



Special Events Permit

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Organization Name: _____ Non-Profit? _____

Organization Address: _____

Responsible Party Name: _____

Responsible Party Phone: _____

The applicant requests a permit to use the following Village of Webberville property during the specified time frame (for streets and sidewalks indicate cross streets or address which border the section requested for use):

____ North Main St. Parking Lot—Applicant must obtain permission to use lot from D.D.A.

____ South main St. Parking Lot

____ South of Police Garage Parking Lot

____ Cultural Center Hall—Applicant must adhere to Cultural Center Cleaning Instructions.

____ Other: _____

On the following Date(s): _____

Time Even Begins: _____ Time Event Ends: _____

Time Set-up Begins: _____ Time Clean-up Ends: _____

For Purpose(s) of: _____

Special and Emergency Services:

D.P.W.-Please check requested services: ____ Barricades ____ Cones ____ Power Drops ____ Heavy Equipment

List plan for services: _____

Have you made any provisions for on-site emergency services? ____ YES ____ NO

Please list provisions: _____

Will you provide restroom facilities? ____ YES ____ NO

Please list facilities: _____

Food/Alcohol:

Will you be serving food to the public? ____ YES ____ NO

If yes, please list date of ICHD Food Service Establishment Extension Application: _____

Will you be serving alcohol to the public (Non-profits only)? ____ YES ____ NO

If yes, please list date of MLCC Application for Special License: _____

Do you have event insurance? ____ YES ____ NO

If so, with whom? _____

Do you plan to have amplified sound at the event? ____ YES ____ NO

If so, have you notified the surrounding businesses/residents? ____ YES ____ NO

The undersigned has full authority to execute this application on behalf of the Organization and acknowledges receiving and understanding the Village's Special Events Policy.

Signature of Responsible Party

Date

FOR OFFICE USE ONLY:

Fee Paid: _____

Received By: _____

Deposit Paid: _____

Received By: _____

Deposit Returned: _____

Council Action: _____

Documents Received: Proof of Insurance: _____



Special Events Policy

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SPECIFICATIONS—All activities conducted under this permit must be done in accordance with the plans and statements filed with this application.

FEES AND COSTS—The permit holder shall be responsible for all fees incurred by the Village of Webberville in connection with this permit and shall deposit estimated fees and costs as determined by the attached fee schedule at the time the permit is issued. When renting the Cultural Center Hall, if the key is not left in the drop box when leaving the building the deposit may not be returned. *A full refund of fees and deposits will be issued up to fourteen (14) days prior to the event if the event is cancelled.*

BOND—The permit holder may be required to provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Village of Webberville at the time the permit is issued.

INSURANCE—For use of any parking lot or street, the permit holder shall furnish proof of insurance and property damage insurance in the amount stated, naming the Village of Webberville as an insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with the return receipt required to the Village.

INDEMNIFICATION—The permit holder shall hold harmless, and indemnify and keep indemnified the Village of Webberville and its employees from all claims, suits, and judgements to which the Village and its employees may be subject to and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Village, whether due to the negligence of permit holder or the joint negligence of the permit holder and the Village, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.

SAFETY—The permit holder agrees to conduct all activities allowed under the permit in a safe manner and to keep the area affected by the permit in a safe condition at all times.

PUBLIC SAFETY AND CLEAN UP EXPENSES—The permit holder agrees to restore the property used to the condition prior to the permit holder's use. The permit holder agrees to pay the Village all costs and expenses not ordinarily expected to be incurred for any clean-up, public safety or Department of Public Works expenses incurred on the Village as a result of the issuance of the permit or conduct of the activity for which the permit was applied.

MISCELLANEOUS REGULATIONS—No alcoholic beverages may be consumed on or in any Village property. No tobacco products may be consumed in the Cultural Center Hall. The permit holder shall be responsible for barricading any streets or parking lots that are subject to this permit. Barricades are available at the Department of Public Works garage. The permit holder shall contact the Department of Public Works to make arrangements for the pickup and return of the barricades. The permit holder shall be held accountable for the safe return of the Village property. The permit holder will be held responsible for the replacement or repair of said property in a timely manner not to exceed one month from the date of event if items are not returned or are damaged.

LIMITATION OF PERMIT—The permit does not relieve the permit holder from meeting other applicable laws and regulations of other agencies. The permit holder is responsible for obtaining additional permits or releases which may be required in connection with the activity from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.

ASSIGNABILITY—The permit may not be assigned without the prior approval of the Village. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of the permit.

VIOLATION OF PERMIT—The permit shall become immediately null and void if the permit holder violates the terms of the permit and the Village may require immediate removal of the permit holder's facilities or the Village may remove them without notice at the permit holder's expense.

If you encounter a problem, please contact the Village Office at 517-521-3984. For after hour maintenance problems, please contact Shane Batdorff, DPW Supervisor, at 517-375-8671.



Fee Schedule for Cultural Center Hall

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

- \$75.00—Commercial or Business Meeting
- \$35.00—Community Service Organization Meeting (Small group, less than 10 people)
- \$60.00—Community Service Organization Meeting (Large group, more than 10 people)
- \$60.00—Family Reunion, Open House, Shower, Funeral, etc.
- \$100.00—Wedding Reception, Dance, Wedding Ceremony
- \$100.00—Party for Minors (If Hall is rented for use of minors; name, address & telephone number of at least two chaperones are required.)
- A deposit equal to the fees above is due at the time keys are picked up at the Village Office.

NON-RESIDENTS

- Above fees are doubled for non-residents. These fees are subject to change due to the activities involved in the use of the hall. Final determination of fees will be made at the time the hall is rented.

CULTURAL CENTER CLEANING INSTRUCTIONS

- No property of the Village shall be removed from premises at any time for personal use.
- Cleaning supplies are stored in the utilities closet in the main hall.
- The premises must be neat, orderly and free of rubbish.
- All trash must be removed from the premises. The Village dumpster is located behind the building for your use.
- Tables and chairs must be wiped down and put away, neatly stacked on racks.
- Floors must be swept and mopped in order for deposit to be returned. (Do not use any type of cleaner on the floor, just use water.)
- Heat and air conditioning must be turned off.
- Check and clean bathrooms and kitchen.
- Turn off all lights and make sure all doors are locked.
- Deposit the keys in the wooden drop box located in the lobby before leaving the building.

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