Attach written Communications from the Emergency Management Director _____

Attach written Communications the Road Commission _____

Attach written communications from the Glen Arbor Township Fire Chief _____

Proof of \$1 Million insurance naming Glen Arbor Township as additional Insured during the event. _____

Attach written endorsements from other interested local organizations such as the Chamber of Commerce, Lions Club, the Glen Lake Women's Club, Glen Arbor Women's Club, etc.

Contribution of \$3.00 per participant or 4% of gross entry fee receipts less refunds to a Township sponsored activity such as the Glen Arbor Garden, the Glen Arbor Park or other Township non-profit organization sponsored projects known to be under consideration at the time.

Coordination

The event sponsor will be required to meet with a select committee of the Township Board to review plans, and related questions concerning a special event, as well as to present written information supporting the application referenced above.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant

Date

Office Use Only

Date Received _____ Fees Paid _____

Application accepted by; _____