



Special Events Application

Updated August 9th, 2022



VILLAGE OF OXFORD

SPECIAL EVENT PROCEDURE FOR INTERNAL PROCEDURE MANUAL

I. Purpose

The purpose of this Procedure is to ensure that all special events are conducted safely and in accordance with an application, review and approval process.

II. Special Events

For purposes of this Procedure, a special event shall include the following, by way of example.

- Organized activities held on public property such as the examples listed below:
 - Fair, concert, carnival, festival or other similar activity.
 - An activity taking place on a designed route on the public right-of-way (sidewalk or street), park or other Village open space.
 - Fun run, bike or foot race, parade, walk-a-thon or other similar activity.
 - An event open to the public which utilizes temporary structures such as tents and/or trailers, etc.
 - An event open to the public which requests special consideration regarding the Village's noise, outdoor dining or other Ordinance requirements.

III. Receipt, Review and Approval

Special event applications will be available at the Village offices. Fully completed applications must be submitted with a non-refundable review fee at least 60 days prior to the proposed scheduled event. Each fully completed application will be reviewed as follows:

- Event applications will be reviewed by the Village department managers using the attached Review Form.
- Department managers will comment on the application.
- Completed Applications will be sent to the Village Council for event consideration and possible approval.
- All costs to the Village will be assessed to the Applicant.

INSTRUCTIONS

These instructions apply to each applicant seeking a special event approval by the Village of Oxford.

1. Obtain Special Event Application package from Village of Oxford offices during normal/posted business hours.
2. Fully complete the Application and deliver to the Village of Oxford offices during normal/posted business hours. The completed Application must be received by the Village of Oxford at least 60 days prior to the proposed event. Applicants proposing large events should submit completed Applications earlier if the proposed event will require significant review.
3. A completed Application shall include the following:
 - a. Fully executed Application.
 - b. Fully completed Event Information Form.
 - c. A refundable damage and cleaning deposit of \$100.00. *
 - d. Executed Hold Harmless Agreement; and
 - e. Proof of General Liability Insurance coverage with an endorsement in favor of the Village of Oxford as an additional insured. *
4. No Application will be reviewed or considered by the Village Council until the Application is complete in accordance with provision 3 above.
5. After internal reviews, the matter will be placed on the next meeting of the Village of Oxford Council for review and action. You will be notified and may appear on the agenda item to address the Village Council and answer questions raised by the Village Council or Department Heads.
6. The Applicant will be notified by the Village of Oxford about the action taken by the Village Council on the Applicant's Application.

NOTICE:

Village of Oxford parks are open the public. A reservation or approved special event application for a park space does not provide exclusive use of the open public space. There is no expectation of privacy because of reservation or special event application approval.

APPLICATION FOR SPECIAL EVENT

Date of Application: _____

Name of Event: _____

General Description of Event: _____

Location of Event: _____

Date / Hours of Event: _____

Dates / Hours of Set-up and Tear Down: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant / Contact Person Phone: _____

Applicant's Contact Person E-Mail: _____

Applicant's On-Site Event Manager / Phone: _____

Changes in this information must be submitted to the Village prior to the Event.

The Village Council shall have sole and complete discretion in deciding whether to approve or deny an application.

As the authorized agent of the sponsoring organization/Applicant, I hereby agree that this organization/Applicant shall abide by all conditions and restrictions specific to this event as determined by the Village and will comply with all local, state, and federal rules, regulations, and laws.

Signature of Applicant Representative

Date

Attached:	
Event Information Form _____	Hold Harmless Agreement _____
\$100.00 Damage/Cleaning Deposit* _____	Proof of Insurance* _____

*If you are unable to afford the required deposit or are unable to obtain the required liability insurance, please request a waiver to be granted by Village Council by signing below.

Signature of applicant

Date

EVENT INFORMATION FORM

Applicant: _____

Additional Sponsors or Participants: _____

First time event? YES or NO Event previously held outside of the Village? YES or NO

Total number of people expected to attend per day? _____

What parking arrangements will be necessary to accommodate the event?

Describe: _____

Will volunteer staff be provided to assist with safety, security, and maintenance? YES or NO

Describe: _____

Will alcoholic beverages be served? YES or NO

Describe permit and authority to provide alcoholic beverages: _____

Will food / beverages / merchandise be sold? YES or NO

Describe permits obtained for food sales: _____

LAYOUT

Will the event require the use of any of the following municipal equipment? Please answer yes or no and amounts, if known. **Please provide a sketch of the layout for the event.**

Picnic Tables _____ Barricades _____

Trash Receptacles _____ Traffic Cones _____

Dumpsters _____ Other _____

Electrical Connections _____

Do you request Village safety personnel be assigned to this event (Police/Fire): YES or NO?

Describe: _____

Please note that the Village will consider public safety requests and provide police and/or fire services as determined by the department chiefs. Further, even if a request is not made for public safety personnel to be assigned, the department chiefs may require public safety personnel attend the event; in which case the event applicant may be responsible for the reimbursement of costs.

Will street closures be necessary? YES or NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down and describe: _____

Will the following be constructed or located in the area of the event? Please answer yes or no and additional information if available.

	Number	Size
Booths	_____	_____
Tents	_____	_____
Awnings	_____	_____
Canopies	_____	_____
Tables	_____	_____
Portable Restrooms	_____	_____
Other	_____	_____

Describe: _____

Hold Harmless Agreement

This agreement, dated this ____ day of _____, 20____, between _____ (“Applicant”) and the Village of Oxford, located at 22 W. Burdick, Oxford, Michigan 48371 (“Village”) and states the following:

Recitals

Whereas the Applicant wishes to hold a special event in the Village; and,

Whereas, the Applicant has completed a special event application; and,

Whereas the special event application has been submitted to the Village of Oxford Council.

Now, Therefore, the Village and the Applicant agree as follows with adequate consideration acknowledged and accepted.

Indemnity

If the special event is approved and conducted, the Applicant, its officers, directors, employees, agents, contractors, volunteers, representatives, and others working on behalf of the Applicant agrees to defend, hold harmless, and indemnify the Village of oxford, its elected and appointed officials, employees, and volunteers and others working on behalf of the Village of Oxford against any and all claims, demands, suits, or less, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Village of Oxford, its elected and appointed officials, employees, volunteers, or others working on behalf of the Village of oxford, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or in any way connected with or associated with the Applicant’s special event as set forth in the Applicant’s application.

Applicant Name	Applicant Signature	Date:
Village of Oxford		
	Village Manager/Clerk	Date:

DEPARTMENT REVIEW / COMMENTS AND EXPECTED COSTS
FOR INTERNAL USE ONLY

<u>DEPARTMENT</u>	<u>NAME</u>	<u>COMMENTS</u>	<u>COSTS EXPECTED</u>
Building Department			
Clerk			
DDA (if in the district)			
DPW / Parks			
Fire Department			
Police Department			
Village Manager			

- Application approved/denied on the ___ day of _____, 20__ by the Village of Oxford Council.
- Applicant notified on the ___ day of _____, 20__.

Village Manager