

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • 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.)

