

SPECIAL EVENT APPLICATION

CHARTER TOWNSHIP OF EAST CHINA
5111 RIVER ROAD ■ EAST CHINA MI 48054

Sponsoring Organizations

Legal Name _____ Phone _____

Organization Address _____

Organization's Agent _____ Phone _____

Agents Title _____

Agents Address _____

Event Name _____

Event Purpose _____

Event Dates _____

Event Times _____

Event Location _____

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

- A certificate of insurance must be provided which names the Charter Township of East China as an additional insured party on the policy.
- Event sponsors will be required to sign Indemnification Agreement forms.
- The approval of this special event may include additional requirements and/or limitations, based on the Charter Township of East China's review of this application, in accordance with these provisions. The event will be operated in conformance with the Written Confirmation of Approval.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with this Special Event Application, and all other Charter Township of East China requirements, ordinances and other laws which may apply to this Special Event.

Date

Signature of Sponsoring Organization's Agency

RESERVATION & SPECIAL EVENT CHECKLIST

THE LOCATION OF ALL EVENT EQUIPMENT AND COURSES MUST BE INDICATED ON A SITE MAP PRIOR TO APPROVAL. All event equipment must be removed before the park closes. These items are your responsibility and could be subject to loss or theft left if behind after the park closes. PARK HOURS: 8:00 am until just before DUSK.	
	Type of party:
	Number of guests:
Y N YES NO Please circle	TENTS: How many & what size: <i>Tent placement requires approval because staking may puncture underground utilities.</i>
	Additional Tables & chairs:
	Additional grills:
	Sound equipment (Loud Speakers, Bands, Karaoke, Amplifiers, etc):
	Stages:
	Other areas in addition to the pavilion requested for use: <i>Indicate on the site map</i>
	Will there be a course layout? <i>Indicate on the site map</i> <i>If you request assistance defining or creating your course additional charges will be assessed.</i>
	INFLATABLES: Bounce house, slides, etc. How many? YOU MUST PROVIDE GENERATOR POWER
	DUMPSTERS: <i>(Paid for and arranged by event organizer)</i>
	PORTA POTTIES: How many? <i>Indicate on the site map (Paid for and arranged by event organizer)</i>
	WILL CATERED FOOD BE ON SITE? <i>Indicate location on the site map</i>
	IS ALCOHOL BEING SERVED?
	WILL A BALL FIELD BE USED BY YOUR GROUP? (Softball, hardball, soccer) <i>Indicate location on the site map</i>
	ADDITIONAL PARKING AREAS REQUESTED <i>Indicate on the site map</i> <i>If you require barricades, snow fencing or cones to be placed by park staff additional charges will be assessed.</i>
	CONCESSION SET UPS - Profit or Non-profit event? Describe:
	Please list any other activities or items you intend to bring such as; Trampolines, cotton candy machines, dunk tanks, pony rides, hot dog machines, popcorn machines, slushy machines, etc.
	Is there any other request not included on this checklist you would like to make?

Items you note on this form are "REQUESTS" and need final approval by Park Management. Additional items brought to the park without prior approval may result in the loss of your cleaning deposit. Additional fees may be assessed for park staff time and equipment used to assist with your event.

WATER BALLOONS, CONFETTI, EGG TOSSES AND GLASS ARE PROHIBITED IN THE PARK

CIGARETTE BUTTS ARE A FORM OF LITTER – PLEASE DISPOSE OF THEM PROPERLY

HOLD HARMLESS AGREEMENT

CHARTER TOWNSHIP OF EAST CHINA
5111 RIVER ROAD □ EAST CHINA MI 48054

_____ assumes the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury or alleged injury (including death) to any person, or damage, or alleged damage, to property of owner or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the use of the East China Township Park by

_____ its subcontractors, agents and employees, including losses, expenses or damages sustained by EAST CHINA CHARTER TOWNSHIP and agrees to indemnify and hold harmless EAST CHINA CHARTER TOWNSHIP, its agents, and employees from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expense in connection therewith or resulting therefrom.

That within the confines of a governmental function of EAST CHINA CHARTER TOWNSHIP, _____ assumes the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of others, sustained or alleged to have been sustained in connection with or to others, sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the use of the East China Township Park by _____ as a governmental function, its agents, and employees, including losses, expenses or damages sustained by _____ and agrees to indemnify and hold harmless the EAST CHINA CHARTER TOWNSHIP, its agents, and employees from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them/ or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom.

Entity Name

Witness

Sponsor/Contractor

Witness

Date

In addition to the HOLD HARMLESS AGREEMENT, The Charter Township of East China requires Liability Insurance for the event.

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. An event sponsor shall be required to provide a valid certificate of insurance naming the CHARTER TOWNSHIP OF EAST CHINA as an additional insured prior to the event.