



# Special Event Application/ City of Watervliet

158 W. Pleasant St., P.O. Box 86, Watervliet, MI 49098

Email: [clerk@watervliet.org](mailto:clerk@watervliet.org) Phone: 269-463-6769

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_ Set-up Begins: \_\_\_\_\_

Name of applicant/organization: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Planner Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Phone #3: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## Application Fee:

The application fee is \$100 and is non-refundable. Please refer to the city's master fee schedule. There is a \$200 fine for not obtaining approval before a special event. An application must be submitted no later than 30 days before the event date.

### For Office Use Only:

Date Application Received	_____	
Application Fee Paid	Amount: \$ _____	Date: _____
Date Application Approved	_____	Proof of Liability Insurance: _____

### Special Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Event Details & Summary

## FORM #2

This form will help us understand the details of your event, and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

- Will your event require street closures?  No  Yes
- Will alcohol be served or sold?  No  Yes
- Will your event include food or retail sales?  No  Yes
- Will your event include a park or trail?  No  Yes
- Will your event include a parade?  No  Yes
- Will your event include a run, race or walk?  No  Yes
- Will your event use any structures, bleachers or stages?  No  Yes
- Will your event use tents or canopies?  No  Yes
- Will your event include fireworks?  No  Yes
- Will your event include food trucks or vendors with open cooking fires?  No  Yes
- Will your event benefit a charitable organization?  No  Yes
- If yes, which one: \_\_\_\_\_
- Will your event require any services from the City of Watervliet?  No  Yes
- Will your event require any electrical hook-up?  No  Yes
- Will your event include amplified sound?  No  Yes
- If amplified music/sound is planned volume levels must comply with the City's Noise Ordinance.

Event Summary: Please provide a brief summary of the Event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first-time attendee might experience at the Event:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Attach any flyers or ads pertaining to the event.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Special Event Application/ City of Watervliet  
158 W. Pleasant St., P.O. Box 86, Watervliet, MI 49098  
Email: [clerk@watervliet.org](mailto:clerk@watervliet.org) Phone: 269-463-6769

## Applicant Statement

As planner of the Special Event described in this application, I understand that I and/or the sponsoring organization are responsible for:

- Securing additional permits and certificates as indicated in the agreement
- Coordinating with agencies other than the City of Watervliet as indicated in this agreement
- Notifying the City of Watervliet about any changes, additions, deletions, and/or modifications to the event as described no later than three weeks before an event
- Providing handicapped access to activities that are open to the public
- Having an event planner on site at the beginning of set-up through the duration of the event, if applicable
- Informing vendors about regulations and requirements for the City of Watervliet, rules and regulations by other agencies and jurisdiction over activities at the event, and requirements and restrictions for this event prior to arriving at the event venue, if applicable
- Settling disputes about locations or other event related matters between vendors, if applicable
- Ensuring access of emergency and service vehicles to event venues and activities
- Coordinating permission with private property owners if a privately-owned location will be used for event activities
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event
- Comply with all ordinances of the City of Watervliet

I also understand that new events and/or unprecedented activities may require advance approval from the City Commission.

I also understand that the City services requested less than three weeks prior to an event are not guaranteed.

I also understand that allowing non-permitted and/or unscheduled activities to occur during the above described special event may jeopardize receipt of a Special Event Permit from the City of Watervliet to the Event Planner and/or sponsoring organization for future special events.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Event Planner:** Special Event Permit is pending review of this application by appropriate City of Watervliet Departments. Departments may make additional requirements or have additional questions based on the description of the event provided in this application. When approved by all appropriate City of Watervliet Departments, the applicant will be contacted.