



OFFICE OF CITY CLERK

**SPECIAL EVENT APPLICATION**

**Per City Ordinance, all special events in Farmington Hills must be licensed and controlled to protect the health and safety of persons and property within the City.**

**\*RETURN THE FOLLOWING TO THE CITY CLERK'S OFFICE:**

- \*Completed Application(At least 21 days prior to the event)**
- \*Detailed plan/map of the proposed event showing locations of signs, amusement rides, food services, tents, parking facilities, etc.**
- \*Block parties require the signatures of all abutting homeowners granting their permission for the closing of any roads(ONLY dead-end cul de sacs/ roads are allowed to be completely closed--no through streets)**
- \*Appropriate Fee**

**If you would like the police department and /or Fire Department to participate in your event, please contact them directly. Police Department: 871-2620 Fire Department: 871-2815**

**If barricades are needed, please contact the D.P.W. at 871-2850.**

**\*\*The City may, but is in no way obligated to, consider an application submitted late, if the City Manager determines that exceptional circumstances exist and there is sufficient time for reviews, inspection and decisions to be made under the City Code.**

**APPLICATION FOR SPECIAL EVENT/  
TEMPORARY OUTDOOR SALES PERMIT**

CITY OF FARMINGTON HILLS  
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336  
(248) 871-2410 FAX (248) 871-2411

**FEES:** \$25.00 Application Review Fee(Fee is waived for non-profit companies). Carnivals: \$150.00

**Clean Up Deposit:** \$300 deposit required for carnivals, festivals, and events involving tents/Refundable when site cleared. **Liability**

**Insurance Certificate:** Naming the City as an additional insured required in amount of \$1,000,000.00

**NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)**

APPLICANT'S NAME: (Please include name of partner, if a partnership or all officers/directors, if corporation)

\_\_\_\_\_

APPLICANT ADDRESS:

\_\_\_\_\_ CITY ST ZIP

APPLICANT'S PHONE: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

RELATION OF APPLICANT TO BUSINESS/EVENT/SALES: Owner Manager Representative Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS: PROFIT NON-PROFIT

PROPERTY OWNER NAME:

\_\_\_\_\_

ADDRESS OF THE PROPERTY AT WHICH THE EVENT OR SALES WILL BE CONDUCTED:

\_\_\_\_\_

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?

\_\_\_\_\_ YES \_\_\_\_\_ NO **IF NOT, ATTACH THE WRITTEN CONSENT OF THE PROPERTY OWNER. IF EVENT IS TO BE HELD IN A BUSINESS WITHIN A PLAZA A COPY OF A LETTER NOTIFYING ALL OF THE BUSINESSES WITHIN THAT PLAZA MUST ALSO BE INCLUDED.**

GIVE A DETAILED DESCRIPTION OF THE EVENT OR TEMPORARY SALES PROPOSED: (use back if needed)

\_\_\_\_\_

\_\_\_\_\_

DATE OF THE EVENT OR SALES \_\_\_\_\_

TIME OF YOUR EVENT or HOURS OF SALES: \_\_\_\_\_

IS THE EVENT OPEN TO THE GENERAL PUBLIC? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF SPECIAL EVENT, WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: \_\_\_\_\_

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

\_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES SUCH AS A TENT, STAGE, ETC?

\_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT AND WHO IS ERECTING THE TENT:

\_\_\_\_\_  
\_\_\_\_\_

NOTE: A certificate of Flame Resistance for the Tent needs to be provided 10 days prior to the date of event/sales.

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EV \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED:

\_\_\_\_\_  
\_\_\_\_\_

IS ANY SIGNAGE PROPOSED? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, NOTE LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAT MAP PROVIDED WITH THIS APPLICATION.

IS THE EVENT FOR PROFIT? \_\_\_\_\_ NON- PROFIT \_\_\_\_\_

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS? \_\_\_ YES \_\_\_ NO ANY DEVIATION REQUESTED? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

DATE: \_\_\_\_\_  
\_\_\_\_\_  
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

**RECEIVED**

**FOR OFFICE USE ONLY**

APPROVED

Application \_\_\_\_\_  
Fee \_\_\_\_\_  
Clean Up Deposit \_\_\_\_\_  
Insurance Certificate \_\_\_\_\_  
Complete Site Plan/Map \_\_\_\_\_

DENIED

**IF APPLICABLE:**

Neighborhood Signatures \_\_\_\_\_  
Tent Cert. of Flame Resistance \_\_\_\_\_  
Tent Co. Information (see above) \_\_\_\_\_

SPECIAL EVENT

TEMP. OUTDOOR SALES

