



SPECIAL EVENTS APPLICATION FORM

To begin the review process, you must complete this application and return to the Ferndale City Hall. All completed applications must be received no less than 90 days for an estimated audience of less than 500 and 180 days for an estimated audience of more than 500 attendees.

A. EVENT INFORMATION

Event Name: _____

Type of Event: _____

Date(s): _____

Hour(s): _____ Estimated Attendance: _____

Location(s): _____

B. SPONSORING ORGANIZATION

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Tax ID #: _____

Email Address: _____

C. EVENT COORDINATOR - AUTHORIZED REPRESENTATIVE

Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

E. DEPT OF PUBLIC WORKS

1. SET-UP: Proposed date and time: _____

2. Proposed set-up plan:

3. CLEAN-UP: Proposed date and time: _____

4. Proposed clean-up plan:

5. PARKING: How do you plan to accommodate parking beyond the use of the municipal parking lots?

6. IMPACT: How will the event impact adjacent residential and commercial properties?

7. SIDEWALK USE REQUEST? YES ____ NO ____

If yes, describe sidewalk closure(s) and indicate proposed use on event layout:

8. STREET CLOSURE REQUEST? YES ____ NO ____

If yes, describe street closure(s) and indicate proposed use on event layout:

Date Street(s) Closed Request:	Time:	Date Street(s) Reopen Request:	Time:

9. PARKING LOT CLOSURE REQUEST? YES ____ NO ____

If yes, describe lot closure(s) and indicate proposed use on event layout:

Date lot(s) Closed Request:	Time:	Date Lot(s) Reopen Request:	Time:

F. FIRE DEPARTMENT

1. Will proposed Special Event have food and beverage concession? YES ____ NO ____

If yes, describe:

2. Will deep-fryers or heat generated cooking devices be utilized? YES ____ NO ____

If yes, identify food vendor types:

3. Will tents or canopies be requested? YES ____ NO ____

If yes, describe the purpose:

4. Are any tents/canopies larger than 10'x10'? YES ____ NO ____

If yes, please complete the table below for each tent or canopy beyond 10'x10':

Tent(s) or Canopy(s)	Dimensions	Quantity

5. Are you requesting moonwalks, amusement rides or live animals? YES ____ NO ____

If yes, describe in detail the types of attractions proposed:

Include the proposed location of food and vendor booths, tents, rides, etc. on event layout. All food service must be certified or proof of temporary food handlers permit from the Oakland County Health Dept. The Ferndale Fire Dept. shall inspect all events for final permit approval, prior to opening on the first day of event. All Food Service Trailers must have an automatic fire-extinguisher system installed, approved by the NFPA.

G. POLICE DEPARTMENT

1. CROWD CONTROL: What steps are proposed to maintain and control participants at event?

2. LIVE ENTERTAINMENT/DJ SOUNDS/AMPLIFICATION: YES ___ NO ___

a. If YES, identify sound system:

b. If YES, identify the proposed dates and times of all entertainment/DJ schedules:

Date:	Time Begins:	Time Ends:

c. If YES, please identify the proposed location of stage(s), if any:

3. NOISE ORDINANCE: Are you requesting a waiver of the noise ordinance? YES ___ NO ___

If yes, describe noise control:

4. ALCOHOL BEVERAGE SALES: Are you requesting to serve alcoholic beverages? YES ___ NO ___

If yes, describe measures to prevent the sale of alcohol to minors or visibly impaired individuals:

IMPORTANT NOTICE: Applicant must contact the Michigan Liquor Control Commission and the Ferndale Police Chief for permit review and approval. Any event desiring approval to serve alcoholic beverages must be approved by the MLCC, Ferndale Police Chief, City Council and enter into a License Agreement with the City. To apply for a Temporary Authorization Liquor License online, visit: http://www.michigan.gov/documents/dleg/LC146_1.2009_264177_7.pdf

H. FERNDALE DDA

Are you requesting event promotional assistance by the Ferndale DDA? YES ___ NO ___

If yes, please contact the Ferndale DDA to provide general details, event logo art and promotional materials for assistance.

I. INSURANCE

The City requires liability insurance to hold a special event on public property. All insurance policies must be issued by an insurance provider licensed to do business in the State of Michigan. Proof of liability insurance must name the City of Ferndale as the primary additional insured. All special events approved to serve alcohol must include liquor liability insurance. Coverage levels are determined by the City.

A certificate of liability insurance certificate must be provided to the Director of Special Events, for review and approval, no less than seven working days prior to the first day of the event.

The certificate of liability insurance certificate must include the following language in the "Description of Operations" section:

"The City of Ferndale, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Ferndale, Michigan as additional insured, coverage afforded is considered to be primary and any other insurance the certificate holder may have in effect shall be considered secondary and/or excess."

J. ADDITIONAL REQUIREMENTS

1. SIGNAGE/BANNERS: Are you requesting to display signage and/or banners? YES _____ NO _____

If yes, please provide artwork & dimensions for review and approval.

If yes, identify proposed signage/banner location(s):

2. PORTABLE TOILETS & SANITATION: All special events MUST supply portable toilets and hand-washing units for public use. All units MUST be professionally serviced to maintain a clean and sanitary environment during the duration of an event. The number of units is based on the number of attendees, event days and liquor license approval, as determined by the City.

3. RESIDENTIAL & BUSINESS NOTIFICATION: A public notice is required for all events proposing the closure of streets or parking lots. Distribution of notification shall be mailed by City with postal mailing cost are reimbursed by the event.

4. TRASH CLEAN-UP PLAN: All special events are required to maintain a clean environment throughout the event, including after-hours, and must coordinate with the Special Events Director and Department of Public Works (DPW) for proposed plan approval. All large events may be required on-site city staff services, as determined by the City. All city services are reimbursed by the event.

Provide proposed trash clean-up plan:

5. RECYCLING: Recycling must be organized through the Ferndale DPW for all special events. A well planned event requires cooperation, coordination, dedication and attention to details. One important detail is managing all the recyclables the event will generate. The event is required to propose how to recover all recyclables including beverage containers, cardboard and food, etc. For more information, please contact SOCCRA at (248)288-5150 or online at http://www.socrra.org/recycling_res.shtml

Provide proposed recycling plan:

If you have any questions or concerns relating to the special events process, please contact:

Michael C. Lary
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City Manager's Office
City of Ferndale
300 East Nine Mile Road
Ferndale, MI 48220
(248)546-2361
Email: mlary@ferndalemi.gov

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FOR OFFICE USE ONLY:

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|---|--|
| <input type="checkbox"/> Completed Special Event Application | <input type="checkbox"/> Event Map (proposed layout) |
| <input type="checkbox"/> Agreement and Indemnification | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Detailed Plan Proposal (closures, artwork, entertainment schedule, etc.) | |
| <input type="checkbox"/> License Agreement (Liquor License, if required) | |
| <input type="checkbox"/> Other: _____ | |