

SPECIAL EVENT FORM

— VILLAGE OF BROOKLYN



EVENT GUIDELINES

If you are considering hosting or advertising an event located in the Village of Brooklyn, approval may be required by the Village of Brooklyn and the State of Michigan. The events that require special approval include street closures for parades or other activities on public streets, temporary signage, events that take place on property owned or operated by the Village of Brooklyn, and banners displayed over M-50 (near Chicago St.).

Note: For rentals that take place in Swains Park, please contact the Village Office at 517-592-2591.

- **Street Closure Request (parade, block party, other)**

A street closure in the Village of Brooklyn requires approval by the Village Council, and Michigan Department of Transportation for Main St./M50.

Note: For safety, barricades are required. The petitioner may also be required to pay for any costs associated with any special labor associated to the protection of public safety (i.e. Police Department, Department of Public Works, etc). The Village will notify you of any additional costs up front and may require a prepayment and/or deposit. You may be required to provide liability insurance naming the Village of Brooklyn as “additional insured”.

- **Temporary Signage**

Temporary signs that are used for events that don't require any special approval by Village Council or the Planning Commission. Temporary signs may be used for events that are not located on Village property but wish to advertise a special occasion or sale. One sign is allowed but may not exceed 16 sq. ft. (maximum 6ft tall) and must not exceed 21 calendar days prior to event and 5 days post event.

- **Special Event**

A special event is an organized or typically publicized gathering of people on Village property, Village streets or sidewalks. These types of events are sponsored by non-profit groups, churches, fraternal organizations, nonprofit organizations, or service clubs where persons are permitted to sell goods, wares or merchandise, or are permitted to accept donations at a location not customarily used in such a manner.

These events require approval by the Village and can take as much as four weeks for approval. The applicant must complete the attached event application and section #4, and submit the \$100 application fee. Once the application is submitted and reviewed, we will notify you of any additional requirements which may include liability insurance, security deposits, security services, etc. These will be determined after review of your application. Rentals and parties that take place at Swains Park do not require this permit but must be organized through the Village Office.

Note:

- Your event may include one or more of the above items, which will then require completion of all application sections, payment of all fees, as well as approval of each item.
- You should not market or advertise your event prior to receiving our approval, therefore, scheduling and submitting your application early is highly suggested.

The Village Council meets on the 2nd Monday of each month, applications should be complete and submitted with all required paperwork at least 15-days business days prior to the Council Meeting preceding your event to assure timely approval.

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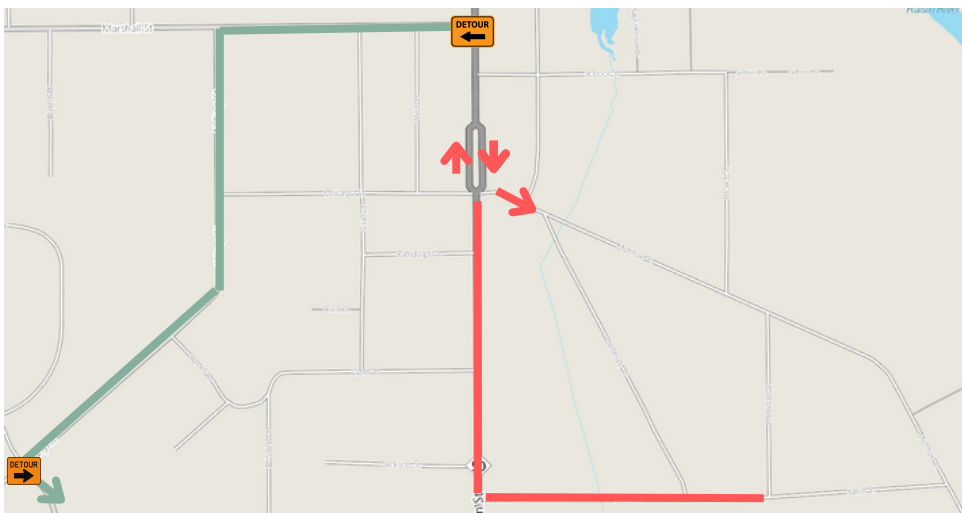
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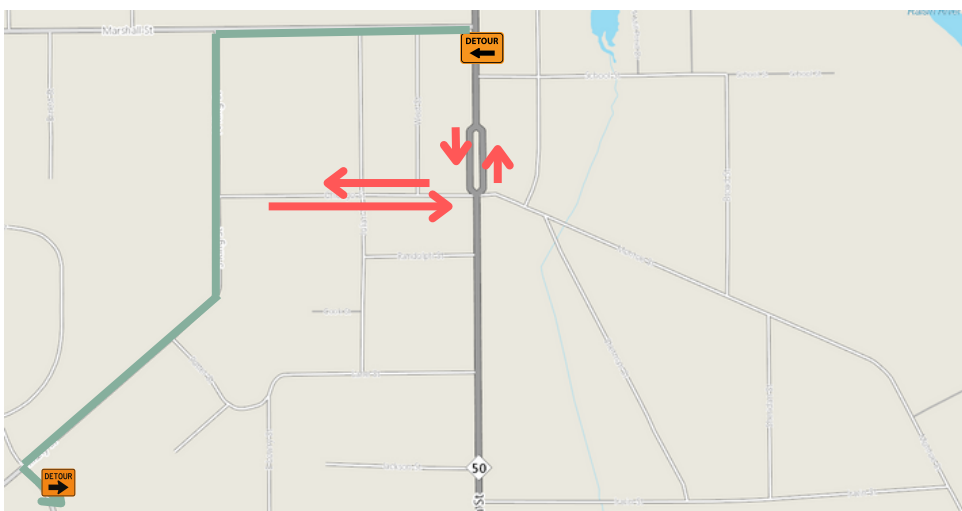
EVENT GUIDELINES - CONTINUED

Parades

- Routes - Parade routes are predertermind by the Village Council to ensure traffic flow and detours are maintained for M50 and local businesses as applicable.
 - Route #1 - Irwin St - Main St - circle Blvd - Monroe St - Sherman St. - End



- Route #2 - Chicago St. around Downtown, return to Chicago St.



- **No object or candy may be thrown from a moving vehicle**
 - Someone may walk along parade route and hand out objects or candy
- Parade/Event organizer is responsible for clean up plan

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EVENT APPLICATION

Host Organization/Group/Business Name _____

Applicant Name: _____ Phone #: _____

Applicant Title/Position: _____

Address: _____

City: _____ State _____ Zip Code: _____

Email Address: _____

Type of Event(s) applying for?

Please check all areas of interest

_____ Special Event (section 1)

_____ Street Closure (section 2) _____ Parade _____ Block Party _____ Other

_____ Temporary Signage (section 3)

OFFICE USE ONLY

Signify approval of event by initialing and dating below.

Additional comments are welcome

Police Dept Initial _____ Date _____

Fire Dept Initial _____ Date _____

DPW Initial _____ Date _____

Village Council (Clerk) Initial _____ Date _____

Village Manager Initial _____ Date _____

Recommendations and /or comments by departments: _____

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SECTION 1 - SPECIAL EVENT

Name of Event: _____

Address of Event: _____

Dates of Event: _____

Event Contact Person: _____

Phone Numbers:

Home: _____

Cell: _____

Description of Event:

- I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulation governing the proposed Special Event and Assemblies under the Village of Brooklyn Municipal Code.
- I also certify that I, on behalf of the host organization, am authorized to commit that organization and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Village of Brooklyn. Applicant agrees to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Village of Brooklyn.

*Signature of Applicant: _____ Date: _____

Please attach the following (if required)

____ Property Owner Consent ____ Insurance Waiver ____ Neighbor Notification
____ Deposit ____ Other _____

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SECTION 2 - STREET CLOSURE

Date(s) of Street Closure/Parade/Block Party Other: _____

Name of Event: _____

Start Time of Event: _____ Ending Time of Event: _____

Contact Person: _____

Phone Number: _____ Cell Number: _____

- Is Police assistance requested? YES _____ NO _____
- Is DPW assistance requested? YES _____ NO _____
- Will a temporary liquor license be obtained for event? YES _____ NO _____

*Copy of license must be sent to Village prior to event.

****Include a detailed map of street closure area****

Describe details of event: _____

Applicant agrees to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Village of Brooklyn or other governmental units.

Signature of Applicant: _____

OFFICE USE ONLY

Forwarded by: _____ Council meeting date: _____

Route Map: _____ Insurance Waiver: _____ Fee: _____

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SECTION 3 - TEMPORARY EVENT SIGNAGE

Organization/Business Name: _____

Date(s) of Event: _____

Address of Event: _____

Days to be displayed: _____

Contact Person: _____

Phone Number:

Home: _____

Cell: _____

Description of Event:

Signature of Applicant: _____

Temporary signs may be used for events that are not located on city property, but wish to advertise a special occasion or sale:

• A maximum of one sign per street frontage and one sign per public entrance to the building shall be permitted per lot

Must of authorization from property owner

Signs cannot be placed in the Right of Way

• Ground mounted signs shall not exceed six (6) feet in height and sixteen (16) square feet in area. Building mounted temporary signs shall not exceed five percent of the signable area of the building space occupied by the use associated with the sign.

• Signage may be displayed for not more than 90 calendar days

• A \$10 fee will apply

OFFICE USE ONLY

Approved by: _____ Sign size: _____

Fee Paid: _____ Number of Days Displayed: _____

LOCATION PLAN

Sketch a layout of the special event site. The sketch must show the location to entrances and exits to the event, parking areas, signage, street names, vendors, activities, etc. and other pertinent details.

