



APPLICATION FOR USE OF CITY STREETS & PARKING LOTS FOR SPECIAL EVENTS

202 S. WATER STREET · OWOSSO, MICHIGAN 48867-2958 · (989) 725-0580 · FAX 725-0528

This application, plus all required documentation and fees shall be submitted to the Public Safety Department at least thirty (30) days and not more than one hundred twenty (120) days prior to the first day of the requested event, with 2 exceptions:

- 1. Applicants requiring the issuance of a conditional use permit as required by Sec. 38-504(4)(b), shall submit a complete application at least ninety (90) days prior to the event.
2. Applicants requesting the use of a state trunkline shall submit a complete application at least forty-five (45) days prior to the event.

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

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_
(Individual or Group Name)

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Requested Date(s): \_\_\_\_\_ Requested Hours: \_\_\_\_\_
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): \_\_\_\_\_

Detailed description of the use for which the request is made: \_\_\_\_\_

Please attach the following items and mark the corresponding checkbox indicating their inclusion. See back for detailed descriptions of each item:

- Executed Hold Harmless Agreement
Map of the Event Area with Event location highlighted
Rules or policies applicable to persons participating in proposed event
Proof of Insurance
or
Request for Insurance Waiver
Application Fee

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**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.** In consideration of the granting of permission by the City of Owosso to the Applicant for the use of facilities set forth above, Applicant shall indemnify, defend and hold harmless the City of Owosso, their officials, employees, agents, professionals and volunteers, collectively (“CITY”) from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys’ fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Applicant, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

The Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct. Applicant agrees to observe all City ordinances, laws and/or conditions imposed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information Regarding Required Documents**

Map of the Event Area – Map showing the general area where the event will be located. The exact event location /event route must be highlighted and the locations requiring barricades for the requested street/lot closure must be clearly marked.

Rules or policies - Rules and policies applicable to events and activities organized in such a manner as to constitute an invitation to members of the general public to participate in the event or activity shall comply with all applicable local, state and federal laws and regulations and shall include, at a minimum, a process for appealing decisions that have the effect of denying participation or imposing limitations on participation beyond those generally applicable to all other participants.

Proof of Insurance – A Certificate of Insurance and Endorsement acceptable to the City evidencing General Liability insurance for the event in the minimum amount of \$1,000,000 per occurrence. Coverage shall be endorsed to name the City of Owosso as additional insured and be primary and non-contributory to any other insurance the City has.

or

Request for Insurance Waiver - The City Council may waive the insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose. Check box if you are requesting waiver of insurance.

*Applicants must indicate whether they are providing proof of insurance or requesting an insurance waiver. Request for a waiver in no way guarantees a waiver will be granted.*

Application Fee – Fee set by resolution of City Council to offset a portion of the costs related to the processing of special events applications.

- \$30 Application (30-120 days prior to 1<sup>st</sup> day of event)  Additional: \_\_\_\_\_
- \$50 Additional MDOT Closure (M-21, M-71, M-52)  Additional: \_\_\_\_\_
- \$15 Additional-Expedited Fee (14-29 days prior to 1<sup>st</sup> day of event)  Additional: \_\_\_\_\_

**\$ \_\_\_\_\_ Total Due at Time of Application. Please make check payable to: City of Owosso.**

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Do Not Write Below This Line - For Officials Use Only

Approved  Not Approved  Date: \_\_\_\_\_ Traffic Control Order Number \_\_\_\_\_

Copy of Rules & Regulations provided to Applicant

Cc: DDA – Director; WCIA – Chairperson