

**Williamstown Township Community Park/Facilities
SPECIAL USE PERMIT/RESERVATION FORM**

Thank you for expressing an interest in holding an event at one of our facilities. Your initial inquiry was unique enough to require a written request. This Special Use Permit will allow us to review your needs, what requirements we may have and to determine what costs or fees may apply to your request. Your response below need not be formal, just legible and with as much information as you can provide.

The Special Use Permit Application/Reservation form should be mailed to the Township Office at 4990 Zimmer Rd. Williamston Mi. 48895 at least 30 days in advance of your event (large and/or complex events may require up to 90 days).

The following are minimal kinds of information we need to process your request. If there is other information, please include it. Please continue your responses on additional pages as necessary.

Name of facility/site you want to use: _____

Organization or Group Name _____

Contact Person: _____

Mailing address: _____

Email address: _____

Phone Home (____) _____ Business/Day Phone (____) _____

Driver's License No.: _____ On file: _____

Date(s) of Use: _____ Time needed: _____

Purpose of Use (Please be specific):

Number of people attending: Participants _____ Spectators _____

1) Area(s)/Building(s) Requested:

2) Type of activities event will include:

3) Sound amplification planned? If yes, please describe:

4) Sale of food, merchandise or services planned? If yes, please describe:

5) If selling food, please attach Health Department permit.

6) Fundraising activities planned? If yes, please describe:

7) Providing food for event: If yes, please describe:

- 8) Posting signs, billboards, advertising, etc. planned? If yes, please describe:
- 9) What precautions will you take to protect the property/facility from damage?
- 10) Will you use the facilities/ property for commercial purposes of any kind? If yes, please describe:
- 11) Will any animals be brought to the site? If yes, please describe:
- 12) On the day of the event, will you need special assistance (i.e. electrical and/or water needs beyond what exists; extra refuse, tables, chairs, or portable toilets, etc.)? If yes, please describe:
- 13) Alcohol is not allowed in Williamstown Township facilities/property, except with a permit from the Township. Is possession or consumption of alcohol being considered as part of your event? If yes, please describe:
- 14) If required, will you provide security for your event? If yes, please describe:

We appreciate your cooperation in providing this information. As our staff reviews this questionnaire, we may ask for further information. Depending on your request, Township Board approval may be needed. Because we know your event is important to you, we will respond to you in writing as quickly as possible. However do not hesitate to contact us to check on the status of your request.

HOLD HARMLESS AGREEMENT

In consideration of Williamstown Township granting me this permit for use of this Township Park/Facility, I agree to defend, pay in behalf of, and hold harmless Williamstown Township, its elected officials, employees and volunteers and others working in behalf of the Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed, or recovered against, or from the Township, its elected officials, employees and volunteers and others working in behalf of the Township, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, or any damages or payments of any kind or nature, which arises out of or is in any way connected or associated in any matter with this permit or use of alcohol in the Community Park/ Township facilities.

Williamstown Township Board does not provide insurance coverage for injuries suffered while participating in programs or using fields or facilities. All participants and users of Park facilities do so at their own risk. Therefore, anyone participating in programs or using Park facilities should make their own provisions to provide adequate coverage with their own insurance carriers. Applicant must provide a certificate of insurance naming the Township, its employees, agents and officers as an additional insured.

Applicant's signature _____

Township Approval _____ Date: _____

Fee*: _____ Damage Deposit**: _____

*Fee to be determined.

**Minimum Damage Deposit is \$100.00 Damage deposit may be waived depending on the permit application.