



City of Walker
4243 Remembrance Rd
Walker, MI 49534
(616) 791-6865

**APPLICATION FOR LICENSE
TO CONDUCT AN OUTDOOR ASSEMBLY
(Pursuant to Section 10-97a of the Walker Code of Ordinances).**

Date of Application _____

Name of Event _____

Detailed Description of Event (Attach additional pages if necessary.)

Location _____

Dates/Hours of Event _____

Dates/Hours of Set-up/Tear-Down _____

Organization Name _____

Organization Address _____

Organization Phone _____

Contact Person/ Phone _____

Contact Fax Number _____

On-Site Manager _____

(Changes in this information must be submitted to the City Manager 30 days prior to the event.)

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the city administration and will comply with all local, state and federal rules, regulations and laws.

Signature **Date**

EVENT INFORMATION

1. Organization Type _____
(City, Non-Profit, Community group or other)
2. Additional Sponsors or Participants _____

(Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event).
3. If the event is a fundraiser, list beneficiary and expected income.

4. First time event in Walker? If no, describe

5. Has the event been held outside of Walker? If no, describe

6. Total number of people expected to attend event each day _____
7. What parking arrangements will be necessary to accommodate attendance?

8. Is amplification of music or speakers anticipated? _____
9. Will volunteer staff be provided to assist with safety, security and maintenance?

10. Describe type of Emergency medical Facilities

11. Will food/beverages/ merchandise be sold? _____
If so, please list Vendor Name and Goods to be sold

12. Describe any traffic control plans _____

EVENT LAYOUT

1. Will the event require the use of any of the following municipal equipment?
 - Barricades
 - Traffic Cones
 - Other
2. Will the event require safety personnel (Police, or Fire)?
3. Will street closures be necessary? If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear-down.
 - Street Closing: Date/Time_____
 - Street –Re-opening: Date/Time_____
4. How will the following utilities be provided?
 - Electrical (There is no electrical on-site, Generators would be needed)
 - Water (Freshwater source is nearby at remote location, water hose would be needed)
 - Describe how potable water facilities will be provided? _____
 - Other_____
5. Will there be signage in the area of the event? (Sign permits may be required)
Please describe_____

Will the following be constructed or located in the area of the event?

- Booths, Tents
- Awnings, Canopies
- Port-a-johns
- Rides
- Displays
- Other_____

Attach a plan of the proposed layout. Include the square foot area and photograph or drawing of any temporary structure or display.

HOLD HARMLESS AGREEMENT

For most types of activities, the City of Walker requires a certificate of insurance, along with a hold harmless agreement on the organizer's letterhead (see following language). Please attach a copy of your standard certificate of insurance. The limits required and conditions will vary depending upon the scope of the event. The applicant will be notified of additional insurance requirements, if applicable, upon completion of the review process.

NOTE: The following language should be submitted on the applicant's stationary and signed by the organization's authorized representative.

HOLD HARMLESS AGREEMENT

"To the fullest extent permitted by law, the _____
And any entity or person for whom the _____
is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Walker, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Walker against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Walker, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Walker, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Walker, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Walker."

Printed Name

Signature

Date

INSURANCE REQUIREMENTS
ADDITIONAL INSURED ENDORSEMENT

“It is understood and agreed that the following shall be Additional Insured’s: the City of Walker, and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers.

This coverage shall be primary to the Additional Insured’s, and not contributing with other insurance or similar protection available to the Additional Insured’s, even though other available insurance be primary, contributing, or excess.”

Authorized Signature (Insurance Agent)

Date

Policy Number (Attach copy of Policy)

Required Insurance Amount:

Public Liability: _____

Property Damage: _____

Fee Information:

Permit Fee: _____ \$100.00

Paid: _____

Date: _____

License Issued to: _____

Date License issued: _____

Department Approvals:

Approved Comments

Department of Public Works _____

Community Development Department _____

Police Department _____

Fire Department _____