



**Civic Event Application
Northfield Township**

8350 Main Street
Whitmore Lake, Michigan 48189
(734) 449-2880

**OFFICE USE
ONLY**

Date Received

By

FEE - \$100.00

Date Received

By

**** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW ****

11/1/2017 Kiwanis Club of Whitmore Lake Jacqueline Otto
Application Date Name of Organization Name of Applicant

P.O. Box 582 Whitmore Lake MI 48189
Street Address City State Zip

734-368-2251 _____
Cell Phone Home Phone Work Phone Fax

jacki.otto@uphoo.com
Email Address (optional)

Kiwanis Annual Christmas Tree Sales
Event Title

75 Barker Road, Whitmore Lake
Event Location

EVENT DAYS / TIMES (Please stipulate the following information for each date of event)

| DATE | Day of Week | Beginning Time | Ending Time |
|-------------------|------------------|-----------------|----------------|
| <u>11/24/2017</u> | <u>M-F</u> | <u>3:00 PM</u> | <u>7:00 PM</u> |
| <u>12/23/2017</u> | <u>3 & 5</u> | <u>10:00 AM</u> | <u>7:00 PM</u> |

11/24/2017 _____
Set up Time/Day Tear down Time / Day* Rain Date (if applicable)

* Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.

ORGANIZATION / APPLICANT INFORMATION

Applications for Civic Events in Northfield Township shall NOT be approved for applicants in default to the Township. Therefore, each Application for Civic Events shall be routed to the Township Treasurer for a determination of any defaults to the Township. In the event a default to the Township exists, the Application shall be disapproved by the Treasury Department, with the nature of the default described as the reason of the disapproval.

TAX IDENTIFICATION NUMBER: _____

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:

Kiwanis is a non-profit organization dedicated
to the needs of the community - empowering
members to serve the needs of children through local
service projects and fundraising efforts

IS THE ORGANIZATION NON-PROFIT?

(YES)

NO

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE?

(YES)

NO

GENERAL LIABILITY INSURANCE IS REQUIRED NAMING NORTHFIELD TOWNSHIP AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCT LIABILITY MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE.

PLEASE GIVE A DESCRIPTION OF THE PROPOSED CIVIC EVENT. (Attach additional pages if necessary)

Christmas Tree Sales - all proceeds go to
support the Kiwanis Annual 4th of July
Parade.

ANNUAL EVENT: Is this event expected to occur next year?

(YES)

NO

If Yes, you can reserve a date for next year with this application). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Starting the day after
Thanksgiving & ending
by Dec. 23rd or until
trees are gone, whichever
comes first.

Or Next year's specific date(s): _____

PROCEEDS OF THIS EVENT WILL BE USED FOR:

Kiwanis Annual 4th of July Parade

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)(FEE IS WAIVED FOR 4TH OF JULY PARADE AND HOMECOMING PARADE)

N/A

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE?

YES

NO

IF YES, WHAT KIND AND HOW MUCH?

N/A

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND?
YES NO

IF YES, COMPLETELY FILL OUT THE ATTACHED VENDOR CONTACT INFORMATION SHEET(S).

WHAT IS THE FEE CHARGED FOR EACH VENDOR? N/A

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS? YES NO

IF YES, TO WHOM AND HOW MUCH?

Kiwanis 4th of July Committee c/o Kiwanis
Club of Whitmore Lake

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT?

70 Trees = 70 People

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES?

YES

NO

NUMBER OF VOLUNTEERS / STAFF?

2 10

HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN NORTHFIELD TOWNSHIP?

Purchase of the Christmas Trees ^(ALL) & proceeds
go to support the Kiwanis Annual 4th of
July Parade

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

Use of 75 Barker

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

Heating of the garage area is not needed

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

75 Barker Rd.

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES

YES

NO

IF SO, WHAT LOCATION IS PLANNED?

N/A

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE EVENT LOCATION?

N/A

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign renderings)

Number of Signs

Lawn Signs (2 10)

Types of Signs

Locations of Signs

1 A Frame Sign

Date Signs Posted

11/24/2017

Date Signs Removed

12/23/2017 or when all trees sold,
whichever comes first

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU PROPOSE TO USE IN THE EVENT OR BRING ONTO TOWNSHIP PROPERTY, STREETS OR PARK AREAS - (ALL SUBJECT TO APPROVAL).

STREET CLOSURE

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT? YES

NO

If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached map.

ALCOHOL

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES

NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED "ALCOHOL" AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

SECURITY

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

Lock building - No money will be onsite

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBERS:

Name

Contact number

Jacki Dtt

734-368-2251

George Brown

313-407-9500

Owner(s) Affidavit*

I, Kinnick Club of WL, have authorized Jacqueline Otto as My
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township

for my organization located at P.O. Box 582, Whitmore Lake, MI
(company or organization address)

Owners Signature

11/7/2017

Date

INDEMNIFICATION AGREEMENT

The Kiwanis Club of WL agree(s) to defend, indemnify, and hold harmless the Township of
(business/organization)

Northfield, Michigan, and its agents, officials and employees from any claim, demand, suit, loss, cost of expense, or any damage that may be asserted, claimed or recovered against or from the Kiwanis Club of WL (business/organization) and/or the Township of Northfield, by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of Northfield Township or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Jaqueline D. Deo Date 11/7/17

Witness _____ Date _____

ALCOHOL

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED

N/A

WHO WILL BE THE ALOCHOL LICENSE HOLDER?

N/A

ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

N/A

**** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE TOWNSHIP BOARD AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM THE LIQUOR CONTROL COMMISSION**

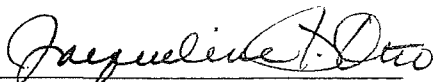
**** IF ALCOHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMNIFICATION FOR ALOCHOL**

ADDITIONAL CIVIC EVENT REQUIREMENTS

- Inspection by Northfield Township Fire and Police Departments is required prior to start of event.
- Any temporary electrical supply provided during a civic event shall be subject to Northfield Township inspection and approval
- A site map shall be provided for all civic events, as required by Northfield Township Public Safety Officials
- No pets are permitted downtown during civic events, unless approved as part of the event.
- No open flame cookers or heaters are permitted without prior approval from the Northfield Township Fire Department.
- Any additional restroom facilities deemed necessary by Northfield Township for this event are to be supplied by the event organizer
- Event organizer staff / volunteers / vendors are responsible for trash control and cleanup.
- Depending upon the type of event, organizer may be required to provide security.
- If radio communications are utilized during civic event, event organizer shall ensure Northfield public safety officials have access to radio or frequencies.
- Event organizer is responsible for arranging for EMS (Ambulance) at the event.
- If privately-owned property is to be utilized by the event organizer as part of any civic event for parking, staging, or similar uses, the event organizer shall be responsible for ensuring there exists all necessary land usage agreements with the private property owner(s), which shall be reviewed and approved by Northfield Township, to ensure adequate ingress, egress, police and fire protection, insurance, etc.

Accepted and agreed to:

EVENT ORGANIZER



By: *Jacqueline Otto, Past President*
Its: *Kiwanis Club of Whitmore Lake*

Dated: 11/7, 2017

**NORTHFIELD TOWNSHIP
APPROVALS/RECOMMENDATIONS/COMMENTS**

Kiwanis Annual Christmas Tree Sales
Event Title

Police Dept: _____ Date: _____

Comments: _____

Fire Dept: _____ Date: _____

Comments: _____

Other, if necessary: _____ Date: _____

Comments: _____

Clerk: _____ Date: _____

Comments: _____

BOARD OF TRUSTEES ACTION: _____ Date: _____

VENDOR CONTACT INFORMATION

| Company Name | Representative | Phone # | Items Being Sold / Exhibited | On Site Contact Name | On Site Contact Phone # |
|--------------|----------------|---------|---------------------------------|-------------------------|----------------------------|
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Help Sheet And Tips To Expedite The Civic Events Process

To help you be prepared for approvals of your event, please follow these steps to ensure a smooth process:

Your main points of contact after you pick up the application from the Township Office are our Public Safety officials. Our Public Safety Director, William Wagner, will assist you with items necessary for safety compliance as it relates to Fire Department items. Lieutenant Tim Greene will assist you with items necessary for safety compliance issues as it relates to Police Department operational matters.

For any street closures, parking easements for ingress and egress, traffic or crowd control items, our Public Safety officials will provide you with the guidance necessary to ensure a safe event. Road closures need Washtenaw County Road Commission approval, and contacting them is the responsibility of the event promoter.

Please follow the guidelines in the event policy, include maps, drawings, and as much detail as you can to help facilitate the process. The more complete the application, the smoother and faster the process goes. Completed applications should be turned in to our Township Manager, Howard Fink. Contact names and numbers are below for your convenience and reference. Thank you for bringing an event to our community and we are here to help you provide a safe event.

William Wagner
Public Safety Director/Fire Chief
Northfield Township

734-449-2385

wagnerw@northfieldmi.gov

Martin Smith
Interim Lieutenant
Northfield Township Police Department

734-449-9911

smithm@northfieldmi.gov

Steve Aynes
Northfield Township Manager

734-449-2880 ext. 12

ayness@northfieldmi.gov

Washtenaw County Road Commission
Matt MacDonnell
<http://www.wcroads.org/Permits/Procedures/Sec7>

734-761-1500 ext. 688

macdonnellm@wcroads.org