NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

# OUTDOOR GATHERING PERMIT APPLICATION
## Chapter 24 – Article II

**APPLICATION MUST BE MADE AT LEAST 14 DAYS PRIOR TO THE DATE OF THE PROPOSED ASSEMBLY**

Business name: _____

Address: _____Business Phone #: _____

Location of event: _____

_____

Dates and Hours during which the proposed outdoor assembly is to be conducted: _____

_____

Name of applicant: _____Applicant's age: _____

Applicant's address: _____Phone #: _____

Email address: _____

Property owner name:_____

Property owner email address_____ Phone #:_____

If applicant is a partnership, corporation, or other association, list names, addresses, phone numbers of partners, directors, as well as agent in charge of operation of the gathering:

_____

_____

Statement of the kind, character, and type of proposed assembly:

_____

Legal description and proof of ownership of the site at which the proposed outdoor assembly is to be conducted. Where ownership is not vested in the prospective permittee, an affidavit from the owner shall be submitted indicating his/her consent to the use of the site for the proposed assembly:

_____

Estimate the maximum number of attendants expected at the assembly for each day it is conducted *(An Outdoor Gathering Permit is not required for events with less than 200 attendants)*:

_____

Give a detailed explanation of the evidence of admission to be used and of the sequential numbering or other method which will be used for counting attendance, i.e., tickets, etc. Also, please state if attendance will not be counted.

_____

_____

**Each application shall be accompanied by a detailed explanation, including dimensioned plans and diagrams where applicable, of the prospective permittee's plans to provide for the items listed below. <u>If you are not providing an item which is listed below, you must state the reason.</u>**

1. The size or area of the property to be used: _____
   *Must include a dimensioned map depicting the location of any equipment, tent or any temporary structures including, tents and membrane structures, stages and stage canopies, bleachers and platforms to be used during event. (Building and Electrical Permits many be required)*

2. Police and fire protection: _____
   *If you requested police security through the Novi Police Department, you must include a copy of the signed "Security Agreement".*

3. Food and water supply and facilities: _____
   *Will there be any heat source used under a tent, including the preparation of food?* ☐ *yes* ☐ *no*

4. Health and sanitation facilities: _____

5. Medical facilities and services including emergency vehicles and equipment:
   _____

6. Vehicle access and parking facilities including temporary Barrier Free parking if permanent Barrier Free parking will be unavailable:
   _____
   *You must have a signed letter from the property owner indicating they give permission to the applicant to utilize offsite parking areas. Zoning approval may also be required.*

7. Camping and trailer facilities: _____

8. Illumination facilities including fixture type, hours, and generator locations (if applicable):
   _____

9. Communications facilities: _____

10. Noise control and abatement measures including hours and level of amplified sound:
    _____

11. Duration of the outdoor assembly: _____

12. Facilities for cleanup and waste disposal: _____

13. Insurance and bonding arrangements: _____

**Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:**

☐ A copy of the front and back of the applicant's current driver's license.

☐ Map of event location including a detailed site plan. Any changes made to the site plan must be submitted to the City Clerk's office immediately for approval.

☐ Copy of Certificate of Liability Insurance. Guidelines for insurance shall be as follows (types of coverages required may vary depending on the specific event and activities):

A. Commercial General Liability Insurance on an occurrence basis with limits of liability not less than one million dollars ($1,000,000.00) per occurrence and two million dollars ($2,000,000.00) aggregate combined single limit for Personal Injury, Bodily Injury, and Property Damage.

B. Workers' Compensation & Employers' Liability Insurance, Michigan Statutory Limits of Liability.

C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than one million dollars ($1,000,000.00) per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owner vehicles, all non-owned vehicles, and all hired vehicles.

D. Liquor liability, if applicable, in an amount of one million dollars ($1,000,000) per occurrence, of one million dollars ($1,000,000) aggregate.

E. **All certificates of insurance, other than Workers' Compensation & Employers' Liability Insurance, shall name the City as an additional insured through a <u>separate</u> Additional Insured Endorsement page.**

F. The insurance shall include an endorsement to the effect that the insurance company shall notify the City Clerk in writing at least ten (10) days before the expiration or cancellation of the insurance.

Such coverages shall be procured and maintained with forms and insurers acceptable to the City. Certificates of insurance acceptable to the City shall be submitted prior to commencement of the gathering or assembly.

Such insurance shall remain in full force and effect in the specified amounts for the duration of the permit.

☐ Application Fee:

| Estimated Total Attendants | License Fee |
|---|---|
| 200 - 499 | $300.00 |
| 500 – 2,499 | $400.00 |
| 2,500 – 4,999 | $500.00 |
| 5,000+ | $1000.00 |

**The following items may also be required:**

☐ Security Agreement with Novi Police Department for use of officers.

☐ Letter granting permission for use of property.

☐ Flame resistance paperwork for a tent.

☐ Building permit for a tent.

☐ All outdoor power receptacles must be GFI protected.

☐ All electrical generators are required to have GFI protection.

The undersigned hereby applies for a license to hold an Outdoor Gathering in excess of 200 persons under the provisions of the City Code, Chapter 24, Sections 1-25 of the City of Novi, and represents that the statements hereinafter contained are true, and undertakes and promises to comply with the provision of the laws of the United States of America, the laws of the State of Michigan, and the ordinances of the City of Novi in conducting the Outdoor Gathering. It is understood that any license issued shall be revocable in accordance with the provision of said Chapter 24, Sections 1-25 in the City Code.

_____

APPLICANT'S SIGNATURE DATE

**FOR OFFICE USE ONLY**

Date Submitted _____ Receipt Number_____ Map _____
Copy of Applicant's Driver's License _____ Certificate of Liability Insurance _____