



NOVI CITY CLERK'S OFFICE  
45175 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 #: \_\_\_\_\_

Email address: \_\_\_\_\_

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: \_\_\_\_\_

**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.
- Map of event location including a detailed site plan. Any changes made to the site plan must be submitted to the City Clerk's office immediately for approval.
- Copy of Certificate of Liability Insurance. Guidelines for insurance shall be as follows (types of coverages required may vary depending on the specific event and activities):
  - A. Commercial General Liability Insurance on an occurrence basis with limits of liability not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate combined single limit for Personal Injury, Bodily Injury, and Property Damage.
  - B. Workers' Compensation & Employers' Liability Insurance, Michigan Statutory Limits of Liability.
  - C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owner vehicles, all non-owned vehicles, and all hired vehicles.
  - D. Liquor liability, if applicable, in an amount of one million dollars (\$1,000,000) per occurrence, of one million dollars (\$1,000,000) aggregate.
  - E. All certificates of insurance, other than Workers' Compensation & Employers' Liability Insurance, shall name the City as an additional insured through an Additional Insured Endorsement page.

Such coverages shall be procured and maintained with forms and insurers acceptable to the City. Certificates of insurance acceptable to the City shall be submitted prior to commencement of the gathering or assembly.

Such insurance shall remain in full force and effect in the specified amounts for the duration of the permit. The insurance shall include an endorsement to the effect that the insurance company shall notify the City Clerk in writing at least ten (10) days before the expiration or cancellation of the insurance.

- Application Fee:

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

**The following items may also be required:**

- Security Agreement with Novi Police Department for use of officers.
- Letter granting permission for use of property.
- Flame resistance paperwork for a tent.
- Building permit for a tent.

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.

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APPLICANT'S SIGNATURE

DATE

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**FOR OFFICE USE ONLY**

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