

**CHARTER TOWNSHIP OF LYON**

**SPECIAL EVENTS APPLICATION**

Application Revised: October 1, 2012  
(Additional fee information added May 15, 2013)

**Subject to the requirements of:**

Lyon Township Zoning Ordinance: Section 5.02-B-16  
Lyon Township Code of Ordinances: Chapter 28

**PLEASE NOTE:**

A completed application and the required fee must be submitted to the Clerk's Office no later than 60 days prior to the event.

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**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work or Cell (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

(Attach copy of driver's license)

Name of Group or Business Submitting Request: \_\_\_\_\_

(Attach State of Michigan Articles of Incorporation; Articles of Organization; Partnership filing or County D/B/A verification)

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

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**EVENT LOCATION**

Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

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**EVENT DETAILS**

Description of proposed special event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of special event: \_\_\_\_\_

Time(s) of special event: From \_\_\_\_\_ ( a.m. / p.m. ) To \_\_\_\_\_ ( a.m. / p.m. )

Set-up date: \_\_\_\_\_ Set-up time: \_\_\_\_\_

Name and phone number of responsible person who can be reached during the event for emergencies or otherwise: \_\_\_\_\_  
\_\_\_\_\_

Approximate number of persons attending event: Per Day \_\_\_\_\_ Peak Hour \_\_\_\_\_ Total \_\_\_\_\_

Describe any equipment to be brought in: \_\_\_\_\_  
\_\_\_\_\_

Will food services be available? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide a list of vendors and license numbers. A license is required from the Oakland County Health Division.

Describe how you propose to satisfy the following:

Toilet facilities: \_\_\_\_\_

Number of port-a-johns: \_\_\_\_\_ Number of lavatories: \_\_\_\_\_

Waste collection and removal: \_\_\_\_\_

Potable water dispensers: \_\_\_\_\_

Electricity: \_\_\_\_\_

Parking: \_\_\_\_\_

Number of spaces required: \_\_\_\_\_

Number of parking lot attendants: \_\_\_\_\_

Security and crowd control: \_\_\_\_\_

Daily clean up: \_\_\_\_\_

Final clean up (provide schedule): \_\_\_\_\_

Public safety: Contact the Oakland County Sheriff Substation (248-437-5600) and the Lyon Township Fire Chief (248-486-3775) prior to completing this section.

Indicate the proposed methods of addressing requirements for:

- Fire Protection \_\_\_\_\_
- Police Service \_\_\_\_\_
- Ambulance \_\_\_\_\_

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### EVENT PLANS

**Provide a scale drawing** showing the location and layout of the special event, including at minimum: event facilities and buildings, parking location and layout, driveways and points of ingress and egress, exterior lighting, waste receptacles and dumpsters, electric generators and electric lines, port-a-johns, fire extinguisher locations, signs, and all other structures and equipment.

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### INSURANCE INFORMATION

All special events require general liability insurance in the amount of \$1,000,000.00.

Insurance Company: \_\_\_\_\_

Address of Insurance Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

(Attach insurance certificate naming Lyon Township)

Amount and Type of Insurance: \_\_\_\_\_

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### EVENT CLEAN-UP BOND

A minimum of \$100.00 is required to be submitted as a clean up bond. During the application review process, it may be determined that the proposed event will necessitate a larger bond. The applicant will be responsible for providing the bond amount required.

The clean up bond will be returned after the event upon satisfactory inspection of the event site. An inspection may be scheduled by contacting Lyon Township at 248-437-2240.

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## **OAKLAND COUNTY SHERIFF ASSISTANCE**

If the applicant is requesting assistance from the Oakland County Sheriff's Department for any policing activities, the applicant shall be obligated and required to pay any and all sums charged by the Oakland County Sheriff's Department for services for this event. The Oakland County Sheriff Department shall attach to this application a letter outlining the services to be provided for this event and the estimated cost. The applicant shall deposit 50% of the estimated cost in the amount of \$\_\_\_\_\_. The applicant shall pay the final amount for Sheriff's services within 14 days of the Township sending the final bill.

Applicants interested in utilizing the services of the Oakland County Sheriff should contact the Lyon Township Sub-Station at 248-437-5600 and ask to speak with the Sergeant prior to submitting this application.

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## **INDEMNIFICATION AGREEMENT**

The applicant, its agents, successors, and assigns agree to defend, indemnify, and hold harmless the Charter Township of Lyon, its elected and appointed officials, employees and volunteers and others working on behalf of the Township, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed, or recovered against or any damage which may be asserted, claimed, or recovered against or from the applicant, its agents, successors, and assigns by reason or any damage to property, personal injury or damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the applicant, its agents, successors, assigns, or employees or by third parties, or by the agents, servants, employees or factors of any of them.

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## **REIMBURSEMENT AGREEMENT**

The applicant hereby states that this application is a true and accurate representation of the special event. The Township reserves the right to terminate any special event permit based upon any inaccurate statements of information set forth in this application. The applicant further agrees to reimburse the Township for any and all costs incurred by the Township for any violations of the Special Event Permit, for any damage to public property, and for any costs incurred by the Township for police services, site clean up, or other expenses not reimbursed to the Township within 14 days of the Township's submission of an invoice for the amount due. If any such amount is not paid, the Township shall add a 25% administrative fee to such sums to be included for collection.

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**This application and drawing are subject to review and approval by, but not limited to, the Township Administration, Township Planning Department, Township Building Department, Township Fire Department, Oakland County Sheriff Department, and Oakland County Health Division.**

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Signature of Property Owner Authorizing Application: \_\_\_\_\_

Property Owner Name (please print): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

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APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME (please print): \_\_\_\_\_

STATE OF MICHIGAN)

)SS

COUNTY OF OAKLAND)

The foregoing application was signed by \_\_\_\_\_ before me, a notary public, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County, Michigan

My commission expires: \_\_\_\_\_

Acting in \_\_\_\_\_ County

## SPECIAL EVENTS APPLICATION FEE SCHEDULE

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### Base Application Fee

<b>Estimated Attendance</b>	<b>Fee</b>	<b>Selection (please check)</b>
Less than 200 people	\$50.00 (non-refundable)	<input type="checkbox"/>
201 to 500 people	\$100.00 (non-refundable)	<input type="checkbox"/>
501 to 1,000 people	\$200.00 (non-refundable)	<input type="checkbox"/>
More than 1,000 people	\$400.00 (non-refundable)	<input type="checkbox"/>

### Inspection Fees (when applicable)

Each fee covers one inspection. Re-inspections will be subject to an additional fee.

<b>Inspector Needed</b>	<b>Fee</b>	<b>Selection (please check)</b>
Building Inspector - Weekday	\$30.00 (non-refundable)	<input type="checkbox"/>
Building Inspector - Weekend	\$60.00 (non-refundable)	<input type="checkbox"/>
Electrical Inspector - Weekday	\$30.00 (non-refundable)	<input type="checkbox"/>
Electrical Inspector - Weekend	\$60.00 (non-refundable)	<input type="checkbox"/>
Fire Inspector - Weekday	\$30.00 (non-refundable)	<input type="checkbox"/>
Fire Inspector - Weekend	\$60.00 (non-refundable)	<input type="checkbox"/>
Mechanical Inspector - Weekday	\$30.00 (non-refundable)	<input type="checkbox"/>
Mechanical Inspector - Weekend	\$60.00 (non-refundable)	<input type="checkbox"/>

### Miscellaneous

<b>Description</b>	<b>Fee</b>	<b>Selection (please check)</b>
Clean Up Bond	\$100.00 (refundable)*	<input type="checkbox"/>

\*\$100.00 is the minimum amount required. During the application review process, it may be determined that the proposed event will necessitate a larger bond. The applicant will be responsible for providing the bond amount required. The clean up bond will be returned after the event upon satisfactory inspection of the event site. An inspection can be scheduled by contacting Lyon Township at 248-437-2240.

**FOR ADMINISTRATIVE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Amount of Fee: \_\_\_\_\_ Fee Paid? \_\_\_\_ Yes \_\_\_\_ No Check No. \_\_\_\_\_

Clean-Up Bond: \_\_\_\_\_ Bond Paid? \_\_\_\_ Yes \_\_\_\_ No Check No. \_\_\_\_\_

<b>Person or Department</b>	<b>Copy Submitted</b>	<b>Date Approved</b>	<b>Notes</b>
Township Clerk's Office (original application)	___ Yes		
Township Supervisor	___ Yes		
Township Planner	___ Yes		
Township Planning Secretary	___ Yes		
Township Zoning Enforcement Officer	___ Yes		
Township Building Department Coordinator	___ Yes		
Township Fire Chief	___ Yes		
Oakland County Sheriff	___ Yes		
Oakland County Health Division (when applicable)	___ Yes		

Administrative Decision: \_\_\_\_ Approve \_\_\_\_ Deny

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Authorizing Such Decision: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_