



Village of Breedsville

Special Event Application

VENDORS, PEDDLERS, AND SOLICITORS' ORDINANCE 2021-13

Adopted July 6, 2021



Incorporated 1883

Village of Breedsville

PO Box 152
82 E. Main St.
Breedsville, MI 49027
(269) 427-9029
www.breedsville.org



INSTRUCTIONS

These instructions apply to each applicant seeking a special event approval by the Village of Breedsville

1. Obtain Special Event Application Package from Village of Breedsville website . www.breedsville.org or by email request to clerk@breedsville.org
2. Fully complete application must be received by the Village of Breedsville at least 60 days prior to the proposed event. Applicants proposing large events should submit completed Application earlier if the proposed event will require significant review.
3. A complete Application shall include the following:
 - a. Fully executed Application
 - b. Fully completed Event Information Form
 - c. Non-refundable Application Fee of \$ 150.00 which shall cover all solicitors whose names are on file with the Village Clerk; and the fee for a license of shorter duration shall be \$100.00.
 - d. Execute Hold Harmless Agreement, and proof of General Liability Insurance coverage with an endorsement in favor of the Village of Breedsville as an additional insured.
4. No Application will be reviewed or considered by the Village Council until the Application is complete in accordance with provision 3 above.
5. After internal reviews, the matter will be placed on the next meeting of the Village of Breedsville Council for review and action. You will be notified and may appear on the agenda item to address the Village Council and answer questions raised by the Village Council or Department Heads.
6. The Applicate will be notified by the Village of Breedsville about the action taken by the Village Council on the Applicant's Application.

APPLICATION FOR SPECIAL EVENT

Date of Application: _____

Name of Event: _____

General Description of Event: _____

Location of Event: _____

Date / Hours of Event: _____

Date / Hours of Set-up and Tear Down: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant / Contact Person Phone: _____

Applicant's Contact Person E-Mail: _____

Applicant's on-Site Event Manager / Phone: _____

**Changes in this information must be submitted to the Village prior to the Event. **

The Village Council shall have sole and complete discretion in deciding whether to approve or deny on application.

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

Signature of Applicant Representative

Date

Attached:
<input type="radio"/> Event Information Form
<input type="radio"/> \$150.00 / \$100.00 Application Fee
<input type="radio"/> Hold Harmless Agreement
<input type="radio"/> Proof of Insurance

EVENT INFORMATION FORM

Applicant: _____

Additional Sponsors or Participants: _____

First time event? Yes or No Event previously held outside of the Village? Yes or No

Total number of people expected to attend per day? _____

What parking arrangements will be necessary to accommodate the event?

Describe: _____

Will volunteer staff be provided to assist with safety, security, and maintenance? Yes or No

Describe: _____

Will alcoholic beverages be served? Yes or No

Describe permit and authority to provide alcoholic beverages: _____

Will food / beverages / merchandise be sold? Yes or No

Describe permits obtained for food sales: _____

LAYOUT

Will the event require the use of any of the following municipal equipment? Please answer yes or no and amounts, if known. **Please provide a sketch of the layout for the event.**

Picnic Tables _____ Barricades _____

Trash Receptacles _____ Traffic Cones _____

Dumpsters _____ Other _____

Electrical Connections _____

Do you request Village safety personnel be assigned to this event (Police / Fire): Yes or No

Describe: _____

Please note that the Village will consider public safety requests and provide police and/or fire services as determined by the department chiefs. Further, even if a request is not made for public safety personnel to be assigned, the department chiefs may require public safety personnel attend the event; in which case the event applicant may be responsible for the reimbursement of cost.

Will street closures be necessary? Yes or No

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down and describe: _____

Will the following be constructed or located in the area of the event? Place Yes or no and additional information if available.

	Yes or No	Number	Size
Booths	_____	_____	_____
Tents	_____	_____	_____
Awnings	_____	_____	_____
Canopies	_____	_____	_____
Tables	_____	_____	_____
Portable Restrooms	_____	_____	_____
Other	_____	_____	_____

Describe: _____

Hold Harmless Agreement

This Agreement, dated this ____ day of _____, 20____, between (“Applicant”) and the Village of Breedsville, located at 82 E. Main Street, Michigan 49027 (“Village”) and states the following:

Recitals

Whereas, the Applicant wishes to hold a special event in the Village; and,
Whereas, the Applicant has completed a special event application; and,
Whereas, the special event application has been submitted to the Village of Breedsville Council.
Now, Therefore, the Village and the Applicant agree as follows with adequate consideration acknowledged and accepted.

Indemnity

If the special event is approved and conducted, the Applicant, it’s officers, directors, employees, agents, contractors, volunteers, representatives, and others working on behalf of the Applicant agrees to defend, hold harmless, and indemnify the Village of Breedsville, it’s elected and appointed officials, employees, and volunteers and others working on behalf of the Village of Breedsville against any and all claims, demands, suits, or less, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Village of Breedsville, it’s elected and appointed officials, employees, volunteers, or other working on behalf of the Village of Breedsville, by reason of personal injury, including bodily injury and death and / or property damage, including loss of use thereof, which arises out of or in any way connected with or associated with the Applicant’s special event as set forth in the Applicant’s application.

Applicant

Dated: _____

Village of Breedsville

By: _____

Its: _____

Date: _____