



SPECIAL EVENT PACKET

PLEASE READ **ALL** PAGES IN THIS PACKET

PLEASE FILL OUT ALL APPLICATIONS AND FORMS COMPLETELY
MISSING OR INCORRECT INFORMATION WILL RESULT IN A DELAY OF THE APPROVAL
PROCESS

APPLICATION MUST BE SUBMITTED **NO LESS THAN 60 DAYS** PRIOR TO YOUR EVENT

APPLICATIONS SUBMITTED LESS THAN 60 DAYS WILL NOT BE CONSIDERED

September 25 2023

Special Events Rules and Regulations

A. SPECIAL EVENT APPLICATION REQUIRED:

Any person, group, or organization wishing to sponsor or hold a Special Event in the Village of Ortonville will be required to complete a Special Event Application/Permit. Applications/Permits are available at the Village offices at the above address. Special events generally consist of activities which are not directly related to the day-to-day operations of the Village of Ortonville but which occur on premises owned or controlled by the Village of Ortonville. These would include, but not be limited to, the examples given below for the various hazard level classifications of special events. The Village will determine what gatherings in the Village require a Special Event Application when discrepancies occur.

The Village of Ortonville may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations.

The Village of Ortonville will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve any issues.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighbors and be aware of the local ordinance provisions dealing with sound, noise and special events.

B. SERVICES PROVIDED FOR SPECIAL EVENTS:

The Village of Ortonville will provide support to special events on the following basis:

1. **Village of Ortonville Operated Events:** The Village of Ortonville will operate certain special events directly.
2. **Co-Sponsored events:** The Village of Ortonville may co-sponsor certain events with other organizations when the Village Council determines that the event is of general interest to the public and advances public image. These events must meet the other requirements contained in these special event regulations. The Village may consider cost-sharing measures, as appropriate and approved.
3. **Non-Profit Events:** These events must meet the other requirements contained in these special event regulations. Groups filing an application as Non-Profit Events must be able to submit a current identification as a non-profit organization and provide evidence of insurance for such an event.

4. **For-Profit Events:** The Village of Ortonville may allow other special events operated by for-profit sponsors that are beneficial to the entity and the public. These events must pay 100% of all costs related to the event, or as determined and approved by the Village and its related departments. These events must meet the other requirements contained in these special events regulations.
5. **Rental Charge Facility Fee:** Special events which are exclusively sponsored by private, for-profit organizations shall be charged a rent/facility fee for use of public areas if deemed appropriate by local ordinance.
6. **Other Fees:** The Village of Ortonville may charge a road closure fee. This fee will cover the closing of any Village street. Additionally, the Village will impose fees for any costs related to any requested or required department time and assistance.
7. **Use of Rented Facilities:** Old Town Hall, Crossman Park Pavilion, and other Village properties may be rented separately from a special event. Its availability is not guaranteed when a special event is applied for or approved. See the Village Clerk to rent these facilities in addition to completing the special event process.

C. PARKING FOR SPECIAL EVENTS:

The term “parking” as used on the Special Event Application form means that there will be no enforcement of parking time limits or permit parking. Handicapped parking zones and fire lanes will be enforced. Parking shall only be granted if requested by the sponsor and approved by the Village of Ortonville. There shall be a twenty-five-foot (25ft) Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event unless written authorization is obtained from the Fire Chief and Chief of Police.

D. SPECIAL EVENT SIGNS:

The special event application shall include a description of the advertising signs which are proposed to be used for the event. The use of the signs shall conform to the description contained in the application, or as required by local ordinances. All signs are subject to the approval of the Village of Ortonville.

E. LIABILITY INSURANCE REQUIREMENTS:

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. Except for Class 1 B Low Hazard events approved by the Special Event Review process as provided below. Sponsors of Class 1 – Low Hazard Special Events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$500,000 per occurrence, and \$500,000 aggregate. An event sponsor shall be required to provide a valid certificate of insurance naming the Village of Ortonville as an additional insured prior to the event. The Village of Ortonville may require higher levels of insurance based on risk factors.

F. SPECIAL EVENT REVIEW:

Special Event reviews are intended to provide a risk control guide for the handling of the increased liability associated with special events. Special events generally consist of activities which are not

directly related to the day-to-day operations of the Village of Ortonville but which occur on premises owned or controlled by the Village of Ortonville. These would include, but not be limited to, the examples given below for the various hazard level classifications of special events.

The Village of Ortonville may place additional requirements on any special event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Municipal Services, or other personnel. **Expenses for these services will be billed to the sponsoring organization as provided for herein.** The Village of Ortonville will review each special event application received and assess the potential liability risk of the Village of Ortonville, based on the following risk categories:

Class I Low Hazard involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gathering, theatrical performances, and auctions.

Class II Moderate Hazard involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, political rallies, flea markets, picnics, and parades with no floats.

Class III High Hazard involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races and circus/carnivals.

Class IV Severe Hazard involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, and professional or collegiate sporting events.

As a result of the review, the Village of Ortonville may place special conditions on the event. A member of the Village staff shall be available to meet with event organizers to review the special conditions and ensure that all conditions are met before the event begins. Some events may require that a member of the Village Staff or their agent be on site during the event.

The Village President or their designee and/or Staff member, acting upon Council's direction, has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met. In addition, the Village of Ortonville public safety officials have the authority to cancel or stop an event, or place additional restrictions upon the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions.

G. **TRAFFIC CONTROL AND SAFETY REQUIREMENTS:**

The special event sponsor shall be responsible for complying with all traffic control and safety

procedures required by the Village of Ortonville during the event. The requirements will be indicated in the permit or notice of approval, and additional requirements may be made by the Village of Ortonville during the event as may be necessary for the safety of the public.

H. PARTICIPANT WAIVER OF LIABILITY:

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the Village of Ortonville. The specific requirements for each event will be indicated in the Village of Ortonville Written Confirmation of Approval.

I. VENDOR INSURANCE AND LICENSE REQUIREMENTS:

All food/beverage vendors must have Oakland County Health Department approval and complete the concession waiver of liability prior to opening of the vending operations.

All food/beverage vendors must: supply a valid certificate of insurance, in an amount approved by the Village of Ortonville naming the Village of Ortonville as an additional insured prior to opening of the food stand; post a valid temporary Food License as authorized by Oakland County Health Department; be responsible for all fees related to obtaining a food license; comply with all Oakland County Health Department rules and regulations for Temporary Food License Facilities.

All food/beverage vendors are required to contact the Oakland County Health Department for the latest rules and regulations and to obtain a temporary food license. Food/beverage vendors are responsible for ensuring compliance with all Health Department rules and regulations.

Food/beverage vendors should contact the Health Department **WELL IN ADVANCE** of the event date. **The Temporary Food Services License application must be submitted to the Oakland County Health Department more than 3 days before the event to avoid an additional late fee.**

J. TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:

If two or more Special Event Applications are received for the same date and time, the date and time that each application was received by the Village of Ortonville shall determine the order of preference. Once a Special Event Permit has been granted further permits for the same date, time, and general location will not be allowed unless the Village of Ortonville is convinced that the holding of the two special events would not cause any interference or confusion between them and that they would complement each other.

If two or more Special Event Applications are received at the same time for the same date and time, the Village of Ortonville has authority to resolve date and time conflicts with the sponsors filing each application.

K. WRITTEN CONFIRMATION OF VILLAGE APPROVAL:

Upon approval of the Special Event Application a confirmation as to the action of the Village of Ortonville will be forwarded to the individual or organization requesting the event by the Village of Ortonville. This confirmation will outline any special conditions that must be met if the event is to be held. The Village of Ortonville Special Event Application form must be completed for all special events that take place on property owned or controlled by the Village of Ortonville.

L. COSTS RELATED TO SPECIAL EVENT:

The party applying for a Special Event may be responsible for costs related to the Special Event. Costs will vary based on the type of event and requested or required support services from the Village of Ortonville, Oakland County Sheriff's Office, Brandon Township Fire Department, CERT Team, and others as necessary. Estimated Costs will be included with the Special Event Departmental Routing Form, included with this application, and Final Costs will be determined by each department or entity. Applicant is responsible for all charged costs. A deposit and pay structure will be determined prior to event approval. Failure to pay charged costs in a timely manner may impact ability to apply for future Special Events.

Costs for events will vary based on several factors, including but not limited to, the time of year, time of the week, type of event, location of event, and availability of required assistance. Police, Fire, CERT (Community Emergency Response Team), Village DPW (Department of Public Works) and other departments may charge for event support. Page 10 of this document outlines the Special Event Departmental Routing process. Costs may include the following, which are subject to change.

ITEM	RECOMMENDED COST
Additional Garbage Cans	\$5/can/day
Additional Picnic Tables	\$10/table/day
Additional Tents	\$100/section/day (limited availability)
Barricades for Road Closures	\$50/barricade/day
Other Barricades (if appropriate)	\$10/barricade/day
Detour/Closure Signs	\$25/sign/day
Additional Signs (temporary parking, notices, etc.)	\$10/sign/day
Setup/Teardown	\$100/hour, minimum 2 hours/event
All Other Equipment Use	Per DPW equipment rental rate
Overtime (for all requests outside regular DPW hours)	Actual Cost
Lawn Mowing/Snow Moving	Actual Cost

Date Received By Village Office: _____ **Time:** _____ **By:** _____

Complete this application for a Special Event, and return it to the Village Office at least sixty (60) calendar days before the first day of the event. Attach additional pages as needed to best represent the event for review.

Sponsoring Organization's Legal Name: _____

Organization's Address: _____

Organization's Agent: _____ **Title:** _____

Phone: _____ **During Event:** _____

Agent's Address: _____ **State:** _____ **ZIP:** _____

Agent's E-mail Address: _____

Event Name: _____

Provide a brief description of the proposed event:

ANNUAL EVENT: Has this event occurred before? Yes No If so, how many years? _____

Do you plan to hold this event again in future years? Yes No

Event Day(s) & Date(s): _____ **Event Time(s):** _____

Setup Time: _____ **Tear Down Time:** _____

Event Location: _____

EVENT MAP: Attach a complete map depicting assembly and dispersal of attendees, and the route plan if your event will use streets or sidewalks (parade, run, etc.) or will use multiple locations. *A map is included with this application, and additional maps can be found on the Village website.*

- Include any streets and/or parking lots that you are requesting to utilize, and location of vendors, if applicable.
- A final map, if different, must be provided seven (7) days before the event. A major change may impact approval status.
- Include an emergency vehicle access lane on route, to be maintained at all times.
- Include all barricades, street closures, or other items and information to aid in the approval process.

STREET CLOSURE: Will the event require street closures? Yes No

Start Time: _____ **End Time:** _____ **Total Time of Closure:** _____

Will affected residents and businesses be notified of closure? Yes No

Requesting street closures in jurisdictions other than the Village of Ortonville? Yes No

Identify jurisdictions: _____

EVENT SIGNS: Attach to this application the layout of signage, both location and design.

VENDORS: Food Concessions? Yes No

Other Vendors? Yes No If so, what type? _____

ALCOHOL: Expected to serve or sell beer/wine at this event? Yes No

If yes, what time: beginning _____ PM/AM ending _____ AM/PM

If yes, are liquor license and liquor liability insurance certificates attached? Yes No

ENTERTAINMENT: Are there any entertainment features related to this event? Yes No

If yes, provide an attachment indicating type(s) of entertainment, listing all performers and speakers, and the intended performance schedule.

LOGISTICS: Number of portable restrooms for the event: _____

Date/Time of Drop Off _____

Date/Time of Pick Up _____

IMPORTANT: As event organizer, you must consider the availability of restroom facilities and other necessary items during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the restroom facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well. Old Town Hall (486 Mill St) has restrooms and can be rented during an event - see the Village Clerk to rent the space, pending availability.

ADDITIONAL TRASH RECEPTACLES: Number Provided: _____ Number Requested (max 8): _____

ADDITIONAL PICNIC TABLES: Number Provided: _____ Number Requested (max 6): _____

TENT(s): Number of tents for the event: _____ Size of tents: _____

OTHER REQUESTS:

Requesting Oakland County Sherriff support? Yes No **These may be required*

Requesting CERT assistance? Yes No

Requesting electrical connection(s)? Yes No

Additional requests: _____

INSURANCE: All sponsors of special events must carry liability coverage as outlined in this packet. An event sponsor must provide a valid certificate of insurance naming the Village of Ortonville as an additional insured party on the policy. A sponsor of a "low hazard" event may request that the Village Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for "low hazard" because:

CERTIFICATION AND SIGNATURE:

I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the Village of Ortonville as an additional named insured part on the policy or I am requesting that Village Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Oakland County Health Department and each food or other vendor must provide the Village of Ortonville with a Certificate of Insurance which names the Village of Ortonville as an additional named insured part on the policy.

The approval of this special event may include additional requirements or limitations, based on the Village's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for Village services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other Village requirements, ordinances, and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

I have read the Special Event Package and agree to be bound by all conditions, restrictions, or terms placed upon this event.

The event may be cancelled, postponed, or restricted, or the permit may be rescinded, upon non-compliance with the permit or based upon a misrepresentation made in the permit application.

PRINTED NAME OF SPONSORING ORGANIZATION'S AGENT

SIGNATURE OF SPONSORING ORGANIZATION'S AGENT

DATE: _____

FOR OFFICE USE ONLY

SPECIAL EVENT DEPARTMENTAL ROUTING FORM

RETURN TO: Village Clerk's Office



EVENT TITLE: _____

DEPARTMENTAL USE ONLY: Contact the applicant directly with any questions or concerns. Return to the Village Clerk immediately after completing department review. Approvals by departments indicate that they have been made aware of the request and requirements specific to that department have been satisfactorily met.

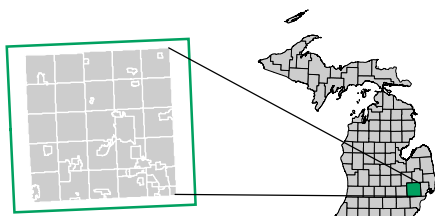
DEPARTMENT	RECOMMEND APPROVAL	ESTIMATED COST	LIST REASON FOR DENIAL &/OR ANY SPECIAL SERVICES, REQUIREMENTS OR	DATE
OC Sheriff's Department:	Yes No	\$		
Fire Department:	Yes No	\$		
Dept Public Works:	Yes No	\$		
Village Office:	Yes No	\$		
Other:	Yes No	\$		
Other:	Yes No			
Clerk's Office: Approval of other participating jurisdictions received?		Yes No	List Jurisdictions Below:	
			1.	
			2.	
			3.	
			4.	
			5.	
Clerk's Office: Has the applicant completed & signed the special events application?			Yes No	
Clerk's Office: Has the applicant provided a map or sketch of the event site detailing street closures, emergency vehicle access lanes, parking requirements,			Yes No N/A	
Clerk's Office: Has the applicant submitted an events schedule?				
Clerk's Office: Has the applicant provided copies of promotional materials?			Yes No N/A	
Clerk's Office: Has the applicant properly notified businesses of street closures?			Yes No N/A	
Clerk's Office: Has the applicant properly notified residents of street closures?			Yes No N/A	
Clerk's Office: Has the applicant submitted proper proof of insurance / indemnification?			Yes No N/A	
Clerk's Office: Is the Village of Ortonville named as an additional insured?			Yes No N/A	
Clerk's Office: Has a "special liquor license" been issued by the MLCC?			Yes No N/A	
Clerk's Office: Has a liquor liability insurance certificate been submitted?			Yes No N/A	
Clerk's Office: Village Council Approval:		Date:	Motion #:	
Clerk's Office: Certified Resolution mailed:		Date:		
Clerk's Office: Approval / Denial Notice mailed:		Date:		








The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise.

Village of Ortonville - Downtown Area

Special Event Permit



- | | |
|--|---|
|  Municipal Boundary |  Educational Facility |
|  Lakes and Rivers |  Municipality |
|  Road | |

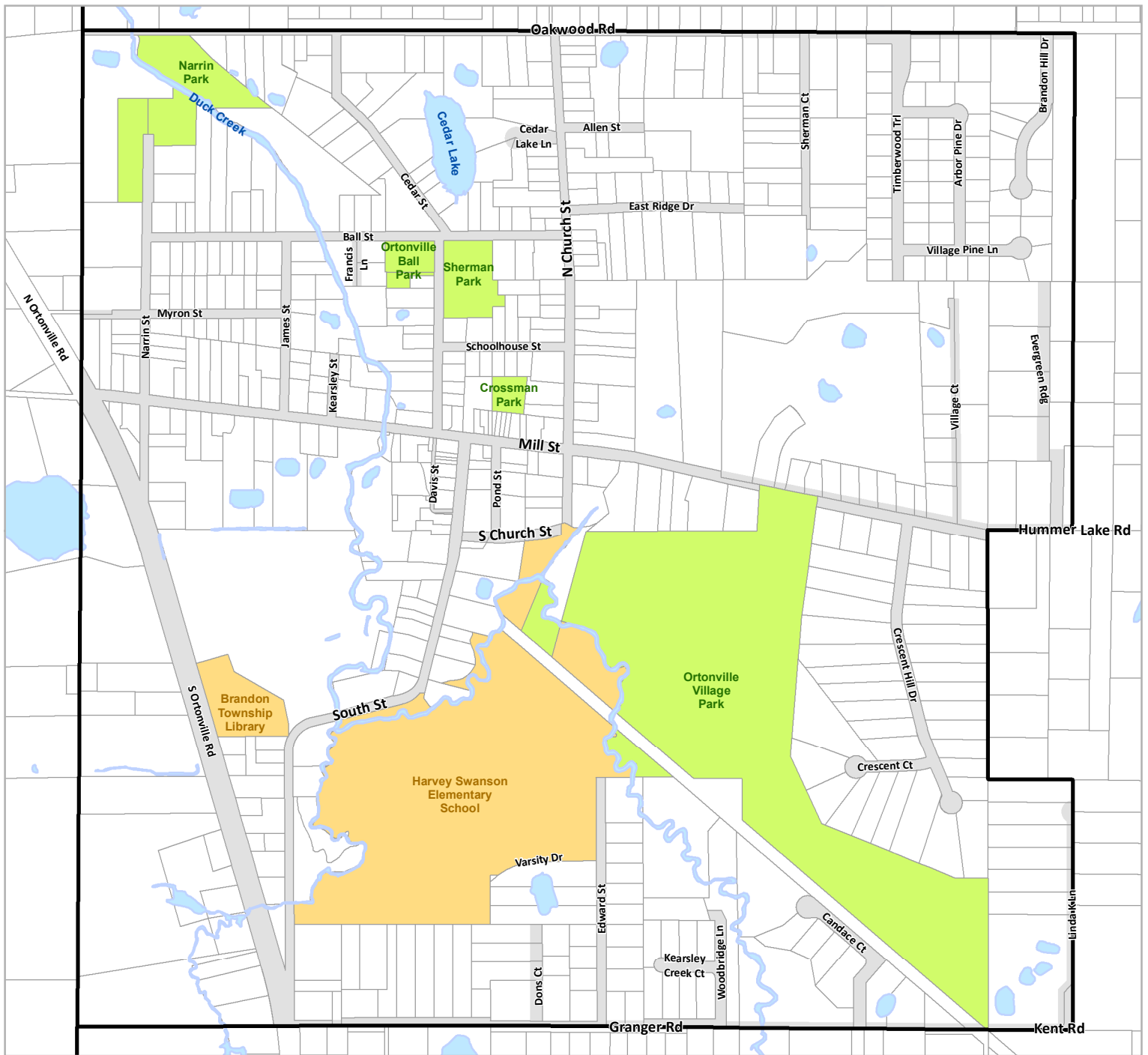


David Coulter, County Executive
Executive Office Building
2100 Pontiac Lake Road, Bldg. 41W
Waterford, MI 48328-0412
248.858.0721
www.AdvantageOakland.com



Map Created on July 20, 2023

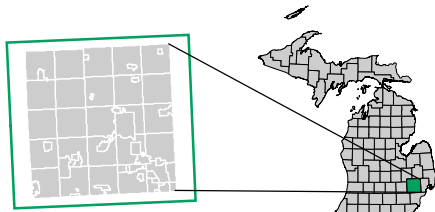
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Village of Ortonville

Special Event Permit



- | | |
|--|---|
|  Municipal Boundary |  Educational Facility |
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Map Created on July 20, 2023

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