

THE VILLAGE

OF

Oxford

MICHIGAN



Special Events Application

Adopted April 10, 2018



INSTRUCTIONS

These instructions apply to each applicant seeking a special event approval by the Village of Oxford.

1. Obtain Special Event Application package from Village of Oxford offices during normal/posted business hours.
2. Fully complete the Application and deliver to the Village of Oxford offices during normal/posted business hours. The completed Application must be received by the Village of Oxford at least 60 days prior to the proposed event. Applicants proposing large events should submit completed Applications earlier if the proposed event will require significant review.
3. A completed Application shall include the following:
 - a. Fully executed Application;
 - b. Fully completed Event Information Form;
 - c. Non-refundable Application Fee of \$50.00;
 - d. Executed Hold Harmless Agreement; and
 - e. Proof of General Liability Insurance coverage with an endorsement in favor of the Village of Oxford as an additional insured.
4. No Application will be reviewed or considered by the Village Council until the Application is complete in accordance with provision 3 above.
5. After internal reviews, the matter will be placed on the next meeting of the Village of Oxford Council for review and action. You will be notified and may appear on the agenda item to address the Village Council and answer questions raised by the Village Council or Department Heads.
6. The Applicant will be notified by the Village of Oxford about the action taken by the Village Council on the Applicant's Application.

APPLICATION FOR SPECIAL EVENT

Date of Application: _____

Name of Event: _____

General Description of Event: _____

Location of Event: _____

Date / Hours of Event: _____

Dates / Hours of Set-up and Tear Down: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant / Contact Person Phone: _____

Applicant's Contact Person E-Mail: _____

Applicant's On Site Event Manager / Phone: _____

**Changes in this information must be submitted to the Village prior to the Event.*

The Village Council shall have sole and complete discretion in deciding whether to approve or deny an application.

As the authorized agent of the sponsoring organization/Applicant, I hereby agree that this organization/Applicant shall abide by all conditions and restrictions specific to this event as determined by the Village and will comply with all local, state and federal rules, regulations and laws.

Signature of Applicant Representative

Date

Attached:	
Event Information Form _____	Hold Harmless Agreement _____
\$50.00 Application Fee _____	Proof of Insurance _____

EVENT INFORMATION FORM

Applicant: _____

Additional Sponsors or Participants: _____

First time event? YES or NO Event previously held outside of the Village? YES or NO

Total number of people expected to attend per day? _____

What parking arrangements will be necessary to accommodate the event?

Describe: _____

Will volunteer staff be provided to assist with safety, security and maintenance? YES or NO

Describe: _____

Will alcoholic beverages be served? YES or NO

Describe permit and authority to provide alcoholic beverages: _____

Will food / beverages / merchandise be sold? YES or NO

Describe permits obtained for food sales: _____

LAYOUT

Will the event require the use of any of the following municipal equipment? Please answer yes or no and amounts, if known. **Please provide a sketch of the layout for the event.**

Picnic Tables _____ Barricades _____

Trash Receptacles _____ Traffic Cones _____

Dumpsters _____ Other _____

Electrical Connections _____

Do you request Village safety personnel be assigned to this event (Police/Fire): YES or NO

Describe: _____

Please note that the Village will consider public safety requests and provide police and/or fire services as determined by the department chiefs. Further, even if a request is not made for public safety personnel to be assigned, the department chiefs may require public safety personnel attend the event; in which case the event applicant may be responsible for the reimbursement of costs.

Will street closures be necessary? YES or NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down and describe: _____

Will the following be constructed or located in the area of the event? Please answer yes or no and additional information if available.

	Number	Size
Booths	_____	_____
Tents	_____	_____
Awnings	_____	_____
Canopies	_____	_____
Tables	_____	_____
Portable Restrooms	_____	_____
Other	_____	_____

Describe: _____