

FOR FESTIVALS OR EVENTS WITHOUT CARNIVAL RIDES

Event Name _____

(APPLICANT CHECKLIST)

- _____ Temporary Use Approval from Planning Department
- _____ \$500 cash or surety bond (if required on temporary use form)
- _____ Certificate of insurance with **City as additional insured** (if required on Temporary use form)
- _____ Hold Harmless agreement form (attached to this application)
- _____ If liquor, beer or wine is being sold, proof of approval of State Liquor Control Commission.
- _____ If liquor, beer or wine is being sold at a festival, copy of liquor liability insurance in the amount of _____ (See Planning approval for amount) with **City of Sterling Heights as Additional Insured**
- _____ Copy of Special Event Inspection form for Fire Department (if event is a festival)
- _____ Photocopy of applicant's driver's license
- _____ \$80.00 License Fee
- _____ \$6.00 per booth and concession (if any)

Applicant's Signature _____

(OFFICE USE ONLY)

- _____ Police Dept approval
- _____ Fire Dept approval (Make copy of Application for Special Event Inspection form after applicant takes it 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
- _____ Cash or bond refund after notification from Zoning Dept if applicable.

License No. : _____

Issued by: _____

Approved by: _____

Date _____

**CITY OF STERLING HEIGHTS
TEMPORARY USE LICENSE WITHOUT RIDES**

PERSONAL INFORMATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____ Birth Date _____

Driver's License No.: _____ Sex: Male _____ Female _____

IF ORGANIZATION, COMPLETE THE FOLLOWING

Name of Organization _____

Address _____

City _____ State _____ Zip _____ Phone _____

Type of Organization _____

DESCRIPTION OF TEMPORARY USE

Location of event: _____

Type of use requested for above location: _____

Beginning Date _____ Ending Date _____

Hours of the day: _____ A.M. to _____ P.M.

Do you intend to sell liquor, beer or wine at the 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. Also, liquor liability insurance with City of Sterling Heights as additional insured with minimum limits of \$100,000.

ARRESTS OR CONVICTIONS

Have you ever been arrested or 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, date, place and disposition:

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

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: _____