

**City of Troy
City Clerk's Office
500 West Big Beaver
Troy, Michigan 48084
(248) 524-3331**



INSTRUCTIONS FOR SPECIAL EVENT APPLICATION

The following questions will help determine which type of Special Event application you need for your event:

Are you:

- | | |
|---|--|
| Filming a movie? | Contact Mr. Mark Miller – (248) 524-3330 |
| Hosting a craft show or trade show? | Contact the Fire Department – (248) 524-3419 |
| Hosting an event in a City park or open forum? | Contact Parks & Recreation – (248) 524-3484 |
| Hosting an event in a parking lot or on private property? | Contact Building Inspection – (248) 524-3344 |
| Using City property, right-of-way, or public property? | Continue with this application |

STEP I. APPLICANT:

- Submit the **completed** Special Event Application (**TYPED OR PRINTED**) to the City Clerk's Office with the following:
 - Map of the area affected (either drawn on page 3 or attached)
 - Signatures of residents affected (or notification to residents attached)
 - Participant waivers signed by participants (if applicable)
 - Check payable to City of Troy

STEP II. APPLICANT/CITY CLERK'S OFFICE:

- Review accuracy of completed application
- Process application fee; give receipt to applicant
- Print second copy of receipt; paperclip to application
- Inform applicant that processing time is approximately 3 weeks

STEP III. CITY CLERK'S OFFICE:

- Route application packet electronically for approval/denial
- Print license; mail to contact listed on application

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APPLICATION FOR SPECIAL EVENT PERMIT – PUBLIC RIGHT-OF-WAY

**FEES: WITH STREET CLOSING - \$50.00
WITHOUT STREET CLOSING - \$25.00**

Date _____

Name of Organization/Business _____

Address _____

City/State/Zip _____

Phone _____

Contact Person _____ Phone _____

Address _____

City/State/Zip _____

Name of Event _____

Date of Event _____
Day and Date

Time of Event _____ until _____
Start Time End Time

For this event, a temporary closing of _____ between
Name of street

_____ and _____
Name of street Name of street

between the hours of _____ and _____ is requested.
Time Time

Will sidewalks Be Used? Streets? Are barricades requested?
Yes No Yes No Yes No Number

Will signs be displayed? If yes, how many? Dimension(s)?
Yes No Attach a separate page if needed

CONTINUED ON NEXT PAGE

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REQUIRED ATTACHMENTS:

- a) A detailed map showing the location of the event, barricade placement, sign placement, streets to be closed and affected intersections
- b) Approval letters from the affected neighborhood residents and businesses

Competitive events require a participant release form (waiver)

- Please submit any additional information that may be pertinent such as:
Brochures, Letters of Recommendation, Requested miscellaneous support documents on Organization letterhead.
- The applicant hereby applied for a non-competitive/Special Event permit for the event described above and on the attachments.
- The applicant agrees to hold harmless, indemnify and defend the City of Troy, its officers and employees, from any liability, which may arise out of this event. Applicant shall maintain General Liability Insurance with limits of liability of not less than One Million Dollars (\$1,000,000.00) per occurrence, and/or aggregate, combined single limit for personal injury, bodily injury and property damage. It is preferred that a certificate of insurance be submitted at the time of application. Troy shall be named as an additional insured on applicant's General Liability Insurance policy and also shall be named on applicant's automobile policies, if any vehicles will be used.
- The applicant agrees to comply with all City and County ordinances and regulations in connection with the event and to pay the City for its direct costs in connection with the staging of this event, if assessed.

The above stated event will be carried out in accordance with all City Ordinances, Special Conditions and/or controls deemed necessary by the City. Any violation of this condition shall be sufficient cause for the City to stop the event and revoke the permit.

**The foregoing information is provided for your information and/or approval.
Please acknowledge and return to the City Clerk's Office.**

Applicant's Signature

Approval of this application is determined by the following departments:

Attorney's Office, Building, Engineering, Fire, Parks & Rec, Police, Public Works, Risk Management

Note: The permit does not relieve applicant from meeting any applicable requirements of law or other public bodies or agencies.