



NOVI CITY CLERK'S OFFICE
45175 W. TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

OUTDOOR GATHERING PERMIT APPLICATION

Chapter 24 – Article II

APPLICATION MUST BE MADE AT LEAST 10 DAYS
PRIOR TO THE DATE OF THE PROPOSED ASSEMBLY

Business name: _____

Address: _____ Business Phone #: _____

Location of event: _____

Name of applicant: _____ Applicant's age: _____

Applicant's address: _____ Phone #: _____

If applicant is a partnership, corporation, or other association, list names, addresses, phone numbers of partners, directors, as well as agent in charge of operation of the gathering:

Statement of the kind, character, and type of proposed assembly:

Legal description and proof of ownership of the site at which the proposed outdoor assembly is to be conducted. Where ownership is not vested in the prospective permittee, an affidavit from the owner shall be submitted indicating his/her consent to the use of the site for the proposed assembly:

The dates and hours during which the proposed outdoor assembly is to be conducted:

Estimate the maximum number of attendants expected at the assembly for each day it is conducted (*An Outdoor Gathering Permit is not required for events with less than 200 attendants*):

Give a detailed explanation of the evidence of admission to be used and of the sequential numbering or other method which will be used for counting attendance, i.e. tickets, etc. Also, please state if attendance will not be counted.

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective permittee's plans to provide for the items listed below. If you are not providing an item which is listed below, you must state the reason.

1. The size or area of the property to be used: _____
Must include a map depicting the location of any equipment, tent or any temporary structures used during the event.
2. Police and fire protection: _____
If you requested police security through the Novi Police Department, you must include a copy of the signed "Security Agreement".
3. Food and water supply and facilities: _____
Will there be any heat source used under a tent, including the preparation of food? yes no
4. Health and sanitation facilities: _____
5. Medical facilities and services including emergency vehicles and equipment:

6. Vehicle access and parking facilities: _____
You must have a signed letter from the property owner indicating they give permission to the applicant to utilize parking areas.
7. Camping and trailer facilities: _____
8. Illumination facilities: _____
9. Communications facilities: _____
10. Noise control and abatement: _____
11. Duration of the outdoor assembly: _____
12. Facilities for cleanup and waste disposal: _____
13. Insurance and bonding arrangements: _____
ALL applications must include a "Certificate of Liability Insurance" listing the City of Novi as a "Certificate Holder".

Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:

- A copy of the front and back of the applicant's current driver's license.
- Application Fee (must be cash or check):

Estimated Attendants	License Fee
200 or more	\$110.00
500 or more	\$210.00
2,500 or more	\$360.00
5,000 or more	\$510.00

- Copy of Certificate of Liability Insurance which lists the City of Novi as a "Certificate Holder".
- Map of event location.

The following items may be required:

- Security Agreement with Novi Police Department for use of officers.
- Letter granting permission for use of property.

The undersigned hereby applies for a license to hold an Outdoor Gathering in excess of 200 persons under the provisions of the City Code, Chapter 24, Sections 1-25 of the City of Novi, and represents that the statements hereinafter contained are true, and undertakes and promises to comply with the provision of the laws of the United States of America, the laws of the State of Michigan, and the ordinances of the City of Novi in conducting the Outdoor Gathering. It is understood that any license issued shall be revocable in accordance with the provision of said Chapter 24, Sections 1-25 in the City Code.

_____ DATE
APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY

Date Submitted _____ Receipt Number _____ Map _____
Copy of Applicant's Driver's License _____ Certificate of Liability Insurance _____