



CITY OF CLAWSON APPLICATION FOR SPECIAL EVENT

Date: _____

The Clawson Police Department attempts to keep an up to date file on special events held within the City of Clawson. These files are used strictly for emergency purposes only, such as when there is an emergency, fire, violation or complaint, which occurs when your event is held during regular hours, after hours or on weekends.

Organization Name: _____

Organization Contact: _____

Contact Address: _____

Phone: _____ Email: _____

Event Name: _____

Event Purpose: _____

Number of people expected: _____ Requested Date(s): _____

Event start time/end time: _____

Event Location: _____

Will there be an admission charge? Yes No If yes, what is the charge? _____

Describe completely the details of the event: (use a separate sheet if necessary)

Noise Ordinance must be adhered to.

Describe any special requests for this even such as amusements, petting zoos, balloons, dunk tank, concessions, etc.

I acknowledge that I have read and understand the requirements necessary for approval of this application.

Applicant Signature

Date

FOR OFFICE USE ONLY

Date Received: _____

Approved: _____

Date of Event: _____

Hours: _____

GUIDELINES TO KEEP IN MIND

SERVING OF ALCOHOLIC BEVERAGES

The serving of alcoholic beverages on community premises or functions sponsored or approved by the community, must be strictly controlled and monitored. The potential liabilities that can exist or be manifested could severely and adversely impact the community. The following basics are outlined for informational use:

1. Any function where alcoholic beverages are served, and money, IN ANY FORM, changes hands, requires the issuance of a Liquor License by the Michigan Liquor Control Commission. There need not be a specific charge for the beer, wine, or liquor. For instance, if a retirement party is being held at your community house, and each individual contributes \$15 for the event, and beer is served, a license is required. To repeat: ***IF ANY FUNDS CHANGE HANDS FOR THE FUNCTION, A LICENSE IS REQUIRED.***
2. The sponsor of the event must secure the license for the privilege of using the community's facilities.
3. The person or organization who secures the license is subject to claims under the Michigan Dram Shop Act.
4. The licensee must be required to secure Liquor Liability and General Liability Coverage for all such events. The City of Clawson should be named as ***additional insured*** on the General Liability and the Liquor Liability policies.
5. The type of event, size of crowd, and other factors will dictate the Limit of Liability to be required, however, the minimum Limits of Liability should be \$500,000 for the smallest events, i.e. up to fifty (50) person crowd size.

As a result of the review of the use by the City Manager, some events may require that additional City staff or representatives of the City be on site during the event. This may result in extra costs to the event sponsor.

TRAFFIC CONTROL AND SAFETY REQUIREMENTS

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

VENDOR AND CONCESSION

Any event that is serving food must have all food vendors approved by the Oakland County Health Department. All food vendors must supply a valid certificate of insurance naming the City of Clawson as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary food license if required by the Oakland County Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

ALCOHOL IN PARKS/PUBLIC PLACES

No alcohol may be consumed in parks or on public grounds except by special permit.

NOISE

The noise ordinance must be adhered to at all times.

AMUSEMENTS

No rides, amusements, petting zoos, inflatable games, dunk tanks, generators, concessions, hot or cold air balloons without special permission and/or permits as required by City of Clawson Code of Ordinances.

TENTS

No tents may be erected without special permission.