

CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Submittal of the application 30 calendar days in advance is required.

\$50 non-refundable fee

Request to use City parks, streets, parking lots and other public facilities for special activities and events requires submittal of completed application to City Hall. Submitting an application does not guarantee the event will be approved.

Sponsoring Organization Information

Event Name: _____

Legal Business Name: _____

Phone: _____ Fax: _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Cell Phone: _____

Email: _____

Contact Person on Day of Event

Primary Contact Name: _____

Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact Name: _____

Phone: _____ Cell Phone: _____

Email: _____

CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Event Description

PLEASE DESCRIBE YOUR EVENT IN DETAIL AND ADD ANY ADDITIONAL INFORMATION OR PAGES. Please be sure to include any elements of your event that will help with the approval of the event.

Event Information

Name of event: _____

Number of years this event has been held: _____

Date(s) of event: _____

Type of event: (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Walk/Race/Marathon | <input type="checkbox"/> Festival/Fair/Carnival |
| <input type="checkbox"/> Co-sponsored | <input type="checkbox"/> City operated/Sponsored |
| <input type="checkbox"/> Non-profit/For profit | <input type="checkbox"/> Parade – Map of Parade Route Required |
| <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> Other: _____ |

Event Location: _____

Event Hours: _____ Estimated attendance per day: _____

Estimated number of volunteers: _____

Estimated date/time of setup: _____ Cleanup: _____

Event Details

Music:

Will music be provided during this event? Yes No

Type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin and end: _____

CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Food Vendors/Concessions/Mobile Food Units:

Will food be sold? _____ Yes _____ No

If a Mobile Food Units/Vendor or Concession is planned: include with this application a Food Truck Application, including all requirements in that permit.

Will any of the following items be a part of this event:

Item	Quantity	Item	Quantity
_____ Booths/Tables	_____	_____ Tents/Awnings	_____
_____ Portable Toilets	_____	_____ Water/other	_____

Describe security protection, if applicable (including police, fire, ambulance on call & emergency vehicles staging for entire event): _____

Describe emergency evacuation procedures, if applicable (in case of medical emergency, fire, weather, etc.): _____

Department of Public Works

Will this event require the use of City Equipment? _____ Yes _____ No

Type of Equipment	Quantity	Type of Equipment	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Street Closures - include map outlining proposed closures: _____ Yes _____ No

Street Closure Date/Time: _____ Reopen: _____

Sidewalk Closures - include map outlining proposed closures: _____ Yes _____ No

Sidewalk Closure Date/Time: _____ Reopen: _____

Describe use of sidewalk: _____

FOR OFFICE USE: Approved Denied N/A

CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Police Department

Street Closures - include map outlining proposed closures: ___ Yes ___ No

Street Closure Date/Time: _____ Reopen: _____

Sidewalk Closures - include map outlining proposed closures: ___ Yes ___ No

Sidewalk Closure Date/Time: _____ Reopen: _____

Describe use of sidewalk: _____

Parade ___ Yes ___ No

Have you filled out State of Michigan – Request and Order to Close State Highway – MDOT form UP-67? ___ Yes ___ No

Do you believe this will require City of Caro Police Officers? ___ Yes ___ No

If yes, give reason and include times: _____

Note: Depending on the scope of the event, City of Caro Police Officers may already be assigned to the event.

FOR OFFICE USE: Approved Denied N/A

Fire and First Responders Department

Do you believe this will require City of Caro Fire Department? ___ Yes ___ No

If yes, give reason and include times: _____

Do you believe this will require City of Caro First Responders? ___ Yes ___ No

If yes, give reason and include times: _____

Note: Depending on the scope of the event, City of Caro Police Officers may already be assigned to the event.

FOR OFFICE USE: Approved Denied N/A

CITY OF CARO

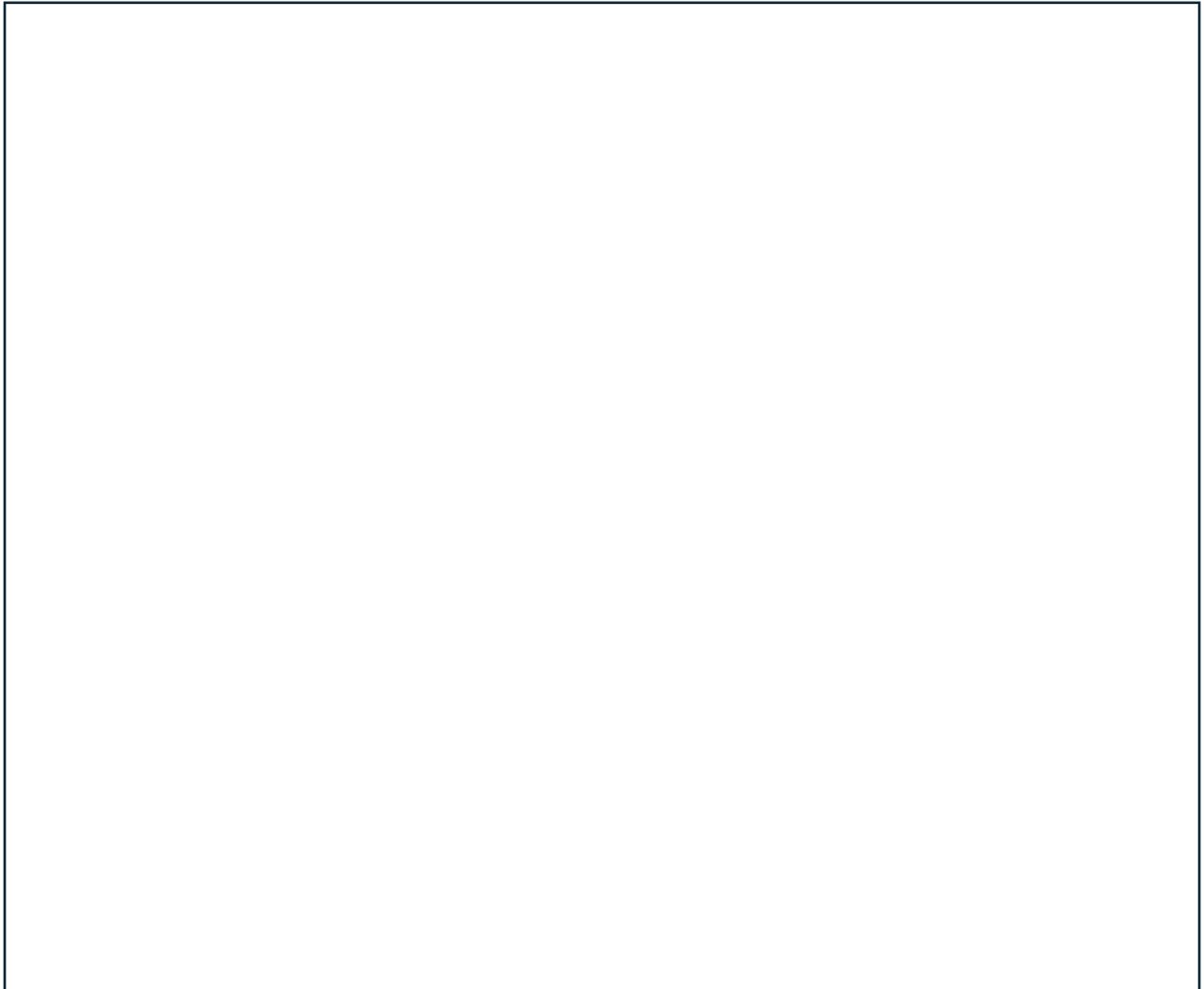
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Detailed Site Map

Please include or attach a detailed site plan and/or route map, computer or hand-drawn site plans are appropriate.

Your map should include:

- The names of streets, placement of barricades, and/or road closures.
- The areas where participants and vendors/merchants will park.
- Parade forming and disbanding areas.
- Vendor and booth placement, tables, etc.
- Portable toilets, fencing.
- Location of Security Personal, information booth, lost and found.
- Stage, tents, and materials storage, etc. used in the event.



CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Application Checklist

- Completed application.
- Food Truck Application(s), including all requirements in that permit.
- Event map (including detailed event layout for vendors, booths, portable bathrooms, etc.)
- Certificate of General Liability in the amount of **\$1 Million Dollars** (listing the City of Caro as additional insured)
- Police, Fire and First Responders plans
- Severe weather plan (for all outdoor events) Road and sidewalk closure maps (if applicable)
- For parades, State of Michigan – Request and Order to Close State Highway – MDOT form UP-67

If any documents are missing, please explain why: _____

The (insert name of the Organization) _____ hereby promises, as a condition of approval of this application, to appear, defend, and hold the City of Caro, its officials, employees and agents harmless against any and all claims for personal injury, bodily injury including death, or property damage which may arise directly or indirectly from the event described herein, including any and all cost for personal injury, bodily injury or property damage, for which a claim or demand is asserted, whether such claim is frivolous or made in good faith. Such indemnification shall include any and all costs and expenses including, but not limited to, court costs, fees, attorney fees, witness fees, expert fees, damages and interest which may be incurred by or assessed against the City of Caro, its employees, officials, or agents.

I am authorized to submit this application on behalf of the event sponsor:

Print Applicant Name and Title, Role or Affiliation

Signature Date

CITY OF CARO

SPECIAL EVENTS PERMIT APPLICATION

Insurance instructions and requirements

The application for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect the City of Caro, the applicant, and anyone directly or indirectly employed by either. The insurance must provide coverage for premise operations, actions of independent contractors, and completed operations during the event period. The event time period must be sufficient to cover the entirety of the event from set up to clean up. The coverage must be indicated on the certificate of insurance as “Special Event” coverage in the “Description of Operations” or the insurance company must supply the City of Caro with the original insurance policy evidencing the “Special Event” coverage. The event name, date and location must be included in the description block.

Evidence of the required insurance must be provided to the City of Caro no less than 14 (fourteen) days before the event set up date.

The City of Caro will VOID any permit(s) and/or permission for such event if proof of insurance is not submitted. It is the applicant’s responsibility to see that the event insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

Requirements:

- Minimum coverage of One Million Dollars per occurrence, with a One Million Dollar general aggregate.
- The policy or endorsement must name as an addition insured the applicant, the City of Caro, and its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.
- If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance with the City as an additional insured, in the required minimum amounts.
- The certificate and policy must provide that coverage shall not be cancelled or modified without providing 30 (thirty) days prior written notice. (10 (ten) days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.