



**Civic Event Application
Northfield Township**

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

OFFICE USE ONLY
Date Received 6/7/17
By Janice Carlisle

FEE - \$100.00
Date Received WAIVED
By WAIVED

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

6/6/2017 Kiwanis Club of Jacki Otto
Application Date Name of Organization Name of Applicant
Whitmore Lake

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@yahoo.com
Email Address (optional)

58th Annual Kiwanis 4th of July Parade
Event Title
Barker Road and Main Street
Event Location

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

DATE	Day of Week	Beginning Time	Ending Time
<u>7/4/2017</u>	<u>Tuesday</u>	<u>9:30</u>	<u>11:00</u>
<u>7/4/2017</u>	<u>7/4/2017</u>	<u>None</u>	
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: 27-2235695

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

Kiwanis sponsors the community 4th of July parade. - the Kiwanis has sponsored the parade for 22 years.

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)

The parade route starts at Timber ^{Crest} Rd and Barker Rd. The parade route runs east on Barker Rd and then south on Main street ending at the Public Safety Bldg.

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): 7/4/2018

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

PROCEEDS OF THIS EVENT WILL BE USED FOR:

Entertainment ~~for~~ as parade participants

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)

Route from Timber ~~lane~~ ^{Crest} & Barker Rd going east to Main Street going south to the Public Safety Bldg. 30+ entries. Police department will assist w/ traffic control. Washtenaw City permit filed to close roads.

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE? YES NO

IF YES, WHAT KIND AND HOW MUCH?

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?

Drama Club \$350

WL Marching Band \$350

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT? 200+

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES? YES NO

NUMBER OF VOLUNTEERS / STAFF? 15-20

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

Celebration of the 4th of July - brings people from neighboring communities.

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

yes - DJ stand @ Driftwood Marina

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

NONE

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

Police assistance for traffic control

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES YES NO

IF SO, WHAT LOCATION IS PLANNED? 75 Barker Rd.

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

Golf Carts

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

Number of Signs 4 signs for lineup of parade participants 1 sign for registration

Types of Signs 4 signs for closure of roads

Locations of Signs Jennings Rd Margaret Rd. Winewood Harbor Cove Pine Street

Date Signs Posted 7/4/2017

Date Signs Removed 7/4/2017

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). *Stage @ Driftwood Marina*
Local Police cars, Fire Trucks, School/Bus, Tractors
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.

Barker Road & main Street

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:

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBRs:

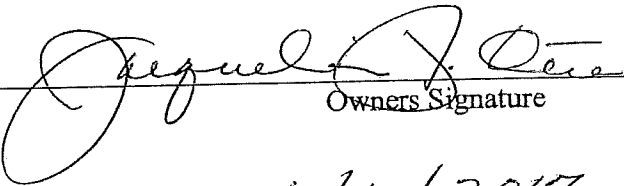
<u>Name</u>	<u>Contact number</u>
<u>Jacki Otto</u>	<u>734-368-2251</u>
<u>Jerry Otto</u>	<u>734-368-7742</u>
<u>George Brown</u>	<u>313-407-9500</u>

Owner(s) Affidavit*

I, Kiwanis Club of Whitnook Lake, have authorized 58th Annual Kiwanis 4th of July Parade 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 Barker Road & Main Street
(company or organization address)


Owners Signature

6/6/2017
Date

INDEMNIFICATION AGREEMENT

The Kiwanis Club of Whitmore Lake 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 (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 J. Dew Date 6/16/2017

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

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

Dated: 6/6, 2017

**NORTHFIELD TOWNSHIP
APPROVALS/RECOMMENDATIONS/COMMENTS**

58th Annual Kiwanis 4th of July Parade
Event Title

Police Dept: _____ Date: _____

Comments: _____

Fire Dept: _____ Date: _____

Comments: _____

Other, if necessary: _____ Date: _____

Comments: _____

Clerk: _____ Date: _____

Comments: _____

BOARD OF TRUSTEES ACTION: _____ Date: _____

RESOLUTION No. 17-564

**NORTHFIELD TOWNSHIP, MICHIGAN
RESOLUTION REGARDING A TEMPORARY ROAD CLOSURE
REQUESTED BY KIWANIS OF WHITMORE LAKE AUXILLARY**

Minutes of a regular meeting of the Township Board of the Township of Northfield, Washtenaw County, Michigan held on June 13, 2017

Present: Chockley, Zelenock, Manley, Beliger, Chick, Dockett, Otto

Absent None

WHEREAS, the Kiwanis of Whitmore Lake Auxillary is requesting the temporary road closure of Barker Road between Whitmore Lake Elementary School and Main Street; and Main Street from Barker Road to the Public Safety Building located at 8350 Main Street on Tuesday, July 4, 2017 for the 4th of July parade display from 9:45am until 12:00pm;

WHEREAS, the Township of Northfield has approved the temporary closure of Barker Road and Main Street as indicated; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees designates and agrees that George Brown - Representative of Kiwanis of Whitmore Lake Auxillary be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

RESOLUTION IS DECLARED ADOPTED BY ROLL CALL VOTE

Kathleen Manley
Northfield Township Clerk

Date

****RESOLUTION ACCEPTED AND APPROVED: _ - _****