



10531 ALGOMA AVENUE - ROCKFORD, MI 49341-7108
PHONE 616.866.1583 - FAX 616.866.3832
www.algotown.org

OUTDOOR GATHERING PERMIT APPLICATION

Application **MUST** be made at least 60 days prior to the date of the proposed assembly

Name of Applicant: _____ Age: _____
Residence of Applicant: _____
Mailing Address of Applicant: _____
Phone Number of Applicant: _____ Fax Number: _____

In case of Partnership, Corporation or Association, attach additional pages to this form that provide name, age, residence and mailing address of all partners, officers and directors or members.

Name of Property Owner where event will take place: _____
Address of Event: _____
Type and description of event to be held: _____

Date of Event: _____ Hours of Event: _____
Estimated Maximum Number of Attendants for each day: _____
How will evidence of admission be conducted (ie: tickets or other means): _____

Each application must include the following documentation:

- _____ Legal Description of Property
- _____ Proof of Ownership of Property
 - Where ownership is not vested in the prospective licensee, licensee shall submit an affidavit from owner indicating his/her consent to the use of the site for the proposed assembly.
- _____ Sample of Prepared or Planned Advertising
 - (any such copy indicating that the assembly is national or multistate in interest shall be prima facie evidence that such assembly will be attended by more than 150 attendants.)
- _____ If corporation, copy of the articles of incorporation and a list of names and addresses of all shareholders having financial interest greater than \$500.

Each application **SHALL** be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:

- _____ 1. Police and Fire Protection
- _____ 2. Food and Water Supply and facilities
- _____ 3. Health and Sanitation Facilities
- _____ 4. Medical Facilities and Services
- _____ 5. Vehicle Access and Parking
- _____ 6. Camping and Trailer Facilities
- _____ 7. Illumination Facilities
- _____ 8. Communications Facilities
- _____ 9. Noise control and Abatement
- _____ 10. Facilities for Clean-up and Waste Disposal
- _____ 11. Insurance and Bonding arrangements
- _____ 12. Fencing
- _____ 13. A map or maps of the overall site

Signature of Applicant: _____ **Date:** _____

Office Use Only

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| Receipt of Fees: Application Fee (\$500): Date: _____ Ck #: _____ Escrow Fee (\$5,000): Date: _____ Ck #: _____ |
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| Township Board: Approved: _____ Denied: _____ Date: _____ Reason Denied: _____ Special Conditions and/or restrictions: _____ Signature: _____ Date: _____ |
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Minimum Requirements. In processing an application, the Township Board shall, at a minimum, require the following:

Security Personnel. The licensee shall employ at his own expense such security personnel as are necessary and sufficient, to provide for the adequate security and protection of the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly. No license shall be issued unless the chief law enforcement officer of the Township or sheriff, in cooperation with the director of state police, is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the assembly.

Water Facilities. The licensee shall provide potable water, sufficient in quantity and pressure to ensure proper operation of all water using facilities under conditions of peak demand. Such water shall be supplied from a public water system, if available, and if not available, then from a source constructed, located and approved in accordance with Part 127 of the Public Health Code, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, or from a source and delivered and stored in a manner approved by the county health officer.

Restroom Facilities. The licensee shall provide separate enclosed flushing-type water closets as defined and provided by state or local law, and rules and regulations adopted pursuant thereto. If such flushing-type facilities are not available, the county health officer may permit the use of other facilities which are in compliance with Section 12771 of the Public Health Code, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law. The licensee shall provide lavatory and drinking water facilities constructed, installed and maintained in accordance with state and local law and all the rules and regulations adopted pursuant thereto. All lavatories shall be provided with hot and cold water, soap and paper towels. The number and type of facilities required shall be determined on the basis of the number of attendants, in the following manner:

| Facilities | Male | Female |
|--------------------|-------------|---------------|
| Toilets | 1:300 | 1:200 |
| Urinals | 1:100 | |
| Lavatories | 1:200 | 1:200 |
| Drinking fountains | 1:500 | 1:500 |
| Taps or faucets | 1:500 | 1:500 |

Where the assembly is to continue for more than 12 hours, the licensee shall provide shower facilities, on the basis of the number of attendants, in the following manner:

| Facilities | Male | Female |
|-------------------|-------------|---------------|
| Shower heads | 1:100 | 1:100 |

All facilities shall be installed, connected and maintained free from obstructions, leaks and defects and shall at all times be in operable condition as determined by the county health officer.

Food Service. If food service is made available on the premises, it shall be delivered only through concessions licensed and operated in accordance with the provisions of Part 129 of the Public Health Code, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law. If the assembly is distant from food service establishments open to the public, the licensee shall make such food services available on the premises as will adequately feed the attendants.

Medical Facilities. If the assembly is not readily and quickly accessible to adequate existing medical facilities, the licensee shall be required to provide such facilities on the premises of the assembly. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be as prescribed by the county health officer.

Liquid Waste Disposal. The licensee shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto established by the county health officer. If such rules and regulations are not available or if they are inadequate, then liquid waste disposal shall be in accordance with the United States Public Health Service Publication No. 526, entitled "Manual of Septic Tank Practice." If liquid waste retention and disposal is dependent upon pumper and hauling, they shall be licensed in accordance with any other applicable state or local law, and, prior to issuance of any license, the licensee shall provide the county health officer, with a true copy of an executed agreement in force and effect with a licensed pumper or hauler, which agreement will ensure proper, effective and frequent removal of liquid waste from the premises so as to neither create nor cause a nuisance or menace to the public health.

Solid Waste Disposal. The licensee shall provide for solid waste storage on, and removal from, the premises. Storage shall be in approved, covered, flytight and rodentproof containers. Storage shall be in sufficient quality to accommodate the number of attendants. Prior to issuance of any license, the licensee shall provide the county health officer with a true copy of an executed agreement in force and effect with a licensed refuse collector, which agreement will ensure proper, effective and frequent removal of solid waste from the premises so as to neither create nor cause a nuisance or menace to the public health. The licensee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides shall not be used in any way so as to contaminate food or equipment or to otherwise

constitute a hazard to the public health. Solid waste containing food waste shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.

Public Bathing Beaches. The licensee shall provide or make available or accessible public bathing beaches only in accordance with the Public Health Code, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.

Public Swimming Pools. The licensee shall provide or make available public swimming pools only in accordance with the Public Health Code, and rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.

Access and Traffic Control. The licensee shall provide for ingress to and from the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the state. Traffic lanes and other space shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a license, the director of the department of state police and the director of the department of state highways must approve the licensee's plan for access and traffic control.

Parking. The licensee shall provide a parking area sufficient to accommodate all motor vehicles, but in no case shall he provide less than one automobile space for every four attendants.

Camping and Trailer Parking. A licensee who permits attendants to remain on the premises between the hours of 2:00 a.m. and 6:00 a.m. shall provide camping and trailer parking and facilities in accordance with the Public Health Code, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision by state or local law.

Illumination. The licensee shall provide electrical illumination of all occupied areas sufficient to ensure the safety and comfort of all attendants. The application shall include an outdoor lighting plan that demonstrates compliance with the applicable outdoor lighting requirements of the Township Zoning Ordinance. The lighting plan shall be subject to approval by the Township Board.

Insurance. Before the issuance of a license, the licensee shall obtain public liability insurance with limits of not less than \$100,000/300,000 and property damage insurance with a limit of not less than \$100,000 from companies approved by the state commissioner of insurance. Such insurance shall ensure liability for death or injury to persons or damage to property which may result from the conduct of the assembly or conduct incident thereto, and which insurance shall remain in full force and effect that the insurance company shall notify the clerk of the Township, in writing, at least ten days before the expiration or cancellation of such insurance.

Bonding. Before the issuance of a license, the licensee shall obtain from a corporate bonding company authorized to do business in the state a corporate surety bond in the amount of at least \$100,000, to be approved by the Township attorney, conditioned upon the licensee's faithful compliance with all of the terms and provisions of this article and all applicable provisions of state or local law, and which shall indemnify the Township, its agents, officers and employees and the Board against any and all loss, injury or damage whatever arising out of, or in any way connected with, the assembly, and which shall indemnify the owners of property adjoining the assembly site for any costs attributable to cleaning up and/or removing debris, trash or other waste resultant from the assembly.

Fire Protection. The licensee shall, at his own expense take adequate steps as determined by the Township fire chief to ensure fire protection.

Audio-Visual Equipment. Sound-producing and visual equipment including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, and light-producing devices shall not be operated on the premises of the assembly so as to be unreasonably loud or raucous, or so as to be a nuisance or disturbance to the peace and tranquility of the citizens of the Township.

Fencing. The licensee shall erect a fence completely enclosing the site, of sufficient height and strength as will preclude persons in excess of the maximum permissible attendants from gaining access and which will have sufficient gates properly located so as to provide ready and safe ingress and egress.

Communications. The licensee shall provide public telephone equipment for general use on the basis of at least one unit for each 200 attendants.

Revocation. The Township Board may revoke a license whenever the licensee, his employee or agent refuses to fully comply, fails, neglects or refuses to fully comply with any and all provisions and requirements set forth in this article, or with any and all provisions, regulations, ordinances, statutes or other laws incorporated in this article by reference.