

EMPIRE TOWNSHIP
P.O. Box 234 Empire, MI 49630

SPECIAL EVENT POLICY AND APPLICATION
FOR USE OF PUBLIC ROADS OR TOWNSHIP PROPERTY IN EMPIRE TOWNSHIP

General

The Empire Township Board has elected to develop a means of reviewing special events, as defined below. Accordingly, the following application will be used to define the Township's approval process for such events. Failure to receive approval will result in the pursuit of a restraining order on behalf of the Township in order to protect the interests of its citizenry.

Definition

A special event shall be defined as any event that involves closure, crossing, or use of any public highway/road or use of Empire Township property as part of an event.

Approval Process

1. For each proposed event, Sponsor must make application at least **120 days in advance** of the proposed event. The Sponsor is responsible for any associated fees regarding the event with any of the agencies listed.
2. The Sponsor shall address all categories defined on the application prior to submission, if applicable. Applications shall be considered on a first come, first served basis however preference will be given to previously successful events held within the Township, should a conflict in scheduling be evident.
3. Applications will be reviewed and a decision reached no later than 90 days prior to the requested date. Written notice of approval and related conditions will be sent by US Mail or email to the address specified on the application.

Applicant Information

Name _____

Address _____

Phone _____ FAX _____ Email _____

Description of Proposed Event (Including whether food and/or alcohol will be available for event)

Date and Duration of Event

(Including preparation time, staging for event participant instructions and cleanup)

Facility Plans _____

Parking Plan _____

Portable Restroom Placement Plan _____

Attach all of the following, if applicable:

1. Event Route/Area Map (Note: Any closing of State Highways or banners over State Highways will require a Michigan Department of Transportation (MDOT) permit.)
2. Proof of Manpower plan including:
 - Volunteer numbers, roles, and placement
 - Security/Road patrol support
 - Medical Treatment Plan
3. Copies of approvals or other communications that may be required by any of the following agencies:
 - Sheriff's Department
 - Emergency Management Director
 - Road Commission
 - MDOT
 - National Park Service
 - Glen Lake Fire Chief
 - An event with alcohol sales must submit copy of State liquor license and proof of insurance liquor liability coverage.
4. Delivery of an applicable insurance policy endorsement, in the amount of \$2,000,000, naming Empire Township solely as an additional insured during the event shall be required at least two weeks in advance of the approved event.

Coordination

The Event Sponsor will be required to meet with the Township Board to review plans once submission is complete.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant

Date

Office Use Only

Date Received _____ Fees Paid _____

Application accepted by: _____