

VILLAGE OF CAPAC SPECIAL EVENT PERMIT

Policy: The grounds and property of the Village of Capac may be used for events and activities that are deemed a public benefit by the Village Council, and which do not negatively affect the health, safety, and welfare of the people of the Village. First priority for use of the Village grounds shall be as follows: (1) first to Village uses, Village sponsored or official Village events; then (2) on a first come first serve basis to qualified applicants that comply with all Village rules and regulations.

Procedures: The Village of Capac reserves the right to deny any special event permit request to the extent such relies on Village personnel to erect or dismantle equipment unless it is the property of the Village. Further, the Village is not responsible for waste receptacles or providing porta johns, all of which are to be provided by the applicant. All applicants are expected to abide by the following procedures:

- a. Applications must be submitted to the Village Office and approved by Council prior to use of the grounds for gatherings. A request shall be submitted at least 30 days in advance of the intended use.
- b. If permission is granted by Village Council, there must be pre-event communication between the Village Manager or designated staff and the party responsible for the event, to review different needs and requirements of the event and to answer any questions. The applicant shall arrange for such communication, and such shall not be the responsibility of the Village or the Village Manager. The Village Council and/or the Village Manager have discretion to revoke a permit if there is a break down or lack of communication.
- c. Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.
 - **If staff time, equipment and/or a contractor is used for the event and/or restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full. This includes DPW & Police.*
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- d. All activities must cease no later than the ending time of the event as stated on the application or the ending time approved by Village Council, whichever is earlier.
- e. The Village Council reserves the right to revoke permission for use of facilities and grounds for failure to comply with the requirements of this policy or such other reasons as Village Council deems reasonable. .
- f. Village grounds and facilities may not be used for any activity nor by any group other than the name of the group on the written request.
- g. No vehicles are allowed on the lawn or sidewalk unless approved by Village Council prior to the event.
- h. All requested barriers or placement of equipment that will impede the business of the Village must be drawn on a map. If the special event is a **parade**, the route of the parade needs to be labeled on a map and identify barricade locations.
- i. If utilities are needed, that shall be stated in the application submitted to the Village Office and may be allowed on a limited use.
- j. Liability insurance is required in the amount of \$1 million and must be submitted to the Village

Office prior to the date of the event. Documentation submission encouraged at the time of application.

- k. Requests for any exception from these rules and requirements must be made to the Village Council.
- l. No food shall be served or provided at approved special events unless identified specifically on the application, approved by Village Council and for which all required permits, licenses and certifications are obtained.
- m. No alcohol shall be served or sold at approved special events unless identified specifically on the application, approved by Village Council and for which all required licenses from the Michigan Liquor Control Commission are obtained.
- n. The Village Council in its discretion may approve, approve with conditions, or deny an application for a Special Event Permit. By way of example, but not limitation, the Village Council may require, as a condition to granting a special event permit, an applicant post a bond or other security sufficient to cover anticipated costs and/or expenses of the Village and/or to name the Village of Capac as additional insured on its insurance policy .

* Adopted:

SPECIAL EVENT PERMIT APPLICATION

For Use of Village of Capac

Please return completed application to:

Village of Capac, 131 N. Main Street, P.O. Box 218 Capac, MI 48014

[Email: manager@villageofcapac.com](mailto:manager@villageofcapac.com) Phone: 810.395.4355 Fax:810.395.2715

Date(s) / Time Start & End: _____

Name of Event: _____

Type of Event: _____

Group & Name of Person Responsible: _____

Address: _____

Phone Number: _____ Email: _____

Specific areas of Village grounds using: _____

Street needs (directions, barriers, signs, etc.)/Why?^d _____

Police needs /Why?^d _____

Is event open to the general public? Y N Number of participants expected: _____

What equipment will be brought on the grounds (porta john facilities, chairs, tables, electrical equipment, etc.)?

When will equipment be set up? _____

Will food to be served for a fee? Yes No Has a Health Department permit been obtained? Yes No

Has this group used Village facilities/grounds for other events, if so, please list functions and dates? _____

Does this group have liability insurance to cover this event?^k

Hold Harmless/Indemnification:

To the fullest extent permitted by law I, the "Responsible Person" signing below, agree to defend, pay on behalf of, indemnify, and hold harmless the Village of Capac, its elected and appointed officials, insurers, employees and volunteers, and others working on behalf of the Village of Capac against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Village of Capac, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of my use of the Village of Capac grounds and or property.

I have read and agree to the above hold harmless/indemnification clause as well as the Special Event Permit Rules and Procedures Policy and I understand that Village grounds and property will be left in a clean and neat condition after use, and I agree to pay for any damage to the grounds/property which may incur as a result of this scheduled function.

Signature of Responsible Person

Date

Approval date by Council: _____