

VILLAGE OF PINCKNEY SPECIAL EVENTS

The term "Special Event" shall mean any event outside the normal course of business that has not received the approval of the Village Council independent of this chapter, and which can reasonably be expected to exceed the interior capacity of the building as set by the State Fire Safety Board, and/or to block, close or significantly hinder or impair the flow of vehicular or pedestrian traffic on any street, road, or other public right-of-way within the Village of Pinckney.

APPLICATION – General Information

Permit application fee is \$25.

An application for a Special Event permit must be submitted to the Village Clerk on a form provided by the Village not less than 60 days prior to the date of the event. Village Council *may* consider applications submitted less than 60 days prior to the event at their discretion.

Certificate of insurance is required, including satisfactory proof that the applicant's insurance carrier has been apprised of the applicant's proposed use of alcoholic beverages (if any), naming the Village as additional insured in an amount sufficient to protect the Village from any and all claims for damages from personal injury, property damage or any other injury arising from or as a result of the activity or event. This provision may be waived at the discretion of the Village Council.

The applicant may be required to indemnify the Village for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity or event.

The Village may require additional information deemed pertinent by the Village in evaluating the effect the event may have on the health, safety and welfare of the residents of the Village of Pinckney.

Upon receipt of an application, the Village Clerk will refer it to the Chief of Police and any other department or organization deemed necessary for investigation and a recommendation concerning the application. The findings resulting from the investigation shall be reported to the Village Council.

The Village Clerk will send copies of the permit application to the appropriate governmental agencies, including but not limited to:

- (1) Putnam Township Fire Department;
- (2) Pinckney Department of Public Works;
- (3) Michigan Department of Transportation;
- (4) Pinckney Community Schools; and
- (5) Livingston County Department of Public Health

Additional permits may be required.

PERMIT PROCESS

A permit shall be issued by the Village Council if the following criteria are met:

- A. The application was fully and accurately completed.
- B. Adequate provisions have been made for the protection of the health, safety and welfare of the community.
- C. The event will not unreasonably affect the use or enjoyment of private or public property and will not cause unreasonable traffic hazards or delays.
- D. The event will not constitute a public nuisance.
- E. The applicant makes payment to the Village prior to the event of the costs anticipated to be incurred by the Village in assigning personnel to the Special Event to assure the health, safety and welfare of the community, as determined by evaluating the information submitted in the application. This may include additional police coverage or Department of Public Works services. In addition, the payment shall also include the cost incurred by the Village in notifying area property owners, if such notification is determined necessary by the Village Council. The final billing will be adjusted to reflect the actual utilization of Village personnel and equipment.
- F. The applicant is current on taxes and utilities owed to the Village of Pinckney.
- G. The event will not adversely impact or unreasonably affect the use or enjoyment of the private property in the vicinity of the event.

The Village will act upon the application within 30 days of receipt of permit application. The Village may impose restrictions on any Special Event in the interest of the health and safety of residents and participants. Other restrictions and permits may be required from other agencies.

YOU MAY ALSO NEED A PERMIT IF:

In addition to any other provisions of this chapter, the following classes of permits are established for Special Events associated with events held in the Village of Pinckney (such as Art in the Park, parades, etc.), and using the public right-of-way:

- (1) New sales permit: for outdoor on-premises sales by an existing licensed business of a type not normally carried on by that business.
- (2) Outdoor sales permit: for outdoor on-premises sales by an existing licensed business of the type that is normally carried on inside of the business (for example, a sidewalk sale), not including the sale of alcohol.
- (3) Outdoor sales with alcohol: for outdoor on-premises sales by an existing licensed business of the type that is normally carried on inside the business, including the sale of alcohol (for example, a beer tent).
- (4) Third-party permit: for a Special Event, either indoor or outdoor, conducted by any individual or entity on premises normally occupied by an existing licensed business, pursuant to any form of agreement with the existing licensed business.