

**CITY OF SALINE
WASHTENAW COUNTY, MICHIGAN
APPLICATION FOR COMMUNITY EVENT**

I, _____, on behalf of _____, do hereby make application to the City of Saline, Saline City Council, to hold an event titled _____ at _____ on the following dates and times: _____ and request approval of the ***attached application, Exhibit A,*** as submitted.

I/we, on behalf of _____ do hereby understand that we ***MAY*** be charged a fee for City services, equipment, and/or facilities after a determination is made by the City of Saline staff and/or approved by the Saline City Council. This cost may be based on the total cost incurred by the City of Saline, or prorated, based on the relative extent to which the event is for the public benefit or for private benefit.

I/we, on behalf of _____ further agree to indemnify and save the City of Saline harmless against and from all claims by or on behalf of any person arising out of such event, and agree to provide a Certificate of Insurance naming the City of Saline as an ***“endorsed additional insured”*** party for this event to secure this indemnity obligation. Insurance certificate will be subject to approval by the City Attorney.

APPLICANT:

(Name)

(Address) City/State/Zip

(Phone) (Cell Phone)

(E-Mail Address)

DATE FILED: _____

File Application at: Saline City Hall, 100 N. Harris Street, Saline, MI 48176 • Telephone: (734) 429-4907 ext 2209

NOTE: All applications should be filed at Saline City Hall at least 45 days prior to the event date.

APPLICATION FOR COMMUNITY EVENT - EXHIBIT A

I. REQUESTED BY:

1. Name of Applicant _____ Phone _____
Cell-phone _____ E-Mail _____

II. ORGANIZATION:

1. Name of Organization _____
2. Is this Organization: Public Entity, non-profit? _____ Private, profit-making? _____ Non-Profit? _____

III. EVENT:

1. Description of event: _____
2. Date(s) and Time: _____
3. Schedule of specific events/activities and known vendors: _____

IV. LOCATION(S) (Site location map must be attached)

1. Streets _____
2. Sidewalks _____
3. Parking lots _____
4. City Park (reservation for entire park?) _____

V. INVITATIONS EXTENDED TO:

1. All public? _____ City Residents Only? _____ Other? _____

VI. ANTICIPATED FINANCIAL GAINS:

1. Admission fee charged? _____ Amount - Resident \$ _____ Non-Resident \$ _____
2. Participant/Vendor fees charged? _____ Amount \$ _____ # of Vendors _____
3. Other Fees (specify) _____

VII. REQUEST FOR SERVICES:

1. **DPW** - Needed for: _____
2. **Police** - Needed for: _____

VIII. REQUEST FOR EQUIPMENT USE:

Actual Cost to place out, install and remove barricades and traffic control devices, or move picnic tables will be charged back to applicant/event

1. Barricades - # needed _____ Location(s) _____
2. Traffic Control Devices - # needed _____ Location(s) _____
3. Detour Signs - Location(s) _____
4. Picnic Tables - #needed _____ Location(s) _____
5. Porta-johns and Portable Sink: **(actual costs will be charged back to applicant/event)**
Porta-john unit - #needed _____ Location(s) _____
Handicap porta-john unit - #needed _____ Location(s) _____
Portable sink unit - #needed _____ Location(s) _____
6. Showmobile
\$400 per day #days needed _____ Location _____
Showmobile Delivery/Set-Up/Removal: **\$120-\$160/hour (minimum 4 hours) Damage Deposit \$500**
Sound Equipment - **\$50 per day** - #days needed _____
7. Electrical service - size of service needed _____ # of outlets needed _____
8. Special materials, ie. **water service, dumpsters, waste receptacles, etc.** _____

(Requirement of at least one recycle receptacle for every two garbage receptacles.)

IX. SIGNS: (Submit drawing)

1. Temporary signs: number _____; size _____; location(s) _____
2. Banners/flags, etc. (*Requires separate application*) Size _____ Location(s) _____

**CITY OF SALINE
WASHTENAW COUNTY, MICHIGAN**

APPLICATION FOR USE OF PUBLIC WAYS

The undersigned applicant hereby applies to the City of Saline for a permit to use the following described public way in the manner, and at the time, hereinafter set forth:

Name and description of public way: _____

Description of use desired: _____

Date and time of use: _____

Applicant shall indemnify and save the City of Saline harmless against and from all claims by or on behalf of any person arising out of this Application, including, but not limited to, (a) the performance or non-performance of this Application; (b) any act or negligence of the applicant or of its agents, contractors, servants, employees, associates, or licensees; or, (c) any accident injury or death of any person or damage to any property occurring in connection with this Application and shall agree to provide a satisfactory Certificate of Insurance naming the City of Saline as an ***Aendorsed*** additional insured party for use of the public way as above described. The applicant shall indemnify and save the City of Saline harmless from and against all costs, expenses, or losses incurred in connection with any such claims arising as aforesaid, or in connection with any action or proceeding brought thereon, and shall defend the City of Saline in any such action or proceeding at no cost to the City of Saline.

The applicant shall remove all objects placed on, over or under, the public way and restore to the same condition existing prior to such use within the time specified in the permit. Failure to comply with this requirement will result in removal by the City, the cost of which shall be paid by the applicant.

APPLICANT:

Address: _____

Telephone: _____

E-Mail: _____

DATE FILED: _____

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File Application at: Saline City Hall
100 N. Harris Street

Saline, MI 48176
Questions: Clerk's Office (734) 429-4907 ext 2209