



**Special Event Application**  
**Village of Birch Run**  
**12060 Heath Street, PO Box 371**  
**Birch Run, Michigan 48415**  
**Ph# (989) 624-5711 Fax (989) 624-9681**

Directions: Complete this application in accordance with the Village of Birch Run Special Events Ordinance for all events which will be attended by more than **100** persons, and return it to the Village Office at least forty-five (45) days prior to the starting date of the event.

Sponsoring Organization's Legal Name \_\_\_\_\_

Organization's Federal ID # \_\_\_\_\_

Organization's Address \_\_\_\_\_

Agent/Applicant's Name \_\_\_\_\_

Agent/Applicant's Address \_\_\_\_\_

Agent/Applicant's Title and Phone Number \_\_\_\_\_

Agent/Applicant's Email to Receive Permit \_\_\_\_\_

Event Name \_\_\_\_\_

Event Purpose \_\_\_\_\_

Event Location \_\_\_\_\_ Dates of Event \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Estimate of maximum number of attendees \_\_\_\_\_

Legal description and proof of ownership of the site where the proposed event is to be conducted (Where ownership is not vested in prospective licensee, they shall submit an affidavit or letter from the owner indicating their consent to the use of the site for the proposed assembly.)

\_\_\_\_\_

\_\_\_\_\_

Is this event expected to occur next year?     Yes     No  
Do you anticipate serving food?                 Yes     No  
Other concessions?                                     Yes     No

If yes, refer to *Section 5.1* and *6.1* of the Special Events Ordinance for license and insurance requirements.

Will this event include the use of signs?     Yes     No

If yes, refer to *Section 10* of the Special Events Ordinance, and describe the size and location of your proposed signs.

**EACH APPLICATION SHALL BE ACCOMPANIED BY A DETAILED EXPLANATION, INCLUDING DRAWINGS AND DIAGRAMS WHERE APPLICABLE, OF THE PROSPECTIVE LICENSEE’S PLANS TO PROVIDE FOR THE FOLLOWING:**

- A. Police and fire protection
- B. Food and water supply and facilities
- C. Health and sanitation facilities
- D. Medical facilities and services including emergency vehicles and equipment
- E. Vehicle access and parking facilities
- F. Temporary camper location
- G. Illumination facilities
- H. Communication facilities
  - I. Noise control and abatement
- J. Facilities for clean up and waste disposal
- K. Insurance and bonding arrangements.

In addition, a map of the overall site of the proposed assembly shall accompany the application.

**Certification and Signature:** I understand and agree on behalf of the sponsoring organization that:

1. A Certificate of Insurance must be provided, naming the Village of Birch Run as an additional named insured on the policy. (*Section 6.1 of Ordinance*)
2. Event sponsors and participants may be required to sign Indemnification Agreement forms. (*Section 6.2 of Ordinance*)
3. All food vendors must be approved by the Saginaw County Health Department and must supply a valid certificate of insurance naming the Village of Birch Run as an additional insured. (*Section 6.1*)
4. Whenever the duration and size of the proposed assembly shall be such as to reasonably require them, the Zoning Administrator may impose Special Conditions and restrictions as prerequisites to the issuance of the license. (See attached special conditions)

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the Village of Birch Run’s Special Event Policy and any additional requirements that may apply based on the Village’s review of this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature and Title

Return this application and **\$225.00** processing fee to the Village Office at least six (6) weeks prior to the first day of the event. **Applications received after the forty-five (45) day deadline will be charged an additional expedited permit fee of \$225.00, or will be denied.**

## **SPECIAL CONDITIONS**

### **PARKING**

Facilities shall provide adequate off-street parking spaces based on a minimum of one space per four (4) persons of the estimated peak occupancy of the site. All parking areas and/or lots must be free and maintained as being dust free throughout an event. Parking on a vacant, unimproved lot may occur only if the lot is under the supervision and control of the applicant. If the lot is not paved, precautions acceptable to and approved by the Village of Birch Run shall be made to the site. Parking shall be screened from any adjacent and nearby residential uses and access control will be maintained so only those attending an event use it.

### **SANITARY FACILITIES**

All sanitary facilities shall be designed and constructed in strict conformance with county health department regulations. No temporary sanitary facility or trash receptacle shall be located within two hundred (200) feet of an existing off-site dwelling. The licensee shall provide lavatory facilities that shall be inspected by the village plumbing inspector if required. All lavatories shall be provided with hot and cold water, soap, paper towels and be located adjacent to the aforementioned facilities.

The current Saginaw County Health Department Standards and the Village Building Code shall determine the number and type of facilities required. However, the standards shall not be less than the following:

#### **Facilities**

- Toilets- Male: 1:300, Female: 1:200
- Urinals- Male: 1:100
- Lavatories- Male: 1:200, Female: 1:200
- Drinking Fountain 1:500

Where assembly is to continue for more than 12 hours, the licensee shall provide shower facilities, on the basis of the number of attendee's, in the following manner:

- Shower Heads- Male: 1:100, Female: 1:100

All facilities shall be installed, connected, and maintained free from obstructions, leaks, and defects and shall at all times be in operable condition as determined by the building official.

### **SECURITY PERSONNEL**

The licensee shall employ at his own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection for the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly.

### **WATER FACILITIES**

Provisions for portable water, sufficient in quantity and pressure to assure those adequate amounts are available under conditions of peak demand. Such water shall be supplied from a public water system, if available, and if not available, then from a source constructed, located and approved in accordance with Act 294, Public Acts of 1965, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, or from source delivered and stored in a manner approved by the Building Official.

**MISCELLANEOUS**

Prior to the issuance of a permit, the Village may impose any other conditions, reasonably calculated to protect the health, safety, welfare and property of attendants or of citizens of the Village.



**Office Use Only**

Date\_\_\_\_\_

Approved

Disapproved

Amount Paid\_\_\_\_\_ Cash Check # \_\_\_\_\_

Signature\_\_\_\_\_

Zoning Administrator/Building Inspector