

# Special Event Activity Application

Office of the City Clerk  
601 Avenue A  
Springfield, MI 49037  
(269) 965-2354 phone; (269) 965-0114 fax  
[kvogel@springfieldmich.com](mailto:kvogel@springfieldmich.com)



## Applicant Information

The undersigned hereby makes application to close the following street(s) alley(s) and/or parking space(s):

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For the period of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ :  
*Hour Month/Day*

To the period of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ :  
*Hour Month/Day*

1. Representing (group or organization): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant and/or Group or Organization EMERGENCY Contact Numbers Contact Numbers During Event – minimum of two (2) * required		
Name	Telephone	Cell Phone
1.		
2.		
3.		

2. Description of activity to be carried on under this permit:

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3. Applicant has notified adjacent property owners (i.e. businesses, neighbors)? \_\_\_\_Yes\_\_\_\_ No  
(Completion of the notification form is required prior to City approval)

4. Applicant is required to sign a "Release, Hold Harmless and Indemnification Agreement." An insurance certificate showing evidence of liability coverage may be required if minors will be attending, if a main city thoroughfare will be closed or as determined by City Risk Management.

5. Submit drawings illustrating the event area to include the following amenities:
- Portable restroom facilities (If portable restrooms are provided, applicants must comply with Americans with Disabilities Act and provide a minimum of one accessible portable restroom facility.)
  - Stage/platforms
  - Alcohol serving area – This must include appropriate barriers to identify the boundaries of the licensed premises and to separate those who are old enough to purchase and consume alcoholic beverages from those who are not. (No glass containers allowed)
  - Food serving facilities (No glass containers allowed)
  - Garbage collection receptacles
  - List other amenities: \_\_\_\_\_

6. **BY APPROVAL OF THIS PERMIT, THE CITY OF SPRINGFIELD ASSUMES NO LIABILITY FOR ANY DAMAGES OR INJURIES SUFFERED BY PARTICIPANTS IN THE ACTIVITY DESCRIBED ABOVE.**

I have read and fully understand the attached rules and regulations applying to the approval of this permit.

Dated: \_\_\_\_\_ By: \_\_\_\_\_

**INTERNAL USE ONLY**

**Reviewed & Approved By:** (all signatures required)

City Clerk: _____	Date: _____
Public Services Dept.: _____	Date: _____
Public Safety Dept.: _____	Date: _____

*Insurance Certificate Required?*      \_\_\_ Yes \_\_\_ No

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Other Restrictions imposed by City: \_\_\_\_\_

- Send Original to Applicant   
 Filed with City Clerk   
 Email Signed copies to: Fire     Police     Public Services     City Manager

**BY APPROVAL OF THIS PERMIT, THE CITY OF SPRINGFIELD ASSUMES NO LIABILITY FOR ANY DAMAGES OR INJURIES SUFFERED BY PARTICIPANTS IN THE ACTIVITY DESCRIBED ABOVE.**

Return completed application to:  
 Office of the City Clerk – 601 Avenue A, Springfield, MI 49037  
 (269) 965-2354 – [kvogel@sprinfieledmich.com](mailto:kvogel@sprinfieledmich.com)

# Public Services DEPARTMENT EQUIPMENT CHECKOUT FORM

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

Person Requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_




Date Needed: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

Date Picked Up: \_\_\_\_\_ Date Returned: \_\_\_\_\_

I have received the following equipment from the City of Springfield Public Services Department. I understand that I am responsible for any loss, theft or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (purchase cost listed below) and/or cost of repairs if needed. **Failure to return equipment or reimburse the City of Springfield Public Services Department for any needed repairs or replacement may result in loss of future equipment checkout privileges.**

I have read and agree with the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

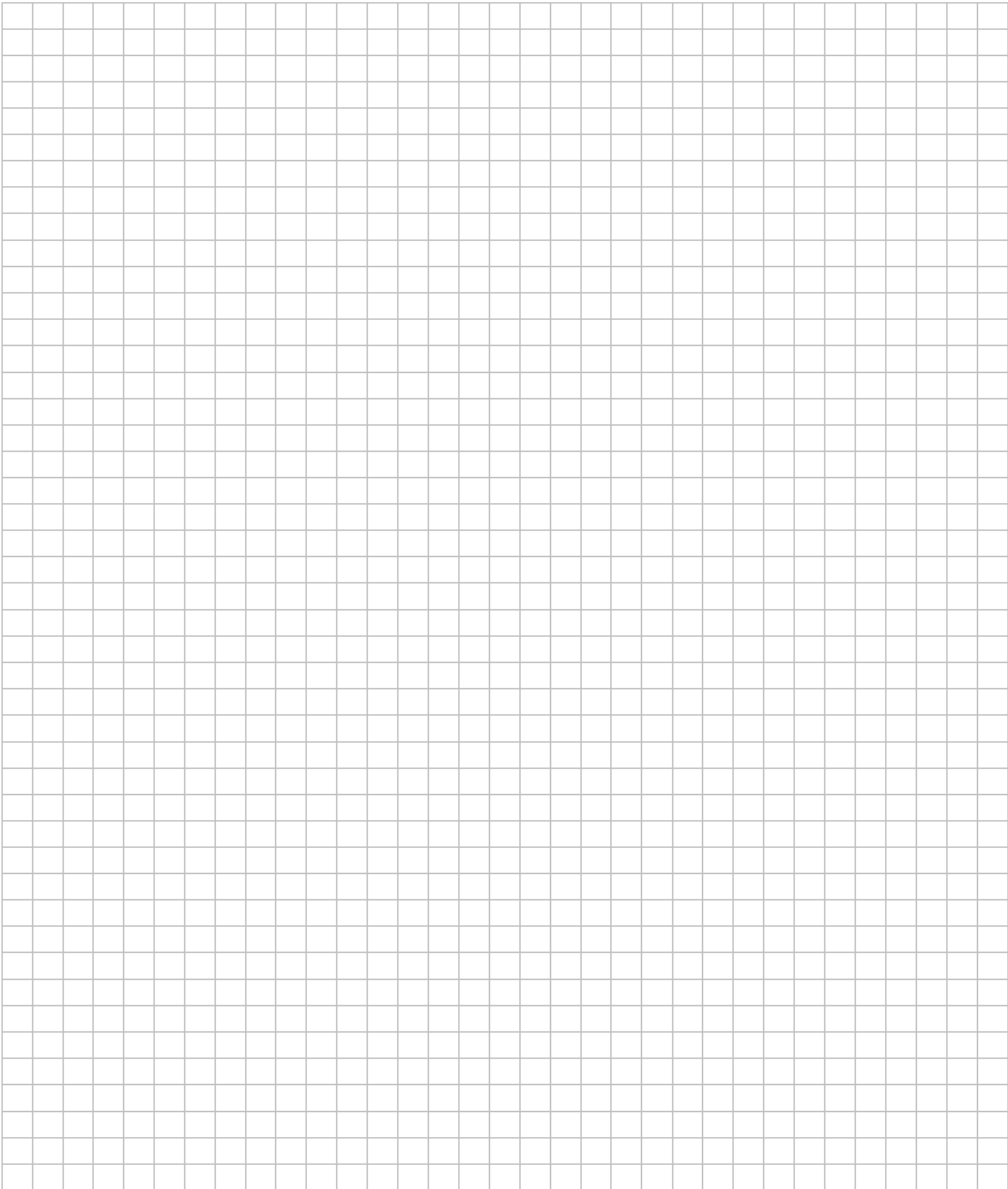
Equipment	Delivery /Pickup Fee	Cost per item not returned	Rental Cost Per Day	Quantity Requested	Quantity Delivered	Quantity Returned
Type 3 Barricade 	\$60.56 per hour	\$230.00	\$15.00 per barricade			
Type 2 Barricade 	\$52.22 per hour	\$34.80	\$8.00 per barricade			
28" Traffic Cone 	\$52.22 per hour	\$17.25	\$5.00 per cone			
TOTALS						

Submit drawings illustrating the event area to include the following amenities

Completed by:

Checked by:

Date:



## Release, Hold Harmless and Indemnification Agreement

City of Springfield, Michigan

I, \_\_\_\_\_ agree to release, hold harmless and indemnify  
(Applicant)

the City of Springfield and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the (i) the conduct or use of the Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the Premises while the undersigned or the undersigned's organization or group is using the facilities.

In addition, \_\_\_\_\_ agrees to hold the City of Springfield  
(Applicant)

and its officers, officials, employees, agents and volunteers harmless from any and all claims arising out of or resulting from the furnishing of alcohol within the premises. The undersigned acknowledges that the undersigned's organization is the "host" of the event located upon the premises; in complete control of the details of the event, and agrees to follow all laws with respect to service of alcohol at said event and that in no event shall the City of Springfield and its officers, officials, employees, agents and volunteers be liable to any of the undersigned's guests, or to third-parties not attending the event arising out of the service of alcohol by the undersigned's organization upon the premises. Such waiver shall apply, without limitation, to any and all claims for common law negligence as well as any and all claims brought under any other law or theory of recovery. Accordingly, the undersigned and the undersigned's organization releases and agrees to indemnify the city and its officers, officials, employees, agents, and volunteers from any and all claims and liability.

The undersigned shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be

no less than two times the occurrence limit. Such insurance shall add the City of Springfield and its officers, officials, employees, agents and volunteers as additional insureds.

The undersigned shall also maintain business automobile liability insurance with a limit of not less than \$1,000,000.00 each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

If alcoholic beverages are consumed or sold, the undersigned's organization shall procure and maintain for the duration of the agreement Liquor Liability Insurance in the amount of \$1,000,000.00 each occurrence. The City shall be named as an additional insured on the Liquor Liability Insurance policy. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the Premises, with the prior written approval of the City.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_



# Rules & Regulations for Street & Alley Closures Springfield, MI

The following rules and regulations for the safety of everyone must be strictly adhered to:

## **Fire and Police Department Rules**

1. Barricades must be easily removable.
2. An unobstructed ten-foot (10') lane running in a straight line must remain available at all times.
3. There must be an unobstructed access to buildings with the closure area.
4. All hydrants are to be kept free from any obstruction.
5. No platforms, bandstands, booths, etc. are allowed that cannot be dismantled or moved instantly.
6. No interference or hazing will be tolerated by anyone in the area to any Fire and Police Department personnel in performance of their duties.
7. There must be no interference with the free flow of Fire and Police Department vehicles.

## **Public Services Department Rules**

1. There shall not be allowed any activity that will cause damage to the street surface, curbs and gutter, sidewalks, or other public and private property within the rights-of-way.
2. There shall not be deposited any material on the streets which will cause damage to the street surface, curbs and gutters, sidewalks, or any other public and private property within the rights-of-way.
3. The applicant shall be responsible for the removal of any and all debris left within the rights-of-way.
4. When a road section is closed to traffic, barricades must be erected at the points of closure. They may extend completely across a roadway and its shoulders or from curb to curb. Since provision must be made to access of equipment and authorized vehicles, the barricades should be movable but discourage public entry. Where access is provided through the barricades, responsibility should be assigned to a person to assure proper closure.
5. All signs or barricades intended to be used during hours of darkness shall be reflective or illuminated.