



West Bloomfield Township
Clerk's Office
4550 Walnut Lake Road
West Bloomfield, MI 48323
(248) 451-4848 Phone
(248) 682-3788 Facsimile
www.wbtwp.com

Outdoor Gathering Permit Application and Requirements

Non-refundable Application Fee: \$300.00

Note: This application is pursuant to the Outdoor Gathering Ordinance, Section 6-101 through 6-119.

A permit is necessary for such organized activities as parades, walkathons, marches, bicycle parades, parties, festivals, carnivals, outdoor gatherings, etc., where roads may or may not be closed during the event, and where the event may cause congestion because of the interest it attracts, or where more than 300 people are expected to attend the event within a twenty-four hour period.

GENERAL REQUIREMENTS

Submit application at least sixty (60) days prior to the date of assembly in order to insure adequate review time by the Clerk's Department, Police, Fire, Building Department, Planning, and Code Departments, give proper notice to properties within 300 feet of the event, as well as add the request to the agenda of the next available Township Board meeting for final approval.

GENERAL LIABILITY INSURANCE must be obtained in the following amounts:

	Bodily Injury	Property Damage
General Liability (Including injuries to participants)	\$500,000.00	\$100,000.00
Auto Liability (Including owned, non-owned and hired vehicles)	\$500,000.00	Combine Single Limit For Both

Certificate of Insurance must name West Bloomfield Township and the Road Commission for Oakland County as added insured for the event dates, *including set-up through tear-down*.

Upon receipt of this request, the Township Board will then authorize the Clerk to make an application to the Road Commission for Oakland County for the permit.

FIRE DEPARTMENT REQUIREMENTS

For all events:

- It is imperative that traffic flow and parking arrangements allow fire department vehicle access to and from the site using normal routes (unless otherwise specified by you and approved by us).
- Provisions must be made for notifying the fire department in case of an emergency (9-1-1), directing the fire department to the scene.
- Normal access to hydrants must be maintained.
- Outdoor gatherings with more than 1,500 people expected at one time, (or fewer if handicapped or elderly) require a designated and posted first aid location with appropriately trained personnel.
- Applications for outdoor gatherings encompassing more than the immediate area (such as marathons, walks, bicycle events, etc.), a map of the location/routes, and a plan for detecting medical emergencies is required.

FIRE DEPARTMENT REQUIREMENTS, *continued*

Please note the following **definitions and specifications** listed below:

- CANOPY..... covering no sides
- TENT..... covering and sides
- CANOPY/TENT International Fire Code (I.F.C. 2009): Exposed Flames, gasoline, propane gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of any canopy/tent or air supported structure.
- PORTABLE FIRE EXT..... at least one portable fire extinguisher with a minimum 2-A rating shall be provided in all tents or air supported structures.
- FABRIC INSPECTION..... all canopies and tents in the event are to be flame retardant, with Certificates, Canopies/tents are to have attached certification labels.

Note: The space below must be used to record any required documentation and to verify the applicant understands the above requirements.

As the responsible person for _____, I have read the Fire Department requirements cited in this notice and agree to comply. In the space below, I have recorded any information necessary to satisfy these requirements.

BUILDING DEPARTMENT REQUIREMENTS

Events that plan to have signs, tents and/or canopies must apply for a permit from the Building Department.

Submit application to the Building Department at least sixty (60) days prior to the date of assembly in order to insure adequate review time by the Building, Planning, Police, Fire, and Code Departments. If you have any questions, please contact the Community Development Department at 248-451-4842.

Signature

Date

Print name

AGREEMENT FOR REIMBURSEMENT OF PUBLIC SAFETY EXPENSES

We, the Board of Directors of the _____ do hereby agree to the
Name of Subdivision or Group

Reimbursement of any and all public safety expenses arising out of operations from the
activities by _____ scheduled for _____.
Name of Subdivision or Group Date of Activity

In addition, we, our heirs, our executors, administrators and assigns do hereby release and discharge public safety members of West Bloomfield Township from all claims of damages, demands, actions and causes of action whatsoever, in any manner arising or growing out of their participation in said event.

WITNESS DATE PRESIDENT DATE

WITNESS DATE VICE PRESIDENT DATE

WITNESS DATE TREASURER DATE

LETTER OF INDEMNIFICATION

The following must be signed by the President, Vice President/Secretary and Treasurer of your group. After it has been fully executed and returned to the Township Clerk along with all parts of this application, it serves as a Letter of Indemnification.

We, the Board of Directors of the _____ do hereby indemnify and
Name of Subdivision or Group

save harmless all persons of claims of every kind arising out of operations from the activities to
be held by _____ scheduled for _____.
Name of Subdivision or Group Date of Activity

In addition, we, our heirs, our executors, administrators and assigns do hereby release and discharge the Township of West Bloomfield, its elected and appointed officials, all employees and volunteers, all boards and commissions, and board members; and the Road Commission for Oakland County and its board members from all claims of damages, demands, actions and causes of action whatsoever, in any manner arising or growing out of their participation in said event.

WITNESS DATE PRESIDENT DATE

WITNESS DATE VICE PRESIDENT DATE

WITNESS DATE TREASURER DATE

OUTDOOR GATHERING PERMIT APPLICATION

Name of Organization: _____ Application Date: _____
Name of Subdivision or Group

Contact Person: _____ Telephone: _____

E-Mail Address: _____

Business Address: _____ Telephone: _____

_____ Fax Number: _____

Home Address: _____ Home Phone: _____

_____ Cell Phone: _____

OUTDOOR GATHERING DETAILS

Name of Event: _____

Type of Event: _____

Reason for Event: _____

Date(s) of Event: _____ Hours of Event: _____

Date of Set-Up: _____ Date of Tear-Down: _____

Place of Outdoor Gathering: _____

Owner of Property: _____

Written Permission From: _____ (provide written document)

Event Sponsor: _____

Proposed Licensee: _____

Number of People Expected to Attend: _____

Number, Types, and Use of Tents or Temporary Structures: _____

Will your event require the closure of any public right-of-way? Yes No

If yes, date(s) of closure: _____ Location of closure: _____

(If yes, a separate Parade/Banner/Road Closure Application must be submitted with the Clerk's Office)

Insurance: _____

Bonding: _____

OUTDOOR GATHERING DETAILS, continued

Please provide a detailed explanation, including drawings and diagrams where applicable, of the plans to provide for the following:

- Police and Fire protection and on and off-site traffic control, if appropriate (will you be making arrangements for same?) _____
- Food and water supply and facilities
- Health and sanitation facilities
- Medical facilities and services including emergency vehicles and equipment
- Vehicle access and parking facilities
- Camping and trailer facilities
- Illumination facilities
- Communication facilities
- Noise control and abatement
- Facilities for clean-up and waste disposal
- Insurance and bonding arrangements
- A map of the overall site of the proposed outdoor assembly

For Township Use Only:

\$300.00 application fee collected

Letter of Indemnification signed

Insurance Certificate provided w/appropriate added insured

Agreement for Reimbursement of Public Safety Expenses signed

Reviewed by Building Department:

Approved Denied Date: _____

Reviewed by Code Enforcement:

Approved Denied Date: _____

Reviewed by Fire Department:

Approved Denied Date: _____

Reviewed by Planning Department:

Approved Denied Date: _____

Reviewed by Police Department:

Approved Denied Date: _____

Township Approval:

Debbie Binder, West Bloomfield Township Clerk

Upon Board Approval Send:

Notice to RCOC Date Sent: _____

Notice to applicant Date Sent: _____