

PUTNAM TOWNSHIP

Township Square Use Application

Applicant name: _____ **Date:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone number: _____ ☐ Home ☐ Work ☐ Cell

Email address: _____

Organization name (if applicable): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone number: _____ ☐ Home ☐ Work ☐ Cell

Email address: _____

Event name/description:

Event date: _____ **Admission charge, if any:** _____

Set up time: **From:** _____ ☐ a.m. ☐ p.m. **to:** _____ ☐ a.m. ☐ p.m.

Event time: **From:** _____ ☐ a.m. ☐ p.m. **to:** _____ ☐ a.m. ☐ p.m.

Clean up time: **From:** _____ ☐ a.m. ☐ p.m. **to:** _____ ☐ a.m. ☐ p.m.

Number of people expected to attend: _____

Is Electricity required: ☐ Yes ☐ No

After your event, the Township Square must be restored to its prior state. In the event there is any damage to the grounds, vegetation, sprinkler heads, gazebo, picnic tables or anything else within the Square boundaries, the applicant will be charged for replacement and/or repair costs. The Square and gazebo must be cleaned of any trash, with decorations removed, or the applicant will be charged clean-up fees.

Absolutely no stakes may be used that are longer than 12 inches. No motorized vehicles on the Square. No alcohol is allowed on Township property. You must be present for any deliveries.

It is the applicant's responsibility to contact the Village of Pinckney Police Chief (734-878-3700) and the Putnam Township Fire Chief (734-878-6788) for any other necessary approvals.

Requests for Township Square use must be approved by the Township Board. As such, requests must be submitted 2 weeks prior to the Township Board meetings, which are on the third Wednesday of every month, in order to be placed on the agenda.

Applicant name: _____ **Date:** _____

Township Board approval: _____ **Date:** _____

Putnam Township

3280 W. M-36, Pinckney MI 48169
734-8787-3131 Fax 734-878-2545

Applicant Responsibilities

1. If the event is a private event of less than 200 persons, and/or sponsored by a nonprofit group, applicant shall submit proof of insurance showing public liability of not less than \$300,000 per occurrence and/or aggregate limit of liability for personal injury and property damage.
2. If the event is a moderate hazard event of between 200 and 500 persons, applicant shall submit proof of insurance showing public liability, personal injury and property damage of not less than \$750,000 per occurrence. Township must be listed as co-insured.
3. If the event is a high hazard event of over 500 persons and includes vendors and subcontractors, applicant shall submit proof of insurance with the following coverage extensions:
 - a. Broad form general liability endorsement or equivalent.
 - b. Independent contractor coverage.
 - c. Contractual liability.
 - d. Vehicle liability coverage, and no-fault coverage where required, including all owned, nonowned and hired vehicles coverage.
 - e. Limits of insurance shall be not less than \$1,000,000 per occurrence and/or injury, bodily injury, and property damage.
 - f. Township shall be listed as a co-insured.
4. No alcohol is allowed to be brought or consumed on Township Square property.
5. No stakes longer than 12" are to be used.
6. ***No motorized vehicles within the township square.***
7. The Township shall be reimbursed for any and all damages to the premises, structures, or equipment.
8. The premises must be cleaned and all refuse removed.
9. Submit provisions for security, parking and emergency procedures. Contact the Village of Pinckney (734-878-6206) if there are special requirements.
10. If events require more than the 20 amp. electrical power provided at the gazebo, the electrical meter will be read prior to, and after, the event to determine usage. Charge for the electrical will be at the Township's rate.
11. Submit provisions being provided for sanitary requirements. Provide a toilet for every 100 persons anticipated.