

Civic Event Application Northfield Township

8350 Main Street Whitmore Lake, Michigan 48189

(734) 449-2880 **OFFICE USE** FEE - \$100.00 ONLY ** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW ** Application Date Name of Organization Whitenous La Rame of Applicant P.O. BOY 582 Whitmore Lake Mi 48189
Street Address
City State Zip 734-368-2251
Cell Phone Home Phone Work Phone jacki otto @ gahoo, com Email Address (optional) 58th Annual Kiwavis 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) Day of Week Beginning Time **Ending Time** 7/4/2017 Tuesday 9:30 11:00

7/4/2017 7/4/2017 Nove
tup Time/Day Tear down Time / Day* Rain Date (if applicable)

Set up Time/Day

* 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:
Kiwawis sponsors the community 4th of
July parade - the Kiwavis has sponsored
The parade for 22 years.
IS THE ORGANIZATION NON-PROFIT? 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 IABILITY 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 Timbertaine Rd
and Barker Rd. The parade route rans
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 4 TH OF JULY PARADE AND HOMECOMING PARADE)
Route From Timber 1000 & Barker Rd going
east to Main Street going south to the
Public Safety Bldg. 30+ entries. Police department
will assist w/ traffic and tral. Washtevan Cy permit filed to alose 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?
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 Vub \$350
Drama Club \$350 W. Marching Band \$350

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT?
DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES? YES NO
NUMBER OF VOLUNTEERS / STAFF?
HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN NORTHFIELD TOWNSHIP? Celebration of the 4th of Tuly - brings people from weighboring communities.
people seen veighboring 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 annitrol
DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES YES NO
IF SO, WHAT LOCATION IS PLANNED?
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) H Signs for lineary of 13ign for Number of Signs parade participants registration
Types of Signs 4 SigNS for alosere of roads Jennings Ro Margaret Rd.
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 & Driffwood Marina Local Police Cars, Fire Trucks, School Bas, 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 OUESTIONS 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:

 Name
 Contact number

 Jacki OHO
 1/34-368-2051

 Jerry OHO
 1/34-368-1742

 George Brown
 313-407-9500

Owner(s) Affidavit*

584h ANNOEAL KICKENIS
I, <u>Kiwawio Club of</u> , have authorized <u>446 of Jaly Parade</u> as My (Civic Event Applicant)
Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township
for my organization located at <u>Barker Road & Main Street</u> (company or organization address)
Owners Signature 6/16/2017
Date

INDEMNIFICATION AGREEMENT

The <u>Liwawis</u> (business/organ	With of oxe Laxe agree(s) to defend, indemnify, and hold harmless the Township of ization)
expense, or any damage of any damage to proper whomsoever and which with the performance of expense is caused in whether the performance of the pe	and its agents, officials and employees from any claim, demand, suit, loss, cost of that may be asserted, claimed or recovered against or from the (business/organization) and/or the Township of Northfield, by reason at the description of the transfer of
Signature Jae	puel Date Colla/2017
Witness	Date

ALCOHOL

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED
NA
WHO WILL BE THE ALOCHOL LICENSE HOLDER?
NA
ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.
DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN
N/A
TO A SOURCE OF SERVICE IS A DEPOSITED BY THE TOWNSHIP BOADD AS
** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE TOWNSHIP BOARD AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM TH 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

Kiwaxis Club of
Whitmore Lake,
By: Jacqueline Otto
Its: President
Dated: 6,20/7

NORTHFIELD TOWNSHIP APPROVALS/RECOMMENDATIONS/COMMENTS

58th Aurual Kiwawis 4th of Tuly Parade Event Title

Police Dept:	Date:
Comments:	
Fire Dept:	Date:
Comments:	
Other, if necessary:	
Comments:	
Clerk:	
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 #
	(
				•	

VENDOR CONTACT INFORMATION

Company Name	Representative	Phone #	Items Being Sold / Exhibited	On Site Contact Name	On Site Contact Phone #



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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	DUCER				CONTA NAME:	LISA CIT	ristenson			
Hylant - Indianapolis 10401 North Meridian St, Ste 200					PHONE	. Ext): 317-81	7-5172	F/	AX No): 317-8	17-5151
104	01 North Meridian St, Ste 200				E-Mair. kiwaniscert@hylant.com					
India	anapolis IN 46290				AUDIL		URER(S) AFFOR	DING COVERAGE		NAIC#
					INSURER A : Lexington Insurance Company 19437					
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LTR A		Υ	AFAD	013136005		11/1/2016	11/1/2017	EACH OCCURRENCE	\$2,000	,000,
<u> </u>	CLAIMS-MADE X OCCUR							DAMAGE TO RENTED PREMISES (Ea occurre	nce) \$500,0	000
	CLAIMS-MADE X OCCUR							MED EXP (Any one per)
								PERSONAL & ADV INJ		
	X Liquor Liability							GENERAL AGGREGAT		
	GEN'L AGGREGATE UMIT APPLIES PER:							PRODUCTS - COMP/O		
	POLICY PRO-							Liquor Liability	\$1,000	
	OTHER:					11/1/2016	11/1/2017	COMBINED SINGLE LI		<u></u>
Α	AUTOMOBILE LIABILITY			013136005		11,112010	(), 1120 ()	(Ea accident) BODILY INJURY (Per p		,,000
	ANY AUTO							BODILY INJURY (Per a		
	ALL OWNED SCHEDULED AUTOS NON-OWNED							PROPERTY DAMAGE	\$	
	X HIRED AUTOS X AUTOS							(Per accident)	- \$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE		
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION\$							I PER I I	OTH-	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	OTH- ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDENT	\\$	
	(Mandatory in NH)							E.L. DISEASE - EA EM	PLOYEE \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							EL DISEASE - POLICY LIMIT \$		
A	Self-Insured Retention			013136005		11/1/2016	11/1/2017	All Claims	\$75,000)
DE0-	RIPTION OF OPERATIONS / LOCATIONS / VEHICL	ES /4	CORD	101. Additional Remarks Schedu	le, may b	e attached if mor	e space la requir	red)		
Ce dov 07/ 4th	rtificate Holder is named as Addition wn & rain date(s) during the policy to 104/2017 or any future date(s) during i of July Parade cated on Barker Road & Main Street wanis Club of Whitmore Lake and Grands.	nal Ir erm the t. Wi	nsure are in poli	ed as respects to Gener ncluded): cy term. ore Lake, MI	al Liab	ility only reg	parding the f	ollowing Kiwanis	event (setu	p, take
CANCELLATION										
CERTIFICATE HOLDER CANCELLATION										
	Northfield Township 8350 Main St. Whitmore Lake, MI 48189				THE	EXPIRATION	I DATE THE	ESCRIBED POLICIE: EREOF, NOTICE V LY PROVISIONS.	S BE CANCEL VILL BE DE	LED BEFORE LIVERED IN

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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
AbsentNone
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 4 th 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 <u>George Brown - Representative of Kiwanis of Whitmore Lake Auxillary</u> 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 Date Northfield Township Clerk
**RESOLUTION ACCEPTED AND APPROVED: **