



SPECIAL EVENT APPLICATION – C

FOR CARNIVALS, CIRCUSES OR SIMILAR EVENT

This application must be submitted at least four (4) weeks prior to the start date of the event.

Fee: \$400.00 (\$300.00 + \$100.00 Refundable Bond- to be returned upon site cleanup). Additional Electrical Fee: If electricity is used: Electrical Insp. Fee: Min. \$111.50	Completed Application & Site Plan may be dropped off or sent to: City of Taylor Building Department 23555 Goddard Road Taylor, Michigan 48180 Fax (734) 374-2732
Concessions: <input type="checkbox"/> Food & Beverages <input type="checkbox"/> Alcohol to be consumed on premises <input type="checkbox"/> Other _____ Estimated attendance: _____	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> State of Michigan Ride Certification <i>Drawing must be attached to application.</i> Requires City Council approval <input type="checkbox"/> Event Security Plan

If event will require any of the following municipal equipment, the applicant will be charged for use, placement and maintenance of items:

Traffic Cones Barricades Trash Receptacles Other _____
 _____ Street Closure City Personnel (*applicable hourly rate will apply*)

Name of Event: _____

Location of Event: _____

Name of Organization/Purpose of Event: _____

Event Date(s): _____

(No more than one Carnival, or similar event may operate in the city at one time. Maximum duration cannot exceed five (5) days per year.)

Event Hours: _____

(Event hours of operation are limited to the hours of 10:00 A.M. and 10:00 P.M.)

Estimated set up date/time: _____

(You must call the Building Dept. (734) 287-6550 & Fire Dept. (734) 374-1355 for an inspection, prior to start of event or your bond will be forfeited and applicable fines will be assessed.) Any inspections occurring outside of the M-F, 9-5 business hours will be billed to the Applicant.

Estimated clean up date/time: _____

(You must call the Building Dept. for final inspection, after event or your bond will be forfeited)

CONTACT PERSON ON DAY OF EVENT:

Name: _____ Title: _____

Telephone: () _____ Email Address: _____

CELL PHONE # () _____ - _____

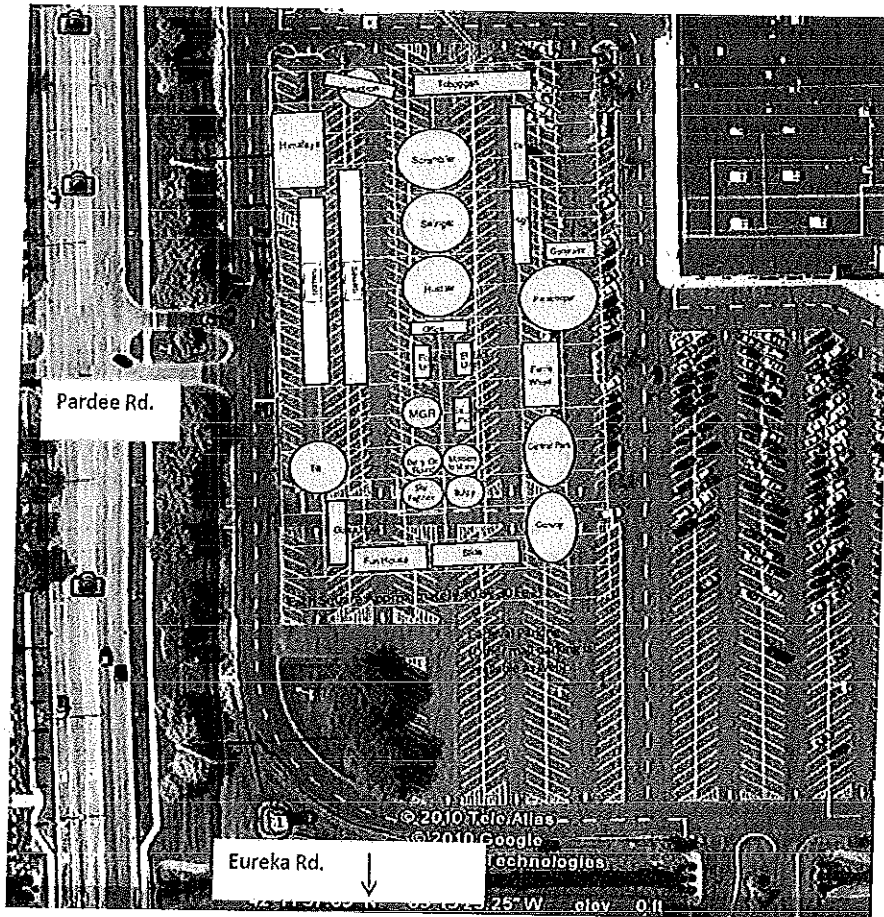
PLEASE SEE REVERSE SIDE

SPECIAL EVENT APPLICATION

YOU MUST PROVIDE A DRAWING OF THE PROPOSED LAYOUT AT TIME OF APPLICATION

Show location & sizes of all rides, tents, booths, tables, portable toilets, parking layout, storage area, aisle way widths, exits, location of fire hydrant, fire extinguishers, portable generators, temporary fencing, access routes, location & sizes of any signage, etc. Rides cannot encroach or swing out into any public right of way.

EXAMPLE:



1. A sketch plan (to scale) must be provided showing the following information:

- Lot lines
- Adjacent uses & zoning
- Existing & proposed buildings & structures (including tents -- please show all dimensions, exits, distances to other structures & lot lines. Must comply with 2012 International Fire Code re: Tents, Canopies & Other Membrane Structures).
- Location of any areas for storage
- Fire Hydrants
- Layout of parking & handicap parking spaces
- Boundaries of proposed rides, tents, concession areas- entrances/exits
- Location & size of any signs (incl. off premise)
- Restroom facilities

All requirements of Section 14.12.11 of the City of Taylor Zoning Ordinance apply. Your event must not prevent the continued use of sidewalks, right-of-ways, fire lanes, etc. If you are not the property owner, you must have written permission from the owner. A minimum of one parking space must be provided for each 800 sq. ft. of event area (not including storage areas) in addition to the required parking for the permanent building. Public restrooms must be provided. Tents cannot be located within 20 feet of lot lines, buildings, parked cars or other structures. Each tent must have a certificate of flame resistance and an adequate number of fire extinguishers, per local fire code. No open flames, heat, flammable or combustible materials can be within 20 feet of tent. Any outdoor seating must be shown on plan. Exits signs are required and must be illuminated at dusk. All equipment and materials associated with the event must be

removed and the site restored to a clean condition within 5 days of end of event or your bond will be forfeited, per Section 14.12(b)(8) of the Zoning Ordinance. Applicant must provide security for the event.



SPECIAL EVENT APPLICATION-C

Location: _____ Date: _____

Applicant:

Property Owner:

(Print Name)

(Print Name)

(Signature)*

(Signature)*

(Address)

(Address)

(City) (State) (Zip)

(City) (State) (Zip)

(Phone) (Cell Phone)

(Phone) (Cell Phone)

(Email address)

(Email address)

**Your signature above authorizes representatives of the City of Taylor to access the property for purpose of site investigation associated with this application and you have obtained permission from the property owner for the event. It also signifies that you agree to comply with all City and County ordinances and applicable State laws and you will provide prompt payment for City services which may be rendered or deemed necessary as part of the event and event approval.*

You also acknowledge that the City may require site improvements, such as fencing, increased setbacks, and/or restricted hours of operation and/or additional security, to help ensure compatibility with the surrounding land uses.

Failure to adhere to any municipal, county, state or federal laws may cause cancellation of your event and forfeiture of your deposit. Applicable fines for ordinance violations may be assessed.

OFFICE USE ONLY:

Date of ARC Meeting: _____ Approved & forwarded to City Council Denied (reason for denial) _____

SPEV # _____