



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

Application for Special Event Permit - \$225.00

Complete the entire application, where applicable, and attach all required documentation in accordance with the Village of Birch Run Special Events Ordinance and return it to the Village Office with payment at least forty-five (45) days prior to the starting date of the event. Applications received after the forty-five (45) day deadline will be charged an additional expedited permit fee.

Property Owner Information

Name: _____ Phone #: _____

Address: _____

Organization Information

Name: _____

Address: _____

Agent/Applicant Name: _____ Phone #: _____

Event Information

Name: _____

Description: _____

Location: _____

From (Date): _____ to (Date): _____ Total # Days: _____

Hours of Operation _____ Estimate of maximum number of attendees _____

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.

Acknowledgement

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 obtain a Food Truck Permit
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.

Property Owner Signature: _____ Date: _____

Business Operator Signature: _____ Date: _____

Email to Receive Permit: _____

*****For Office Use Only *****

Permit Fee: ☐ \$225
☐ \$225 Expedited Fee (For applications received after the fourteen (45) day deadline)
☐ Waived (Only for verified 501(c)(3) organizations)

Amount Paid: \$ _____ ☐ CC ☐ Cash ☐ Check # _____ Date _____

This Application is ☐ Approved ☐ Denied Reason(s) for Denial _____

Zoning Administrator Signature

Date

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 attendees, 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 ensure that 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.