



FERNDALE

CITY OF FERNDAL SPECIAL EVENTS APPLICATION

Please fill-out application and return to City Hall to begin the process.

A. EVENT INFORMATION

Name: _____

Type of Event: _____

Date(s): _____ Hour(s): _____ Estimated Attendance: _____

Location(s): _____

B. SPONSORING ORGANIZATION

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Profit or Not-for-Profit?: _____ Tax ID #: _____

C. AUTHORIZED REPRESENTATIVE

Name: _____

Office Phone: _____ Cell Phone: _____

Email: _____

E. DEPT OF PUBLIC WORKS (248)546-2514

1. Proposed date and time for set-up: _____

2. Describe set-up procedure plan:

3. Proposed date and time for clean-up: _____

4. Describe clean-up procedure plan:

5. What parking arrangements are proposed to accommodate attendance?

6. Describe impact on adjacent residential and commercial property:

7. Any street closure(s) requested? YES ____ NO ____

If yes, describe street closure(s) and indicate proposed use on event layout:

Date Street(s) Closed Request:	Time:	Date Street(s) Reopen Request:	Time:

8. Any parking lot closures requested? YES ____ NO ____

If yes, describe lot closure(s) and indicate proposed use on event layout:

Date lot(s) Closed Request:	Time:	Date Lot(s) Reopen Request:	Time:

9. Any sidewalks requested? YES ____ NO ____

If yes, describe sidewalk closure(s) and indicate proposed use on event layout:

F. FIRE DEPARTMENT (248)546-2510

1. Will proposed Special Event have food and beverage concession? YES ____ NO ____

If yes, describe:

2. Will deep-fryers or heat generated cooking devices be utilized? YES ____ NO ____

If yes, identify food vendor types:

3. Will tents or canopies be requested? YES ____ NO ____

If yes, describe the purpose:

4. Are you requesting moonwalks, amusement rides or live animals? YES ____ NO ____

If yes, describe in detail the types of attractions proposed:

Include the proposed location of food and vendor booths, tents, rides, etc. on event layout. All food service must be certified or proof of temporary food handlers permit from the Oakland County Health Dept. The Ferndale Fire Dept. shall inspect all events for final permit approval, prior to opening on the first day of event. All Food Service Trailers must have an automatic fire-extinguisher system installed, approved by the NFPA.

G. COMMUNITY DEVELOPMENT (248)336-4117

1. Are any tents/canopies larger than 10'x10'? YES ____ NO ____

If yes, please complete the table below for each tent or canopy beyond 10'x10':

Tent or Canopy:	Dimensions:	Quantity:

2. Is there a request to display event signs and/or banners? YES ____ NO ____

If yes, attach proposed artwork & dimensions. Please list requested placement location(s):

H. POLICE DEPARTMENT (248)546-2388

1. Describe crowd control of this event:

2. Are you requesting live entertainment and/or music for the event? YES ____ NO ____

If yes, identify location on proposed event layout:

3. If YES, please identify sound system and projections:

4. Are you requesting a waiver of the noise ordinance? YES ____ NO ____

If yes, describe noise control:

5. List proposed dates and times of each entertainment/music performance, if any:

Date:	Time Begins:	Time Ends:

6. Are you requesting permission to serve alcoholic beverages at this event? YES ____ NO ____

If yes, describe measures to prevent the sale of alcohol to minors or visibly impaired individuals:

IMPORTANT NOTICE: Applicant must contact the Michigan Liquor Control Commission and the Ferndale Police Chief for permit review and approval. Any event desiring approval to serve alcoholic beverages must be approved by the MLCC, Ferndale Police Chief, City Council and enter into a License Agreement with the City. To apply for a Temporary Authorization Liquor License online, visit: http://www.michigan.gov/documents/dleg/LC146_1.2009_264177_7.pdf

I. FERNDALE DDA (248)546-1632

Are you requesting event promotional assistance by the Ferndale DDA? *If yes, please contact the Ferndale DDA to provide general details, event logo art and promotional materials for assistance.*

J. ADDITIONAL REQUIREMENTS

Portable Toilets and Sanitation:

All special events must supply portable toilets and hand-washing units for public use. All units are to be professionally serviced to maintain a clean and sanitary environment during the duration of an event. The required number of units is based on the following: audience estimate, number of event days and liquor license approval.

Residential & Business Letter of Notification:

The Special Events Policy requires a public notice for all events desiring a street or parking lot closure. Distribution of notification shall be mailed by City, prior to a scheduled Special Events Committee Meeting.

Trash & Recycling Detail:

All special events are required to maintain a clean environment throughout an event and after-hours and must coordinate with the Special Events Facilitator and/or the Dept of Public Works (DPW) for approval. For large events, the DPW may require on-site city personnel and special event shall be charged for city services.

If you have any questions or concerns relating to the special events process, please contact:

Michael C. Lary
Director of Special Events
Office: (248)546-1573
Email: mlary@ferndalemi.gov

FOR OFFICE USE ONLY:

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|--|---|
| <input type="checkbox"/> Completed Special Events Application | <input type="checkbox"/> Event Map (detailed event layout) |
| <input type="checkbox"/> Indemnification Form | <input type="checkbox"/> Certificate of Insurance (if required) |
| <input type="checkbox"/> Detailed Plan (road closures, parking lot closures, etc.) | |
| <input type="checkbox"/> License Agreement (if required) | |
| <input type="checkbox"/> Other: _____ | |