

CARNIVAL/FESTIVAL CHECKLIST

Event Name _____

(APPLICANT CHECKLIST)

- _____ Temporary Use Approval from Planning Department
- _____ Certificate of Insurance (not less than \$1,000,000) with **City of Sterling Heights as Additional Insured**
- _____ Hold Harmless form(s) attached to license packet from applicant and carnival ride Operator (if there will be rides)
- _____ If liquor, beer or wine is being sold, proof of approval of State Liquor Control Commission. Also copy of liquor liability insurance in the amount of _____ (See Planning approval for amount) with **City of Sterling Heights as Additional Insured**
- _____ Photocopy of applicant’s driver license
- _____ Proof that operator is over 18 years of age (driver license)
- _____ \$81.00 license fee
- _____ \$6.00 per booth, ride and concession

Applicant’s Signature _____

(OFFICE USE ONLY)

- _____ Police Dept approval
- _____ Fire Dept approval (Make copy of Application for Special Event Inspection form after applicant takes to Treasury)
- _____ Building Dept approval
- _____ Risk Manager approval of insurance and Hold Harmless form
- _____ Date license issued
- _____ Memo to Police & Fire Dept. that license was issued

License No. : _____

Issued by: _____

Approved by: _____

Revised: July 2021

**CITY OF STERLING HEIGHTS
PROCEDURE FOR CARNIVAL/FESTIVAL LICENSE
FOR CARNIVALS OR EVENTS WITH AMUSEMENT RIDES**

These documents must be submitted to the Sterling Heights City Clerk's Office, 40555 Utica Road, Sterling Heights, Michigan, (586) 446-2420, at least three weeks before the carnival/festival is scheduled to begin:

1. Temporary Use Approval from the Planning Department.
2. Completed Sterling Heights Carnival/Festival license application form (attached).
3. Either Certificate of Insurance (not less than \$1,000,000) or Bond (not less than \$1,000,000) **listing the City of Sterling Heights as an Additional Insured.** (follow instructions on Temporary Use form from Planning)
4. Hold Harmless Form (this form is included in the application packet)
5. If liquor, beer or wine is being sold, proof of approval of State Liquor Control Commission (this may be faxed to the City Clerk's office when received from the State) Liquor liability insurance (not less than \$100,000) **listing the City of Sterling Heights as an Additional Insured.**
6. Copy of applicant's driver license.
7. Listing of amusement rides including their State inspection numbers.
8. Completed application for Special Event Inspection by Fire Department (this form is included in the application packet)
9. Copy of Sterling Heights Building Department permit for tents, electrical, etc.
10. **Fees (Effective July 1, 2021):**

\$81.00 License fee
\$6.00 per booth, ride and concession

Special Event Inspection fee - Varies - see enclosed Special Fire Prevention Inspection form enclosed in packet.

Completed application will be submitted to the Sterling Heights Police Department for investigation and approval before license is issued.

Date _____

**CITY OF STERLING HEIGHTS
OFFICE OF THE CITY CLERK**

CARNIVALS/FESTIVALS LICENSE APPLICATION

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DATE OF BIRTH _____ DRIVER'S LICENSE NO. _____

GROUP/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS PHONE _____

Contact Email address _____

PROPOSED LOCATION OF CARNIVAL/FESTIVAL _____

DATE(S) OF CARNIVAL/FESTIVAL: OPENING _____ CLOSING _____

HOURS OF OPERATION (Only between the hours of 10:00 A.M. and 11:00 P.M. daily):

PLEASE PROVIDE A DETAILED LISTING OF ALL RIDES, GAMES OF SKILL,
SIDESHOWS AND DEVICES OR OTHER TEMPORARY STRUCTURES DESIGNED TO
SERVE OR PERFORM A SPECIAL FUNCTION, INCLUDING ALL BOOTHS AND
CONCESSIONS DISPENSING FOOD AND/OR BEVERAGES (attach additional sheet if
necessary):

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE AGAINST THE LAWS OF THE UNITED STATES, THE LAWS OF THE STATE OF MICHIGAN, OR THE ORDINANCES OF THE CITY OF STERLING HEIGHTS? IF SO, IDENTIFY THE CRIME OR OFFENSE, DATE, PLACE, AND DISPOSITION:

HAVE YOU EVER VIOLATED OR BEEN ASSOCIATED WITH ANY CARNIVAL WHICH HAS VIOLATED ANY PROVISIONS OF ANY STATE STATUTE OR ORDINANCE OF THE CITY OF STERLING HEIGHTS, OR WHO HAS PREVIOUSLY HAD A LICENSE OR APPROVAL ASSOCIATED WITH A CARNIVAL REVOKED OR SUSPENDED, OR VIOLATED THE CONDITION OF SUCH LICENSE?

DO YOU INTEND TO SELL LIQUOR, BEER OR WINE AT THE CARNIVAL OR FESTIVAL? _____ IF YES, APPROPRIATE STATE LIQUOR CONTROL COMMISSION APPROVAL MUST BE OBTAINED AND PROOF SUBMITTED TO THE CITY CLERK'S OFFICE BEFORE LICENSE IS ISSUED.

I, _____, certify that all statements on this application are true. I understand that any false information in this application may result in the revoking of my license by the City of Sterling Heights.

Applicant's Signature

STATE OF MICHIGAN
COUNTY OF MACOMB

On this _____ day of _____, 20____, before me personally appeared _____, who being duly sworn, says that he/she signed the above application and that the statements therein are true.

Notary Public

My commission expires: _____

To be completed by applicant.

**CITY OF STERLING HEIGHTS
INDEMNITY/HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting in its behalf in connection with or incident to the _____ scheduled for _____ except that the Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to, cost, attorney's fees and settlement expenses which may be incurred therein.

Organization Name: _____

Authorized Signature: _____

Print Name and Title: _____

Address: _____

Phone: _____

Date: _____

To be completed by ride operator.

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INDEMNITY/HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting in its behalf in connection with or incident to the _____ scheduled for _____ except that the Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to, cost, attorney's fees and settlement expenses which may be incurred therein.

Organization Name: _____

Authorized Signature: _____

Print Name and Title: _____

Address: _____

Phone: _____

Date: _____