

**Village of Milford, MI  
Special Events & Facility Rental  
Permit Application**

**Applicant Information**

Date \_\_\_\_\_

First Name	Last Name
Address	
☎ Phone	✉ Email
Name of Applicant Organization: Type of Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> 501© (...) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other: _____	

**Facility & Municipal Service Request**

Area Requested:   
 Hubbell Pond Park   
 Southside Park   
 Other location (See policy):  
 Lafontaine Family Amphitheater   
 Parade (indicate streets below)  
 Center Street Park   
 Downtown (Main St.)

Trash Removal Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity - \$25 fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Equipment Request:
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Personnel:   
 Milford Department of Public Services   
 Milford Police Department   
 Other: \_\_\_\_\_

Permits to be issued:

- Banners & Signs – indicate locations: \_\_\_\_\_
- Alcohol
- Fundraising & Solicitations – specify type: \_\_\_\_\_

Comments: \_\_\_\_\_

\*Please notice that additional permit applications may be required based on event plans – this application alone will not result in above permissions

**Event Information**

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

Dates (include set-up and tear-down): _____ to _____	What time is the event scheduled to begin and end?
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Event Description: \_\_\_\_\_

A statement regarding the impact that the event will have on existing facilities in the Village, including, but not limited to residencies, businesses, public buildings and churches:

An estimate of the number of people attending the event (range):	Are firearms or other explosive devices planned for the event? (explain) :
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Has this Event been held in the Village or other municipalities? Please state where, when and frequency:

**Event Supervisor Information**

First Name	Last Name
☎ Phone	✉ Email
<i>Signature</i>	

Approved By: \_\_\_\_\_

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**Tier II Events are determined by the Village Manager and the Special Events Committee  
Village of Milford Special Events Policy (March, 2012)**

Events in this category involve major participation by participants and/or moderate exposure spectators. Events in this category include, but are not limited to: marathons or races, circus/carnivals, semi-pro team sporting events, rock concerts, alcoholic beverage sales, vehicle races, firework displays, large festivals, commercial outdoor sales events, commercial filming and professional or collegiate sporting events. The Village Manager and Clerk's office will prioritize scheduled events according to the Special Events Committee.

**Additional Documentation May be Required:**

- Indemnification Agreement
- Documentation of non-profit status
- Proof of Insurance, listing the Village of Milford as additionally insured
- Village Council request for alcohol sales/consumption; LCC approval document
- Schedule of Events
- Site Plan which includes the location of stages, tents, vendors, and other participants
- Other information requested by the Village of Milford

\*The Village of Milford may request any of the above documentation from applicant upon the process of issuing a Special Events Permit

**Please mark and comment on the items below that are relevant to and/or effected by the event:**

1. Liquor Sales	<input type="checkbox"/>
2. Outdoor Sales	<input type="checkbox"/>
3. Street Vendors	<input type="checkbox"/>
4. Outdoor Restaurants	<input type="checkbox"/>
5. Parking	<input type="checkbox"/>
6. Fire Lane	<input type="checkbox"/>
7. Noise	<input type="checkbox"/>
8. Traffic	<input type="checkbox"/>
9. Restoration of Municipal Property	<input type="checkbox"/>
10. Health Department Approval	<input type="checkbox"/>
11. Pet Restrictions	<input type="checkbox"/>
12. Other	<input type="checkbox"/>

**Do not write below this line FOR OFFICE USE ONLY**

Comments:

Village Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Tier II Application Required	Fees: <input type="checkbox"/> Lafontaine Family Amphitheater	<input type="checkbox"/> Service	<input type="checkbox"/> Facility Rental
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Action taken by Village Council & Administration: