

# Putnam Township

3280 W M-36 - \*Pinckney, MI 48169 \*Phone 734.878..3131 \* Fax 734.878.2545 \* www.putnamtwp.us

## Putnam Township Square Use Request Application

Today's Date

Applicant Name

Address

City

State

Zip

Phone # Daytime

Evening

E-mail

Organization Name  
(if applicable)

Address

Phone # Daytime

Evening

E-mail

Event name/  
description

Admission charge, if  
any

Event Date

Set up Time      from                      AM / PM              to                      AM / PM

Event Time        from                      AM / PM              to                      AM / PM

Clean up Time    from                      AM / PM              to                      AM / PM

Number of people expected to attend

Electricity Required      Yes              No

In the event there are any damages to the grounds, vegetation, sprinkler heads, gazebo, picnic tables or anything else within the Township Square boundaries, or the Township Square and/or gazebo are not clean and trash or decorations removed, the applicant understands they will be charged for any replacement, repair, or clean-up required to restore the Township property to its prior state.

**ABSOLUTELY NO STAKES MAY BE USED THAT ARE LONGER THAN 12 INCHES. ABSOLUTELY NO MOTORIZED VEHICLES ON THE SQUARE. YOU MUST BE PRESENT FOR ANY DELIVERIES. NO ALCOHOL IS ALLOWED ON TOWNSHIP PROPERTY.**

It is the applicant's responsibility to contact the Village of Pinckney Police Chief (734-878-6206) for any other necessary approval.

Request must be submitted 2 weeks prior to Township Board meeting  
(third Wednesday of every month) to be placed on the agenda.

Applicant signature

Date

Township Board  
Approval

### **APPLICANT RESPONSIBLE FOR THE FOLLOWING**

1. If the event is a private event of less than 200 persons, and/or sponsored by a non profit 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 shall be listed as co-insured.
3. If the event is a high hazard event of over 500 persons and includes vendor's 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's where required, including all owned, non owned and hired vehicles coverage's.
  - 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 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 Townships rate.
11. Submit provisions being provided for sanitary requirements. Provide a toilet for every 100 persons anticipated.

revised 5-31-15