

## Northville Downtown Development Authority Town Square Rental Form

Complete and return this application to the DDA at least 21 calendar days prior to the starting date of the event.

Event		
Event Name:		
Describe the Event:		
Host Information		
Name:		
Address:	City:	State/Zip:
Telephone:	Email:	
Business:	Title:	
Telephone	Email:	
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Non-Profit Event	
<input type="checkbox"/> Co-sponsored Event	<input type="checkbox"/> For-Profit Event	
<input type="checkbox"/> Video/Photography	<input type="checkbox"/> Political	
<input type="checkbox"/> Wedding	<input type="checkbox"/> Other _____	
Event Information		
Event Location(s):		
Event Date(s):		
Event Hours:		
Estimated date/time for set up:		
Estimated date/time for clean up:		

Will music be provided/included during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe type of music proposed: <input type="checkbox"/> Live <input type="checkbox"/> Amplification <input type="checkbox"/> Recorded <input type="checkbox"/> Loudspeakers	
Proposed time music will begin:	
Proposed time music will end:	
Proposed location of live band/disc jockey/loudspeakers/equipment:	
Do you plan to have special event signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>Signs must conform to City ordinances</i></div>	
Describe signs, proposed locations, etc.	
Do you plan to use the city entrance signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>If yes, you must apply for use through the City Entrance Sign Policy</i></div>	
Do you plan to have banners? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>If yes, you must apply for use through the Municipal Banner System Policy</i></div>	
<b>Application Checklist</b>	
I have attached the following items: <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application</li> <li><input type="checkbox"/> Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)</li> <li><input type="checkbox"/> Insurance Policy Endorsement (due to City Clerk's Office within 1 week following notice of event approval)</li> <li><input type="checkbox"/> Event Signage (description)</li> <li><input type="checkbox"/> Driver's License of Applicant</li> </ul>	

**The applicant and sponsoring organization understands and agrees to:**

- Provide a certificate of insurance with all coverages deemed necessary for this event, name the City of Northville as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Clerk's Office no later than one week following notice of event approval.
- Execute a Hold Harmless Agreement and submit it to the City Clerk's Office no later than one week following notice of the event approval.

- Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;
- Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.
- Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

I hereby apply for approval of this Town Square Rental Application and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

<b>Applicant Signature</b>	<b>Date</b>
<b>Complete this application and return it, along with all required documentation, to the Northville DDA Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year. Questions about this application can be directed to Lori Ward at <a href="mailto:lward@ci.northville.mi.us">lward@ci.northville.mi.us</a> or 248-349-0345. Police, Public Works, Parks &amp; Rec can be reached during the event through Dispatch at 248-349-1234.</b>	<b>Application Receipt Date</b>