OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 (248) 691-7544 www.oakparkmi.gov

Special Event License Application

Special event means any event that occurs on a non-permanent basis, that is different from the normal lawful use of the premises where the event is to be held, may not otherwise be permitted by the zoning ordinance, or which may require city resources over and above what has already been allocated, or that requires exclusive use of city property, or that includes the use of a tent regulated by the International Fire Code, and is of such a nature as to be acceptable to the general public with regard to morals, safety features and the conduct of the special event participants.

Today's date: _____

Applicant Information:

Applicant / business name: _____

Applicant / business address: _____

Phone number: _____ E-mail address: _____

Relation of applicant to business: _____

Owner Information

Owner or manager of site: _____ Phone number: _____

Names and addresses of partners or officers of corporation:

_____

_____

_____

Event Information

Proposed date(s) of event: _____ Has this event been held previously? ____Yes ____No

Address or location of event: _____

Is this a city owned park? _____Yes _____No

Nature, purpose, and detailed description of event: _____

_____

_____

Will this event be open to the public? _____Yes _____No

If yes, please describe how so: _____

_____

_____

Estimated number of people attending event? _____ Hours of event: _____

(Cont.)

Street closure

Are you requesting to have a parade? _____Yes _____No If yes, please attach a map of the parade route.

Where will the parade participants be walking? _____ Sidewalks _____ Streets

Will the event require streets to be blocked off? _____ Yes _____ No

If yes, please describe. _____

Please include verification from the residences located on the affected street(s), indicating they are aware of the event. (Use form attached)

Food Services

Will food or beverages be sold at event? _____ Yes ____ No If yes please list type(s) of food to be sold:

_____

Will the food be prepackaged or prepared on site: _____ Yes _____ No

Please note: If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for an inspection. You will also need to provide temporary water services at the site where the food is prepared.

Mechanical Amusement

Will there be a mechanical ride, bounce house or other special activity at the event? _ Yes ____ No

If yes, please describe and provide the name and address of the company/entity providing the amusement.

_____

_____

You are required to provide proof of insurance for all mechanical rides, bounce houses, mechanical rides/games, etc. The City of Oak Park must be listed on the certificate of insurance as "additional insured."

Technical/Support

Will the event require use of electrical supply source? _____ Yes _____ No If yes, please describe:

_____

_____

Will sanitary facilities be required at the event? _____ Yes _____ No

Will tent(s) be used at the event? _____ Yes _____ No If yes, please state size(s) and description:

_____

Will the event have banners displayed? _____ Yes _____ No

If so, please provide the number of signs and dimension(s): _____

_____

If a temporary generator or electric supply source is provided, you must provide an electrical permit from a licensed electrical contractor. Also, you will need certification of flame-spread rates of all canvas and/or cloth enclosures.

Additional Special Event requirements may include: additional application, inspection and bond fees, and temporary sign permit. The application will also be assessed for the potential liability risk to the City of Oak Park and may require liability insurance as detailed in Section 10-270 of the City Code.

(Cont.)

The fee for a Special Event application is $ I 00 and is non-refundable. The deadline for receipt of the application is 30 days prior to the event. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, Recreation and Municipal Services. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether to proceed with the event. If the applicant decides to proceed, the event application will be placed on the next City Council agenda for consideration of approval.

I am requesting a waiver of the $100 application fee. Yes _____ No _____

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request and grounds to revoke any prior approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

Applicant's signature _____

Date _____

(Continued)

Street Closure Approval Form

(Submit this page only when event requires a street closure)

____

(Name and date of event)

Street Address	Yes	No	Name	Signature