

GENESEE  COUNTY PARKS  
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5045 Stanley Road ~ Flint, MI 48506  
810-736-7100 or 800-648-PARK  
geneseecountyparks.org

**APPLICATION FOR SPECIAL EVENTS PERMIT**

**This permit shall not be issued until all the information has been submitted, the appropriate fees paid, and the application has been approved by the Director.**

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

Exact/Proposed Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Actual Event : \_\_\_\_\_

Additional tear down/clean up days requested:  Yes, and how many days \_\_\_\_\_  No

Time(s) of Event: \_\_\_\_\_

Type of Event:  Fundraiser  Musical Concert  Festival  Other

1. Legal Name of Applicant: \_\_\_\_\_

Form of Ownership:  D/B/A  Individual  Partnership  
 Corporation  Association

2. Applicant/organization is:  
 A resident of Genesee County, or physically located in Genesee County  
 A non-resident

Applicant/organization is:  
 Non-profit Youth Serving Agency  Non-profit Agency  
 Non-profit, Non-resident  Profit Oriented

3. Legal Address: \_\_\_\_\_  
(As shown on legal papers, driver's license, voter registration card)

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

Phone #: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

FAX #: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

4. Names and addresses of all officers and directors of the organization (attach a separate sheet if more room is needed):

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_

5. Name, address, phone number, fax number, and e-mail address of the person(s) principally responsible for the planned activity:

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6. Describe the planned event in detail, include any participant fees, and a complete list/itinerary of activities, (attach separate sheet, if necessary):

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7. Attach event boundaries map and detailed diagram of event site plan.

8. State the number of people who are expected to attend the activity (per day, if multiple day application).

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9. Parking plans (Note: If special signage will be used to direct event participants to parking, list under #21):

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10. Security for the event will be provided by:

Volunteers  Private Security (attach contract)  Requesting Parks Assistance

11. Who will limit persons attending the event to ticket holders (if applicable)?:

Volunteers  Private Security (attach contract)  Requesting Parks Assistance

12. If alcohol event, attach liquor license permit (application initially, with permit to follow, if necessary):

You are providing training to volunteers/event staff selling and monitoring alcohol purchases and consumption during event.

If not, how shall you monitor sales and consumption of alcohol?

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13. How will you eject unruly or drunken persons at the event?

Volunteers  Private Security (attach contract)  Requesting Parks Assistance

14. What utilities does the event require?  Electric  Water  Other

15. Are necessary utilities available at the location?  Yes  No  Unsure

16. Are sufficient sanitary facilities available at the location?  Yes  No

If answer is no, how many:

Additional port-a-johns do you propose supplying? \_\_\_\_\_

Waterless/handwashing stations do you propose supplying? \_\_\_\_\_

17. What date do you agree to restore the location to the condition in which you found it?

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18. Does your event include sound amplification?  Yes  No  
If yes, attach noise permit.

19. Will any items be sold at the event?  Yes  No  
Will any solicitation take place at the event?  Yes  No  
If the answer to either of these questions is yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

20. Will any food be sold at the event?  Yes  No  
If yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

21. Will special signage be utilized?  Yes  No  
Any property other than County-owned requires property owner permission (attach copies of written authorization).

Sandwich-Type Signs - List # & Locations: \_\_\_\_\_

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Election-Type Signs - List # & Locations: \_\_\_\_\_

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22. Temporary Event Apparatus (check all that apply):

- Tent(s)  Portable Stage  Bleachers  Installed Fencing  
 Other: \_\_\_\_\_
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23. Payment of all fees and use charge(s), including estimated percentage fees, is required upon approval of permit. Any permit is void until fees are paid. Payment of the balance must be made no later than two weeks following the closing of the event. Payment of the balance must be accompanied by appropriate records verifying the amount of the gross profit.

24. Applicant hereby agrees that all activities undertaken by the applicant and those who use Park facilities shall be in conformance with all applicable rules, policies, and procedures of the Commission, and all state statutes and local ordinances (including those ordinances governing noise, disturbances of the peace, and curfew), which are presently in effect or which may be put into effect during the event.

25. Applicant understands and agrees to comply with all reporting requirements and final payment within 30 days from the scheduled event. Failure to comply within 30 days shall place the applicant in default status. Further, it is understood that in the event an applicant is placed in default status, the applicant will be denied any other special event permit(s) for a period of at least 18 months from the date of final payment and/or default resolution.

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Applicant/Representative

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Park Ranger

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Applicant/Representative

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Parks & Recreation Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_