



**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  
[www.ci.douglas.mi.us.com](http://www.ci.douglas.mi.us.com)  
[douglas@ci.douglas.mi.us](mailto: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): \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

Plan for Managing: (Include an explanation and drawings where applicable, of your plans to provide for the services your providing below. Attach additional pages if necessary.)

Insurance & Bonding Arrangements (copies provided): \_\_\_\_\_

If the event include signs a temporary sign permit is required. Please see application provided.

Public Services Requested (Applicable permit fees may apply depending upon the assistance required by the City):

Field Lights:	_____	Electrical:	_____
Police Protection:	_____	Barricades:	_____
Clean Up & Waste Disposal (\$50 per hour):	_____	Fire Department Services:	_____

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.

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(s): \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

With Conditions: \_\_\_\_\_

Notification to: (initial & date)

DPW \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_