



CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone / (269) 857-4751 fax
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douglas@ci.douglas.mi.us

APPLICATION FOR SPECIAL EVENT PERMIT

Applicant/Organization: _____

Contact Person(s): _____

Street Address/P.O. Box: _____

City/State/Zip Code: _____

Telephone/Fax/E-mail: _____

Event Date(s): _____ Anticipated Number of Attendees: _____

Event Start & End Hours (including time for set-up and clean-up): _____

Location of Event: _____

Designate location on attached map, including parade route, etc. if applicable, and the location of barricades, parking restrictions, etc.

Description of Event: _____

Plan for Managing: (Include an explanation and drawings where applicable, of your plans to provide for the services below. Applicable permit fees may apply depending upon the assistance required by the City. Attach additional pages if necessary.)

Communication Facilities: _____	Electrical Needs: _____	Emergency Vehicles & Equip.: _____
Clean Up & Waste Disposal: _____	Food/Water Supply: _____	Health & Sanitation: _____
Illumination: _____	Medical Facilities/Services: _____	Noise Control & Abatement: _____
Police & Fire Protection: _____	Sound Amplification System: _____	Vehicle Access & Parking: _____
Insurance & Bonding Arrangements (copies provided): _____		

Will the event include signs, if so, where: _____

Will tents/canopies be installed? _____ Qty _____ If yes, please notify the supervisor at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations of such tents/canopies. Please refer to the Requirements For Tent Structures form and/or call Saugatuck Township Fire Department with questions - (269) 857-3000.

Douglas Police Department Notification: _____
Steve Kent, Douglas Chief of Police

Do you plan to sell food or beverages? _____ If yes, Health Department license and other state approvals must be furnished. Evidence of liability insurance indemnifying or additionally insuring the city is required when applicable and determined by the City Manager.

NOTE: It shall be unlawful for any person within the city to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the city, unless the consumption is authorized under a valid permit issued by the city or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

The applicant below, hereby certifies that they will indemnify and hold the City harmless from any and all claims, lawsuits, and other liability arising from or as a result of the proposed special event, that the City shall also be named as additionally insured on all insurance policies, that reasonable costs and attorney fees incurred by the City in defense of any claim, action, or liability shall be the responsibility of the applicant.

The applicant also agrees to clean-up and leave the area as it was found. The City is not responsible for equipment or personal items left on public property.

Signature of applicant: _____ Date: _____

(TO BE COMPLETED BY THE CITY)

Event Charges:
ITEM: _____ CHARGE: \$ _____

ITEM: _____ CHARGE: \$ _____

Total Charges: \$ _____ Received on: _____ By: _____

Recommend Approval With/Without Conditions: _____ Yes _____ No

Conditions: _____

Notification to: (initial & date) _____ DPW _____ Police _____ Fire _____ Other _____