



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

Parade/Banner/Road Closure Permit Application and Requirements

Note: This application is pursuant to the requirements of the Oakland County Road Commission.

A permit is necessary for such organized activities as parades, walkathons, marches, bicycle parades, parties, festivals, carnivals, outdoor gatherings, banners, 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. Please note the following: Applicants must contact DTE at (248) 745-5015 for placement of Over-the-Road Banners; a Community Special Event Sign Permit Application may be required by the Planning Department as well. For more information please call the Planning Department at (248) 451-4811.

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, Planning Department, and Engineering Departments, as well as add the request to the agenda of the next available Township Board meeting for final approval.

Applicant Name: _____ Phone #: _____

Applicant Address: _____

Type of Event: _____

Event Date: _____ Start and End Times: _____

Provide an explanation and attach a diagram of the parade route and/or banner:

Note: Banners and signage will require a Temporary Sign Permit. Please contact the West Bloomfield Township Planning Department at (248) 451-4811 for requirements.

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.

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.

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 members of the West Bloomfield Township Board and the members of the Road Commission for Oakland County 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

When completed, return to: **DEBBIE BINDER, Township Clerk**
West Bloomfield Township Hall
4550 Walnut Lake Road
P.O. Box 250130
West Bloomfield, MI 48325-0130

For Township Use Only:

Letter of Indemnification signed Insurance Certificate provided w/appropriate added insured

Sent to Police Department: _____ Sent to Engineering Department: _____

Reviewed by Police Department: _____ Approved Denied Date: _____

Comments: _____

Notice to applicant: _____

Township Approval: _____
Debbie Binder, West Bloomfield Township Clerk

Resolution Forwarded to Road Commission of Oakland County