

CHARTER TOWNSHIP OF LANSING

3209 W. Michigan Ave.

Lansing, MI 48917

Phone: 517-485-4063 Fax: 517-485-3276

APPLICATION FOR OUTDOOR SPECIAL EVENT LICENSE

Fees: Base for all events: \$100	Paid: _____	Insurance Policy	<input type="checkbox"/>
Daily: \$25	Paid: _____	Bond	<input type="checkbox"/>
Deposit: \$500 Clean up, Police & Fire	Paid: _____		

Applicant Information:

Name _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Location of Special Event:

Name of Business _____

Address _____

Name of Property Owner _____

Address _____ City _____ State _____ Zip _____

Telephone _____

Dates requested: _____ Hours of Event: _____

Number of people expected to attend: _____

Describe in detail the type of outdoor event involved (include plans for the sale/serving of alcohol):

Describe in detail security measures that will be in place during the event:

Attach diagram showing set-up, fences or barriers, parking, adequate sanitary facilities.

Additional permits may be necessary for tents and temporary signage subject to Township ordinances.

I hereby certify that the proposed event is authorized by the property owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan and ordinances of the Charter Township of Lansing. All information submitted as part of this application is accurate to the best of my knowledge.

Signature

Date

Printed Name

FOR TOWNSHIP USE ONLY

Date application received:-----

Department comments upon review:

Police:-----

Fire:-----

Planning/Zoning/Building:-----

