

**APPLICATION FOR EVENT LICENSE**  
**Per General Law Ordinance 15, EVENT LICENSE**

To the Township Board of the  
Township of Milan, Monroe County, Michigan.

I (We), the undersigned, do hereby respectfully make application to and petition the Township Board to approve the request for an EVENT License, per General Ordinance 15, EVENT LICENSE formally known as, Circus, Carnival or Musical Concert license, and in support of this application, the following facts are shown:

1. Type of Event:

Type of Event: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Sponsoring Organization's Contact Person: Name \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; Email: \_\_\_\_\_

Attach the list of corporate officers and directors.

Name of Event Contact person \_\_\_\_\_

Event Contact's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Contact's Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

2. Event Location:

Event Location's Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. If applicant IS NOT the owner of the property, state the basis of your interest: \_\_\_\_\_  
(e.g. legal representative, etc)

Name of Individual or Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

4. Will the Event charge admission? Yes \_\_\_\_, No \_\_\_\_

5. Are any other fees to be collected? No \_\_, Yes \_\_, please list: \_\_\_\_\_

6. Provide Insurance information: Name of Insurer \_\_\_\_\_

Policy # \_\_\_\_\_; Amount of Liability coverage \_\_\_\_\_,

Amount of Property Damage coverage \_\_\_\_\_

Application Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

\$100.00  
(Filing fee)

\_\_\_\_\_  
(Check Number)

**APPLICATION INSTRUCTIONS**

At least 30 days prior to the Event, Applications to the Township for Event License shall be submitted in writing and signed by the owner(s) of the property and by the Event Manager and accompanied by the required documentation as required per this application and General Law Ordinance 15. The application fee shall be paid to the Township Clerk and shall be deposited in the General Fund of the Township. Reference Milan Township General Law Ordinance 15 for details.

The following information is required prior to the Event:

- a. Number and character of the exhibits, per Section 6:
- b. Insurance provider and amounts of liability coverage, per Section 7:
  - i. Has a certificate of Insurance also included Milan Twp as a named insured? Yes No
- c. Provide written proof that toilet facilities meet the requirements of the Monroe County Sanitary Code for Public Assemblages, per Section 10.
- d. Provide the hours of operation, per Section 13:
- e. Provide the name and contact information for the security person or security service, per Section 14.

Note that Ordinance #15 stipulates that:

- No dirt, paper, litter or other debris shall be permitted to remain uncollected upon any public or private property used by the licensee, per Section 9.
- No gambling is permitted, per section 16.
- No illegal controlled substances shall be sold, used, consumed or possessed on the premises licensed under the provisions of this ordinance, per Section 17.
- No person under the influence of any controlled substance shall be permitted to enter in or remain on the premises where the licensed event is being held., per Section 17.

On \_\_\_\_\_, the Milan Township Board reviewed the requested Event Application per General Law Ordinance 15 and recommends approval / denial of the Event License.

Comments regarding this approval or disapproval:

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Notification of approval/denial was forwarded to applicant on \_\_\_\_\_

\_\_\_\_\_  
Milan Township Supervisor

\_\_\_\_\_  
Date