



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, 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.

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

TENTcovering and sides

CANOPY/TENTInternational Fire Code (I.F.C. 2009): "Exposed Flames" Gasoline, 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 EXTat 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.

Signature

Date

Print name

OUTDOOR GATHERING 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

OUTDOOR GATHERING PERMIT APPLICATION

Name of Organization: _____	Application Date: _____
Contact: _____	Telephone: _____
Business Address: _____	Telephone: _____
_____	Fax Number: _____
Home Address: _____	Home Phone: _____
_____	Cell Phone: _____

OUTDOOR GATHERING DETAILS

Type of event: _____

Reason for event: _____

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

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: _____

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:

- | | |
|---|---|
| <input type="checkbox"/> \$300.00 application fee collected | <input type="checkbox"/> Insurance Certificate provided w/appropriate added insured |
| <input type="checkbox"/> Letter of Indemnification signed | <input type="checkbox"/> Fire Department Requirements agreement signed |
| <input type="checkbox"/> Sent to Fire Department: _____ | <input type="checkbox"/> Sent to Police Department: _____ |

Reviewed by Building Department: _____ Approved Denied Date: _____

Reviewed by Planning Department: _____ Approved Denied Date: _____

Reviewed by Fire Department: _____ Approved Denied Date: _____

Sent to Police: _____

Reviewed by Police Department: _____ Approved Denied Date: _____

Comments: _____

Notice to applicant: _____

Township Approval: _____
Catherine Shaughnessy, West Bloomfield Township Clerk