

# CITY OF RICHMOND, MICHIGAN

## Application for Special Event Activity

All applicants must complete the following:

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Location(s) of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Time period: \_\_\_\_\_

<input type="checkbox"/> Street Closing	<input type="checkbox"/> Liquor License	<input type="checkbox"/> Vendors
<input type="checkbox"/> Barricades/Traffic Cones	<input type="checkbox"/> Parking Spaces	<input type="checkbox"/> Water
<input type="checkbox"/> Police/Security	<input type="checkbox"/> Electricity	
<input type="checkbox"/> Park Use	<input type="checkbox"/> Portable Restrooms	
<input type="checkbox"/> Traffic Control		
<input type="checkbox"/> Other _____		

- Note:
- 1) A permit, if issued, must be displayed
  - 2) The permit is subject to revocation for cause
  - 3) If food or beverages are to be sold, evidence of Health Department approval must be furnished
  - 4) Evidence of Public Liability Insurance is required as determined by City Council

**FOR CITY USE ONLY**

Barricades/Traffic Cones \_\_\_\_\_ Permit/License \_\_\_\_\_

Police/Security \_\_\_\_\_ Insurance \_\_\_\_\_

Other \_\_\_\_\_

Copies sent to:  Approval received:

<input type="checkbox"/> Police Dept.	<input type="checkbox"/> DPW Dept.	<input type="checkbox"/> MDOT
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> Rec. Dept.	<input type="checkbox"/> Building Dept.
<input type="checkbox"/> City Clerk		

Referred to City Council on \_\_\_\_\_ and approved on \_\_\_\_\_. Approval subject to the following restrictions: \_\_\_\_\_

**PLEASE RETURN COMPLETED FROM TO THE CITY CLERK**