



121 North Fourth Street • West Branch, Michigan 48661  
 (989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

## Special events permit

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

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

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

Describe the purpose of this event: \_\_\_\_\_

\_\_\_\_\_

Point of Assembly: \_\_\_\_\_

Proposed Route: \_\_\_\_\_  
 (start to finish, attach route diagram if needed)

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event.  
**Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police	services NOT needed	arrangements have been made
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\_\_\_\_\_  
 Chief of Police

West Branch City DPW -	services NOT needed	arrangements have been made
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\_\_\_\_\_  
 Superintendent of Public Works

By signing below, the applicant for the Special Event Permit agrees to hold harmless and indemnify the City and its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representative and/or agents.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

For Office Use Only:  
 Permit Approved – Yes / No

\_\_\_\_\_  
 City Council/Manager