



VILLAGE OF LAWTON  
125 S. Main PO Box 367  
Lawton MI 49065  
269.624.6407  
[www.LawtonMI.org](http://www.LawtonMI.org)

FEE: 100.00

VILLAGE COUNCIL ACTION
DATE: _____
Approved _____
Denied _____

## APPLICATION FOR SPECIAL EVENT PERMIT

The Village of Lawton offers two types of permits for events within the Village. A **Special Event** is described as a large gathering of people that covers a broader range of the Village, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of Village resources, such as, Lawton Police Department, Department of Public Works, and the Lawton Fire Department. **Special Event Permits will require approval from Village Council and need to be filled out in its entirety and returned to the Village Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant Village coordination or resources. Park Reservation permits require only Village administration approval.

### APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: \_\_\_\_\_ PH: \_\_\_\_\_

Contact Name: \_\_\_\_\_ PH: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

Village/State/Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

CONTACT PERSON ON DAY OF EVENT: \_\_\_\_\_ PH: \_\_\_\_\_

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### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Anticipated Number of Attendees: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Start & End Hours: \_\_\_\_\_

Estimated Date/Time for Set-Up: \_\_\_\_\_

Estimated Date/Time for Clean-Up: \_\_\_\_\_

Estimated Number of Volunteers: \_\_\_\_\_

## **EVENT DETAILS**

### **MUSIC:**

Will Music be provided during this event?  Yes  No

If yes, type of music proposed:  Live  Amplification  Recorded  Loudspeakers

Time music will begin: \_\_\_\_\_ end: \_\_\_\_\_

### **FOOD VENDORS/CONCESSIONS:** (Contact Van Buren County Health Department)

Will Food Vendors/Concessions be available at your event?  Yes  No

If yes,  Provide Copy of Health Department Food Service License

### **ALCOHOL:**

Will alcohol be served at your event?  Yes  No

If yes,  Provide Copy of Liquor Liability Insurance (Listing the Village as additional insured)

Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

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**NOTE:** It shall be unlawful for any person within the Village to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the Village, unless the consumption is authorized under a valid permit issued by the Village or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

### **EVENT SIGNAGE:**

Village approval is required for any temporary signage in the public right-of-way, across a street, or on Village property. Which of the following signs are requested for this event?

Temporary Signs: Number requested: \_\_\_\_\_ Maximum size is 2'x2'  
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Banner Signage: Maximum size is 14'x4'  
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Signage at Event Site: Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the Village Clerk to obtain the correct application based on the event signage requested.

### **FIREWORKS:**

Will fireworks be a part of your event?  Yes  No

If yes,  Provide Copy of Liability Insurance (Listing the Village as additional insured)

Council Resolution will be Required – see attached sample

**TENTS/CANOPIES/MISC:**

Will tents/canopies be installed?  Yes  No

If yes,  Notify the Department of Public Works Director @ 269-624-6406 to discuss placement locations

Booths – Quantity \_\_\_\_\_

Tents – Quantity \_\_\_\_\_

Awnings – Quantity \_\_\_\_\_

Tables – Quantity \_\_\_\_\_

Portable Toilets – Quantity \_\_\_\_\_

The Village of Lawton does not have tents, tables, or chairs available for rental.

**APPLICANT/ORGANIZATION CHECK LIST**

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portablerestrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the Village of Lawton as additional insured)Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)

If document(s) are missing, please explain: \_\_\_\_\_

The Applicant/Organization understand and agrees to the following:

Provide a certificate of insurance with all coverage deemed necessary for the event, naming the Village ofLawton as an additional insured on all applicable policies. The certificate shall be submitted to the VillageClerk’s Office no later than 1 (one) week following notice of the event approval.

Comply with all local and applicable State Laws and Village policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.

Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the Village’s review of this application. The Applicant/Organization understands that it may be necessary to meet with Village staff during the review of this application and that Village Council approval is necessary before the event may be held.

Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The Village is not responsible for equipment or personal items left on public property.

A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the Village.

## **HOLD HARMLESS/INDEMNITY**

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify, and hold harmless the Village, its Village Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants, and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the Village for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the soleneglignce of the Village, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the Village to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the Village harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973,as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZING PERSONNEL SIGNATURES:**

**DEPARTMENT OF PUBLIC WORKS:**

**(Applicable permit fees may apply depending upon the assistance required by the Village):**

Approved     Denied    *Authorized Personnel Signature* \_\_\_\_\_

Will this event require the use of any of the following municipal equipment?

- |   |  |
|---|--|
| <input type="checkbox"/> Trash Receptacles – Quantity _____ | <input type="checkbox"/> Barricades – Quantity _____       |
| <input type="checkbox"/> Traffic Cones – Quantity _____     | <input type="checkbox"/> No Parking Signs – Quantity _____ |
| <input type="checkbox"/> Fencing– Quantity _____            | <input type="checkbox"/> Electric                          |
| <input type="checkbox"/> Water                              | <input type="checkbox"/> Restroom Cleaning                 |

**LAWTON POLICE DEPARTMENT:**

**(Applicable permit fees may apply depending upon the assistance required by the Village):**

Approved     Denied    *Authorized Personnel Signature* \_\_\_\_\_

Will this event require additional officers & equipment?  Yes     No

If yes, please describe & include times: \_\_\_\_\_

\_\_\_\_\_  
 Street Closure: (Use attached map to outline proposed closure)  
Street closure date/time: \_\_\_\_\_ Street re-open date/time: \_\_\_\_\_

Parade Route: (Use attached map to outline route)  
Parade start time: \_\_\_\_\_ Parade finish time: \_\_\_\_\_