

Application for Outdoor Gathering License

RETURN TO: WEST TRAVERSE TOWNSHIP
8001 M-119 PO Box 528 Harbor Springs, MI 49740
PHONE: (231) 526-7361 FAX: (231) 526-0028 EMAIL: clerk@westtraversetownship.com

DATE RECEIVED _____

FOR OFFICE USE ONLY

CASE # _____

\$ _____

FEE _____

DATE PAID _____

PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE TOWNSHIP. FEES ARE NONREFUNDABLE.
APPLICATIONS FOR OUTDOOR GATHERINGS ARE DUE AT LEAST 60 DAYS PRIOR TO THE DATE OF THE EVENT

Applicant's Name _____ Phone _____

Applicant's Mailing Address _____ Applicant's Age _____

Applicant's Email Address _____ @ _____

(If applicant is a partnership, corporation, or other association or entity, please provide the above information for all partners, officers, directors & members. Where the applicant is a closely held corporation, copy of the articles of incorporation shall be filed, and the names and addresses shall be provided of all shareholders.)

Property Owner's Name _____

Property Owner's Mailing Address _____

Property Owner's Email Address _____ @ _____

DESCRIBE THE OUTDOOR GATHERING

Address: _____ Date(s) of Gathering: _____

Hours of Gathering: _____

Maximum number of attendees expected for each day of the event: _____

Provide (or attach) a detailed explanation of the evidence of admission which will be used and of the sequential numbering or other method which will be used for accounting purposes:

Please describe the kind, character, and type of proposed outdoor gathering:

PLEASE ATTACH

1. Map of the overall site of the proposed outdoor gathering
2. Legal description of the site of the proposed outdoor gathering
3. Proof of ownership of the site of the proposed outdoor gathering or affidavit from owner showing consent to the use of the site for the proposed outdoor gathering

Provide a detailed explanation (in the boxes provided) for each of the following (attach drawings/diagrams where applicable):

POLICE AND FIRE PROTECTION

The licensee shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly. No license shall be issued unless the sheriff is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the assembly. The licensee shall, at his own expense, take adequate steps to ensure fire protection as determined by the fire chief having jurisdiction for fire protection within the township.

CHECK IF DRAWING/DIAGRAM IS ATTACHED

FOOD/WATER SUPPLY AND FACILITIES

The licensee shall provide potable water, sufficient in quantity and pressure to assure proper operation of all water-using facilities under conditions of peak demand. Such water shall be supplied from a public water system, if available, and if not available, then from a source constructed, located, and approved in accordance with all applicable provisions of state and local law. If food service is made available on the premises, it shall be delivered only through concessions operated in accordance with the temporary food establishment provisions of the Michigan Food Law of 2000, MCL 289.1101, et seq., as amended; applicable rules and regulations, including R 285.558, et seq., Temporary Food Establishments, as amended; and any other applicable provision of state or local law. If the assembly is distant from food service establishments open to the public, the licensee must make such food services available on the premises as will adequately feed the attendants. Drinking fountains shall be provided in a ratio of 1:500.

CHECK IF DRAWING/DIAGRAM IS ATTACHED

HEALTH AND SANITATION FACILITIES

The licensee shall provide lavatory facilities constructed, installed, and maintained in accordance with all applicable provisions of state and local law. The licensee shall provide separate enclosed flush-type water closets in accordance with any applicable state and local laws. If such flush-type facilities are not available, the Township Board may permit the use of other facilities which are in compliance with all other applicable provisions of state and local law. The number and type of facilities required shall be determined, on the basis of the number of attendants, in the following manner:

Toilets - Male: 1:200, Female: 1:100 **Urinals** - Male: 1:100 **Lavatories** - Male: 1:200, Female: 1:200 **Taps or Faucets** - 1:500

Showers: Where assembly is to continue for more than 12 hours, the licensee shall provide shower facilities, on the basis of the number of attendants, in the following manner:

Shower Heads - Male: 1:100, Female: 1:100. All facilities shall be installed, connected, and maintained free from obstructions, leaks and defects and shall at all times be in operable condition as determined by the public health department having jurisdiction over Emmet County.

CHECK IF DRAWING/DIAGRAM IS ATTACHED

MEDICAL FACILITIES/SERVICES INCLUDING EMERGENCY VEHICLES AND EQUIPMENT

If the assembly is not readily and quickly accessible to adequate existing medical facilities, the licensee shall be required to provide such facilities, including cooling tents or facilities, on the premises of the assembly.



CHECK IF DRAWING/DIAGRAM IS ATTACHED

VEHICLE ACCESS AND PARKING FACILITIES

The licensee shall provide for ingress to and egress from the premises so as to insure the orderly flow of traffic onto and off of the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the State of Michigan. Traffic lanes and other space on the premises shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a license, the law enforcement and transportation agency having jurisdiction over the road(s) adjacent to the assembly by which the assembly will be accessed and the sheriff first must approve the licensee's plan for access and traffic control. The licensee shall provide a parking area sufficient to accommodate all motor vehicles, with at least one automobile space for every four attendants.



CHECK IF DRAWING/DIAGRAM IS ATTACHED

LICENSED CAMPING FACILITIES, IF APPLICABLE

Camping shall only be allowed at a licensed campground or temporary campground that meets all state laws and regulations applicable to campgrounds and all provisions of the Township zoning ordinance.



CHECK IF DRAWING/DIAGRAM IS ATTACHED

LIGHTING FACILITIES, IF APPLICABLE

The licensee shall provide adequate illumination of all occupied areas sufficient to ensure the safety and comfort of all attendants. This includes the use of electrical illumination in outdoor areas for any times they are occupied between sunset and sunrise and in indoor areas for any times they are occupied without regard to time of day.



CHECK IF DRAWING/DIAGRAM IS ATTACHED

COMMUNICATIONS FACILITIES



CHECK IF DRAWING/DIAGRAM IS ATTACHED

NOISE CONTROL AND ABATEMENT

Sound-producing equipment, including, but not limited to, public address systems, speaker systems, radios, live or broadcast musical instruments, or other live, electronic, mechanical or broadcast sound or music devices shall not be used or operated on the premises of the assembly so as to cause or create any sound or noise in such a manner or with such volume as to unreasonably upset or disturb the quiet, comfort or repose of other persons between the hours of 10 p.m. and 7 a.m.



CHECK IF DRAWING/DIAGRAM IS ATTACHED

FACILITIES FOR CLEAN-UP AND WASTE DISPOSAL

Liquid Waste Disposal: *The licensee shall provide for liquid waste disposal in accordance with all applicable state and local regulations pertaining thereto. If liquid waste retention and disposal is dependent upon pumpers and haulers, they shall be licensed in accordance with all applicable provisions of state and local law. Prior to the issuance of any license, the licensee shall provide the Township with a true copy of an executed agreement in force and effect with a licensed septage waste servicer for the proper, effective and frequent removal of liquid wastes from the premises to prevent a nuisance or menace to the public health.*

Solid Waste Disposal-*The licensee shall provide for solid waste storage on, and removal from, the premises. Storage shall be in approved, covered, fly-tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of attendants. Prior to issuance of any license, the licensee shall provide the Township with a true copy of an executed agreement in force and effect with a licensed refuse collector, for the proper, effective and frequent removal of solid waste from the premises to prevent a nuisance or menace to the public health. Solid waste containing food water shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.*



CHECK IF DRAWING/DIAGRAM IS ATTACHED

PEST DETERRENT PLAN

The licensee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides shall not be used in any way so as to contaminate food, equipment, or otherwise constitute a hazard to the public health.

CHECK IF DRAWING/DIAGRAM IS ATTACHED

INSURANCE AND BONDING ARRANGEMENTS

Before the issuance of a license, the licensee shall obtain public liability insurance with limits of not less than \$1,000,000 and property damage insurance with a limit of not less than \$500,000 from a company or companies approved by the Commissioner of Insurance of the State of Michigan, which insurance shall insure liability for death or injury to person or damage to property which may result from the conduct of the assembly or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for the duration of the license. The evidence of insurance shall include an endorsement to the effect that the insurance company shall notify the clerk of West Traverse Township in writing at least 10 days before the expiration or cancellation of said insurance.

Before the issuance of a license, the licensee shall obtain, from a corporate bonding company authorized to do business in Michigan, a corporate surety bond in the amount of \$10,000 in a form to be approved by the Township Attorney, conditioned upon the licensee's faithful compliance with all of the terms and provisions of this ordinance and all applicable provisions of state or local law, and which shall indemnify the township, its agents, officers, and employees and the board against any and all loss, injury or damage whatever arising out of or in any way connected with the assembly and which shall indemnify the owners of property adjoining the assembly site for any costs attributable to cleaning up and/or removing debris, trash, or other waste resultant from the assembly.

INSPECTIONS

As owner and/or applicant representing the owner, I **do** **do not** authorize West Traverse Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all of the above information is accurate to my fullest knowledge:

Signature of Applicant

Printed Name of Applicant

Date

(Required) Signature of Property Owner

Printed Name of Property Owner

Date