



Permit No: _____

Please complete this application to request a special event permit. Applications are processed in 21-30 days. If the application is approved, a permit will be mailed to the applicant. If the application is not approved, the applicant will be notified by phone. There is a \$5.00, non-refundable, administrative processing fee.

Applicant Information:

Sponsoring Organization:	
Contact Name:	Email:
Address:	
Daytime Phone:	Evening Phone:

Event Information:

Type of Event:

Describe in Detail the Activities Planned:

Location in Which Event will be Held:

	Date	Time	Day of Week
Setup			
Event Starts			
Event Ends			
Dismantle			

Number of People Expected to Attend the Event:

Event Details:

Is event sponsored by a nonprofit organization?	YES	NO
Will participants or spectators be charged an admission fee?	YES	NO
Will there be alcohol for sale?	YES	NO
Will there be food for sale?	YES	NO
Will there be merchandise for sale?	YES	NO
Will there be a vendor participation fee?	YES	NO
Do you have insurance?	YES	NO
Will any items be distributed?	YES	NO
Will the event be advertised? If so, how?	YES	NO
Does the event require on-site security?	YES	NO
Does the event require on-site medical service?	YES	NO
Does the event require street closure? If so, indicate route	YES	NO
Do you plan to have sound amplification?	YES	NO
Is electrical power required (for sound amplification, lighting, etc)?	YES	NO

If yes, please show items on a site plan and describe how power is to be provided.

- Portable generator
- PGE temporary power service
- Other, please describe

Tents or Structures

Are you installing or constructing any structures, including buildings, climbing structures, stages, tents, canopies, etc.?**YES** **NO**

If yes, please show structures on a site plan (attach). Also, please describe type, size and number of structures.

Permittees shall be responsible for the procurement of and payment for any electrical energy used during the event.

Permittees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of a permittee's failure to clean and/or restore the site following the event will be borne by the permittee.

As the applicant, I hereby agree to abide by the terms set forth in this application and the ordinances of the City of Plainwell. I understand the failure to do so may lead to the cancellation of the event, or the denial of future permit applications.

Yes, I agree to the above terms **No, I do not agree to the above**

Send this application to:

The City of Plainwell
141 N. Main Street
Plainwell, MI 49080

HOLD HARMLESS AGREEMENT

Title of Event: _____ Date of Event: _____

Name of Applicant: _____

Address: _____ Phone: _____

Name of Event Sponsor: _____

Address: _____ Phone: _____

HOLD HARMLESS AGREEMENT

This special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Permittee(s) _____ Date: _____

_____ Date: _____

Signature of Officer of Sponsoring Organizations: _____ Date: _____

Title: _____

I declare under penalty of perjury that the information provided in this application is correct.

Signature of Applicant: _____ Date: _____

AFFIDAVIT OF APPLICANT (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and I have read, understand, and agree to abide by the rules and regulations and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager

****Office Use Only****

Permit Approved: YES NO

Name and Title:

Comments:

