



SPECIAL EVENT PACKET

PLEASE READ ALL PAGES IN THIS PACKET

PLEASE FILL OUT ALL APPLICATIONS AND FORMS COMPLETELY
MISSING OR INCORRECT INFORMATION WILL RESULT IN A DELAY OF THE APPROVAL
PROCESS

YOUR APPLICATION MUST BE SUBMITTED **NO LESS THAN 60 DAYS** PRIOR TO YOUR
EVENT

APPLICATIONS SUBMITTED LESS THAN 60 DAYS WILL NOT BE CONSIDERED

Village of Holly

Karl Richter Center, 300 East Street, Holly MI 48442 (248) 634-9571 Fax (248) 634-4211

Special Events Rules and Regulations

A. SPECIAL EVENT APPLICATION REQUIRED:

Any person, group or organization wishing to sponsor or hold a Special Event in the Village of Holly will be required to complete a Special Event Application. Applications are available at the Village offices at the above address.

The Village of Holly may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations. In such cases the Entity Administration and any participating organization(s) shall submit a special event application to the Entity Board which shall include details of the event and, if applicable, the co-sponsoring organization's participation.

The Village of Holly will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighbors and be aware of the local ordinance provisions dealing with sound, noise and special events.

B. SERVICES PROVIDED FOR SPECIAL EVENTS:

The Village of Holly will provide support to special events on the following basis:

1. **Village of Holly Operated Events:** The Village of Holly will operate certain special events directly.
2. **Co-Sponsored events:** The Village of Holly may co-sponsor certain events with other organizations when the Entity Board determines that the event is of general interest to the public and advances public image. These events must meet the other requirements contained in these special event regulations.
3. **Other Non-Profit Events:** These events must meet the other requirements contained in these special event regulations. Groups filing an application as other Non-Profit Events must be able to submit a current IRS 501 C (3) identification and provide evidence of insurance for such event.
4. **Other For-Profit Events:** The Village of Holly may allow other special events operated by for-profit sponsors that are beneficial to the entity and the public. In addition, these events must pay 100% of all costs related to the event. These events must meet the other requirements contained in these special events regulations.

5. **Rental Charge Facility Fee:** Special events which are exclusively sponsored by private, for-profit organizations shall be charged a rent/facility fee for use of public areas if deemed by local ordinance.
6. **Other Fees:** The Village of Holly will charge for-profit organizations a road closure fee. This fee will cover the closing of any Village street for up to four (4) hours. Additionally, the Village will impose fees for any costs related to any requested department time and assistance.

C. PARKING FOR SPECIAL EVENTS:

The term "parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits or permit parking. There will be enforcement of the handicapped parking zones and fire lanes at all times. Parking shall only be granted if requested by the sponsor and approved by the Village of Holly. There shall be a twenty-foot (20ft) Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event unless written authorization is obtained from the Fire Chief and Chief of Police.

D. SPECIAL EVENT SIGNS:

The special event application shall include a description of the advertising signs which are proposed to be used for the event. The use of the signs shall conform to the description contained in the application, or as required by local ordinances. All signs are subject to the approval of the Village of Holly.

E. LIABILITY INSURANCE REQUIREMENTS:

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. Except for Class 1 B Low Hazard events approved by the Special Event Review Committee as provided below. Sponsors of Class 1 – Low Hazard Special Events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$500,000 per occurrence, and \$500,000 aggregate. An event sponsor shall be required to provide a valid certificate of insurance naming the Village of Holly as an additional insured prior to the event. The Village of Holly may require higher levels of insurance based on risk factors.

F. SPECIAL EVENT REVIEW COMMITTEE:

The Special Event Review Committee shall consist of the Administration and Department Heads.

The Special Event Review Committee is intended to provide a risk control guide for the handling of the increased liability associated with special events. Special events are defined in the ordinance and generally consist of activities which are not directly related to the day-to-day operations of the Village of Holly but which occur on premises owned or controlled by the Village of Holly. These would include, but not be limited to, the examples given below for the various hazard level classifications of special events.

The Special Event Committee may place additional requirements on any special event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Municipal Services or other personnel. **Expenses for these services will be billed to the sponsoring organization as provided for herein.** The Special Event Review Committee will review each special event application received and assess the potential liability risk of the Village of Holly, based on the following risk categories:

Class I Low Hazard involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gathering, theatrical performances and auctions.

Class II Moderate Hazard involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, political rallies, flea markets, picnics and parades with no floats.

Class III High Hazard involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races and circus/carnivals.

Class IV Severe Hazard involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Committee the Village of Holly may place special conditions on the event. A member of the Review Committee shall be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their agent be on site during the event.

Any member of the Special Event Review Committee has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met. In addition, the members of the Special Event Review Committee and Village of Holly public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

G. **PARADE REQUIREMENTS:**

The insurance company requires proof of registration and insurance for all motorized vehicles in parade submitted prior to the event.

H. **TRAFFIC CONTROL AND SAFETY REQUIREMENTS:**

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the Village of Holly during the event. The requirements will be indicated in the permit or notice of approval, and additional requirements may be made by the Village of Holly during the event as may be necessary for the safety of the public.

I. PARTICIPANT WAIVER OF LIABILITY:

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the Village of Holly. Samples of the basic agreements are attached to these regulations.

The specific requirements for each event will be indicated in the Village of Holly Written Confirmation of Approval.

J. VENDOR INSURANCE AND LICENSE REQUIREMENTS:

All food/beverage vendors must have Oakland County Health Department approval and complete the concession waiver of liability prior to opening of the vending operations.

All food/beverage vendors must supply a valid certificate of insurance, in an amount approved by the Village of Holly naming the Village of Holly as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary Food License as authorized by Oakland County Health Department. Food/Beverage Vendors are responsible for any and all fees related to obtaining a food license. Food/beverage Vendors are required to comply with all Oakland County Health Department rules and regulations for Temporary Food License Facilities.

All food/beverage vendors are required to contact the Oakland County Health Department for the latest rules and regulations and to obtain a temporary food license. Food/beverage vendors are responsible for insuring compliance with all Health Department rules and regulations. Food/beverage vendors should contact the Health Department **WELL IN ADVANCE** of the event date. **The Temporary Food Services License application must be submitted to the Oakland County Health Department more than 3 days before the event to avoid an additional late fee.**

K. TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:

In the event that two or more Special Event Applications are received for the same date and time the date and time that each application was received by the Village of Holly shall determine the order of preference. Once a Special Event Permit has been granted further permits for the same date, time, and general location will not be allowed unless the Village of Holly Review Committee is convinced that the holding of the two special events would not cause any interference or confusion between them and that they would compliment each other.

In the event that two or more Special Event Applications are received at the same time for the same date and time the Village of Holly Administration has authority to resolve date and time conflicts with the sponsors filing each application.

L. WRITTEN CONFIRMATION OF VILLAGE APPROVAL:

Upon approval of the Special Event Application a written confirmation as to the action of the Village of Holly will be forwarded to the individual or organization requesting the event by the Village of Holly. This confirmation will outline any special conditions that must be met if the event is to be held. The Village of Holly Special Event Application form must be completed for all special events that take place on property owned or controlled by the Village of Holly.

VILLAGE OF HOLLY SPECIAL EVENT APPLICATION

DIRECTIONS: Complete this application in accordance with the Village of Holly Special Events Ordinance and Regulation and return it to the Village of Holly Offices at least **60 CALENDAR DAYS** prior to the starting date of the event.

Sponsoring Organizations

Legal Name _____ Phone #: _____

Organization Address: _____

Organization Agent & Title: _____

Agent Address: _____ Phone #: _____

Email Address: _____ Fax #: _____

EVENT NAME: _____

EVENT PURPOSE: _____

EVENT DATE(S): _____

EVENT TIME(S): _____

EVENT LOCATION: _____

of Organizational Participants: _____ # of Public Participants: _____

#1. TYPE OF EVENT: This event is which of the following:

Village of Holly Operated Event

Co-Sponsored Event

Other Non-Profit

Other For-Profit Event

#2. AN EVENT MAP (IS) ATTACHED: If your event uses streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets and/or parking lots that you are requesting to be blocked off.

#3. VENDORS: Food / Beverage Concessions? Yes No
Other Vendors? Yes No
If yes, refer to the Rules and Regulations for license and insurance requirements.

#4. EVENT SIGNS: Will this event include the use of signs? Yes No
If yes, refer to the Rules and Regulations for requirements.

#5. ELECTRICAL: Will this event require electrical connections? Yes No
If yes, specify needs and locations:

(Continued on next page)

#6. **PARKING:** Are you requesting parking? (See Rules & Regulations) Yes No
If yes, list the lots or locations where parking is requested:

#7. **ALCOHOL BEVERAGES:** Will they be served? Yes No
Who holds the Liquor Control Commission License?

#8. **OTHER REQUEST:** _____

#9. **SPECIAL NEEDS BY DEPARTMENT (fees may apply):**

POLICE: _____

FIRE: _____

EMS: _____

PUBLIC WORKS: _____

STREET CLOSURES: _____

OTHER: _____

(Continued on next page)

#10. CERTIFICATION AND SIGNATURE:

I understand and agree on behalf of the _____
that:

- A. A certificate of insurance must be provided which names the **VILLAGE OF HOLLY** as an additional insured party on the policy. (See Rules and Regulations for insurance requirements).
- B. Event sponsors and participants will be required to sign indemnification Agreement forms.
- C. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the Village of Holly with a certificate of insurance in an amount approved by the Village of Holly which names the Village of Holly as an additional insured party on the policy.
- D. The approval of this special event may include additional requirements and/or limitations based on the Village of Holly review of this application, in accordance with the Village of Holly Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the Village of Holly Special Event Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other Village of Holly requirements, ordinances and other laws which may apply to this Special Event.

Date

Signature of Sponsoring Organization's Agency

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event(s)

RETURN TO:

**Village of Holly
Special Event Application
Karl Richter Center
300 East Street
Holly, MI 48442
Phone: (248) 634-9571
Fax: (248) 634-4211
www.hollyvillage.org**

VILLAGE OF HOLLY

Karl Richter Center
300 East Street
Holly, MI 48442
(248) 634-9571 Fax (248) 634-4211

LIABILITY/WAIVER AGREEMENT; VENDOR FORM

Name of Group/Company: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____
Street City State Zip

E-mail: _____

Insurance Company: _____

Type of Vendor: Food Non-Food Concessions Rides

Event: _____

Space Required for Set-up: _____

Dates your concession/booth will be used at event: _____

IN CONSIDERATION OF THE VILLAGE OF HOLLY ALLOWING THE (group/company name) _____
_____ TO HAVE A CONCESSION (whether it be food/non-food/rides/games)
BOOTH AT THE (event) _____ WE AGREE TO ASSUME ANY
AND ALL LIABILITY AND TO HOLD THE VILLAGE OF HOLLY AND (others) _____
_____ AND/OR ANY AGENTS THEREOF AGAINST ANY LIABILITY WHICH MAY ARISE DUE TO
OUR OPERATION OF THE INDIVIDUAL CONCESSION BOOTH.

WE FURTHER ACKNOWLEDGE THAT THE VILLAGE OF HOLLY AND ANY AGENT THEREOF,
ASSUMES NO RESPONSIBILITY FOR ANY DAMAGES OR INJURIES WHICH MAY OCCUR IN THE
OPERATION OF THE CONCESSION (food, non-food,rides/games).

WE FURTHER AGREE TO ABIDE BY ALL ORDINANCES, LAWS AND REGULATIONS OF THE
VILLAGE OF HOLLY, OAKLAND COUNTY AND THE STATE OF MICHIGAN.

Group/Company Name: _____

Authorized Signature of Representative: _____

Date: _____

MAKE COPIES IF MORE FORMS ARE NEEDED

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the Village of Holly, Michigan, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or damage, which may be asserted, claimed or recovered against or from the Village of Holly, its officers, employees and agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature _____ Date _____

Witness _____ Date _____

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the Village of Holly, Michigan, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or damage, which may be asserted, claimed or recovered against or from the Village of Holly, its officers, employees and agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature _____ Date _____

Witness _____ Date _____

CONFIRMATION OF VILLAGE APPROVAL

► VILLAGE USE ONLY ◀

A Special Event Application form must be completed for all events that take place on property owned or controlled by the Village of Holly. Incomplete applications or incorrect information may delay the approval process.

Event: _____

Dates for Event: _____

Special Conditions to be met if event is held: _____

Signatures Required for Approval (note not all the below signatures may be required depending on the event in question, the Village will make the determination of who must sign off for your event):

DPW: _____ Date: _____

POLICE: _____ Date: _____

FIRE: _____ Date: _____

BUILDING DEPT: _____ Date: _____

VILLAGE CLERK: _____ Date: _____

VILLAGE MANAGER: _____ Date: _____

DDA DIRECTOR: _____ Date: _____

When all necessary signatures have been obtained your event will be placed on the next available Village Council agenda for approval.