

VILLAGE OF CLARKSVILLE

162 S. MAIN ST.
P.O. BOX 118
CLARKSVILLE, MI 48815

Special Events Permit Application

The Village of Clarksville values the unique events that make our community special. The Village has created this application form to help organizations provide adequate information for their requests to be considered. Please contact the village with any questions or concerns about this form.

Section 1: Application / Organization Information

Applicant / Organization Name	Telephone
-------------------------------	-----------

Contact Name	Telephone	Email
--------------	-----------	-------

Street Address	City	State	ZIP
----------------	------	-------	-----

Contact person on the day of event (if different than above)	Telephone
--	-----------

Section 2: Event Information

Name of Event

Description of Event

Event Dates	Start Time	End Time
-------------	------------	----------

Set up Date(s) and Time(s)

Clean up Date(s) and Time(s)

Location(s) of Event

Estimated number of volunteers

Estimated daily attendance (if known)

Section 3: Event Details

Please indicate if any of the following will be part of your event area:

- Road closure
 - If checked, please provide a proposed detour route.
- Closure of public parking area
 - If yes, explain how many parking spaces will be lost and how the off-set parking will be handled, located somewhere else (will it be on-street, in another parking lot, or maybe a designated area such as a grassy field).

- Use of park area (playground)
- Firepits/open flame
- Fireworks or pyrotechnics
 - If yes, provide a copy of liability insurance listing the Village of Clarksville as an additional insured party.
- Food and/or non-alcoholic beverage service or sales (if yes, contact Ionia County Health Department)
 - If yes, provide current copy of Health Department Food Service License.
- Temporary structures (including tents or pavilions) (if yes, contact Ionia County Health Department)
 - If yes, provide a map / lot diagram showing location.
 - If yes, provide current copy of building permits issued by the Ionia County Building Department.
- Music
 - If yes, what time will music begin and end? _____
 - If yes, what type of music is proposed? Live – Acoustic Live - Amplification Recorded Loudspeakers or public address system.
- Parade Race (ex: 5K)

- Vendors/sale of goods
- Carnival rides
 - If yes, provide a copy of liability insurance listing the Village of Clarksville as an additional insured party.
 - If yes, provide a copy of electrical permit from the Ionia County Building Department.
- Signs or banners
- Animals/petting zoo
- Portable restroom facilities ADA Compliant
- Donation collection/free will offering
- Other _____
- Alcohol
 - If yes, provide copy of liquor liability insurance with the Village of Clarksville listed as an additional insured.
 - If yes, provide a copy of Michigan Liquor Control License.
 - If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).

Please describe how garbage will be managed.

Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

Location of all temporary structures, food/ concessions, booths, portable restrooms, temporary road closures, barricades, plan for parking, music, signage, garbage cans, and other event locations. Include location of exit pathways, emergency vehicle access points.

Section 5: Acknowledgements and Hold Harmless Agreement

The Applicant understands and agrees to the following:

1. This application is subject to review by various village officials and must be approved by the Clarksville Village Council. Failure to submit this application in a timely manner may delay approval or result in the denial of the application. Submission of the application does not guarantee an approval. The Village may require conditions subject to approval of any application.
2. The applicant must comply with all local and applicable county, state, & federal laws, regulations, and policies. The Applicant acknowledges that approval of the special event does not relieve the applicant from meeting any requirements of law or those of other bodies or agencies applicable to the event.
3. The Applicant agrees to clean up and restore the area in the condition it was found prior to the event. The Village of Clarksville is not responsible for equipment or personal items left on public property.
4. The Applicant acknowledges that they shall not discriminate against any employee or applicant for employment because race, color, religion, sex, national origin, age, disability, or any other applicable status protected by federal, state, or local law. The Applicant further agrees that it will comply with the Civil Rights Act of 1973, as amended, and the Michigan Civil Rights Act of 1976 (78. Stat 252 and 1976 PA 453) and will require the same of any consultant or sub-contractor involved in hosting the event.
5. Upon approval of the event, the Applicant agrees to fully defend, indemnify and hold harmless the Village of Clarksville, its Village Council, its officers, employees, agents, volunteers, and contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from any act or omission by the applicant, its agents, employees, contractors, and volunteers, and violation of state or federal law, and any other acts of the applicant or attendees causing personal injury or property damages in connection with this event.
6. Upon approval of the event, the applicant must notify the fire department and ambulance service.
7. A breach of any of the above may result in the denial of the application or revocation of an approval by the Village of Clarksville.

Printed Name of Applicant & Name of Organization

Signature

Date

Village Council Use

Application Status _____ Approved _____ Denied

Reason for Denial _____

Approval by Village Council: Permit valid from _____ until _____ during the following designated hours _____ to _____ and subject to the following conditions:

Village President Signature

_____ Date _____

Village Clerk Use Checklist

Date application received _____

Fee \$ _____ Receipt # _____ Check # _____ or Cash

The following has been submitted, if required:

- Certificate(s) of Liability Insurance (Fireworks, Carnival Rides, and/or Alcohol)
- Current Food License
- MLCC License
- County Building Permit for temporary structure(s)
- County Electrical Permit for carnival rides