

**APPLICATION AND PERMIT
FOR AN EVENT**

**VILLAGE OF BEULAH
7228 Commercial St.
P.O. Box 326
Beulah, MI 49617
Phone 231-882-4451 Fax 231.882.5759**

Name of Applicant: _____

Address: _____
Street City State Zip

Phone No: _____ Email: _____

Permit Holder: _____

Phone No: _____ Email: _____

Name of Park(s) or Street(s) Requested: _____

Official Date(s) and Time(s) of Event: _____

All Date(s) requested, including set up and tear down: _____

Brief description of event: _____

Expected number of participants: _____

All applicants should answer/acknowledge the following questions/statements:

1. Are you setting up any equipment such as tables, chairs, portable toilets, public address systems, bounce house, or tents? (circle all that apply)
 Yes
 No

2. List any additional equipment/items, if any, being set up in the park or street: _____

3. Are you staking or driving anything into the ground such as tent stakes?
- Yes
 - No - If not, how will you weigh down the tents or other structures (i.e. using sandbags or water weights)

4. How many tents will you be setting up and list their material specifications: _____

5. Will you be utilizing any signs at the event?
- Yes
 - No

6. Will alcohol be served?
- Yes
 - No

NOTE: some Parks do not allow alcohol. In all cases, glass is not permitted on Village beaches.

7. Will there be any water events?
- Yes – *EGLE permits may need to be obtained. Contact their local office and provide a copy of permits with this application.*
 - No

8. Are any barricades or traffic control devices needed?
- Yes – List how many and what type will be needed and whether you will be asking the Village to provide any of these. If so, you will be charged for Village personnel to set up and take down any barricades or travel control devices needed.
 - No

9. Are electrical services needed?
- Yes – *note electricity may not be available in the location requested. If using an extension cord, you **must** use a UL Listed Commercial Grade Extension Cord.*
 - No

10. Will there be any food served or Mobile Food Vendors?
- Yes, mobile food vendors – *you may need a permit from the Benzie County Health Department.*
 - Yes, bringing my own food.
 - No
11. Will there be entertainment or amplified music?
- Yes – *you must comply with the Village’s noise ordinance and provide a noise containment plan.*
 - No
12. **A site plan is required.** Please attach a site plan depicting the location of all the following, including any other relevant information: **A)** tents, **B)** tables and chairs, **C)** public address systems, **D)** stage, **E)** vending, **F)** barricades and traffic control devices, **G)** portable toilets, **H)** signage.

Did you attach a site plan to this application?

- Yes
- No

ALL EVENTS - Please also note the following requirements:

- a) For an Event that will require the closure of the vehicular traveled portion of a Street or an Event in a Park or portion thereof, the applicant shall furnish to the Village a certificate of comprehensive general liability insurance - \$1,000,000 per occurrence – naming the Village as additional insured.
- b) If alcohol is being served, the applicant shall furnish to the Village a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy naming the Village as additional insured.
- c) The applicant and permit holder shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the Village, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the Village, its officers, agents or employees.
- d) The applicant and the permit holder shall reimburse the Village for expenses such as police, fire, streets, and others as agreed upon between the Village and the applicant and permit holder and will be billed accordingly.
- e) Any tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code.
- f) The applicant and permit holder are responsible for any clean-up following this event and any damage done to Village property and will be billed accordingly.
- g) The rights granted by this permit are revocable at the will of the Village, and the applicant and permit holder waive any right to claim damages or compensation in the event that this permit is revoked.

h) If issued, a permit may not be transferred or assigned.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the Village of Beulah (hereafter "Village") relative to the operation, service or act for which the permit is requested, and agrees to hold the Village free and harmless from all liability which may be imposed upon it, to reimburse the Village for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned acknowledges that the Village may revoke a permit if the Village determines information regarding the event was not accurately conveyed on this application document or if the Village's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the Village should the Village revoke the permit. The Applicant or Permit Holder may appeal to the Village Council any revocation of the Permit within three (3) days of the permit being revoked. The undersigned acknowledges that the Village may be required from time to time to release records in its possession. The applicant and permit holder hereby give permission to the Village to release any records or materials received by the Village from the applicant or permit holders as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq. Additionally, the undersigned acknowledges that in the event the permit is denied the Village Council shall not be obligated to hold a special meeting to consider an appeal of the denial.

Date: _____

Authorized Applicant Representative:

(Please print)

(Signature)

Authorized Permit Holder Representative:

Date: _____

(Please print)

(Signature)

FOR VILLAGE USE ONLY

Date Application Received: _____

The Application for a permit as set forth above is:

granted for the foregoing Application for the following period:

for the following Street or Park (or portion thereof):

subject to the terms and conditions as set forth in the Application and the Village’s Event Policy and any other requirements as set forth herein and are agreed to by the Applicant and Permit Polder.

Other Requirements:

Denied. The reasons for denial are as follows:

Any person denied a Permit pursuant may appeal to the Village Council in writing, stating the reasons why the Permit should be granted. The Village Council shall respond to the appeal in writing within 10 days of receiving it. The Village Council shall be considered to have received it at its next regular meeting following the filing of the Appeal. To be considered filed, the appeal must be filed at least seven (7) days before the date of the next regular Village Council meeting. The Village Council may grant or deny the Permit, and such decision shall be final.

Dated: _____

By: _____