

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 Fax (269) 674-3004
www.lawrencemi.org



SPECIAL EVENT FORM

Please complete this application to request a special event permit. Applications are process in 21-30 days. If the application is approved, a permit will be mailed to the applicant. If the application is not approved, the applicant will be notified by phone. Currently there are no charges for processing this request.

Applicant information:

Sponsoring Organization	
Contact name:	Email:
Mailing Address:	
Daytime Phone	Evening Phone

Event Information:

Type of Event:

Describe in detail the activities planned:

Location where event will be held:

Number of people expected to attend event:

	Date	Time	Day of the Week
Setup			
Event Starts			
Event Ends			
Dismantle			

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Event Details:



- Is this event sponsored by a nonprofit organization? Yes No
- Will participants and spectators be charge admission? Yes No
- Will there be alcohol for sale? Yes No
- Will there be food for sale? Yes No
- Will there be merchandise for sale? Yes No
- Will there be a vendor participation fee? Yes No
- Do you have insurance? Yes No
- Will there be any items distributed? Yes No
- Will the event be advertised? If so, how? Yes No
- Does the event require on-site security? Yes No
- Does the event require on-site medical service? Yes No
- Does the event require street closure? If so, please attach route information Yes No
- Do you plan to have sound amplification? Yes No
- Is electrical power required (for sound amplification, lighting etc.) Yes No
- If yes, please show items on a site plan and describe how power is to be provided.

- portable generator
- PGE temporary power service
- other, please describe

Is water required for this event? (\$25.00 deposit required for handle) Yes No

Tents or Structure

Are you installing or constructing any structures, including buildings, climbing structures, stages, tents, canopies, etc? If yes, please describe type, size and number of structures below and attach a site plan showing layout of structures.

Note:

- Permit holders are responsible for cleaning and restoring the site after the event. The cost of any Village employee overtime incurred because of a permit holder's failure to clean and/or restore the site following the event will be borne by the permit holder.

As the applicant, I hereby agree to abide by the terms set forth in this application and the ordinances of the Village of Lawrence, I understand the failure to do so may lead to the cancellation of the event, or the denial of future permit applications.

Yes I agree to the above terms No I do not agree to the above terms

_____ Date: _____

Send this application to: The Village of Lawrence
PO Box 217
Lawrence, MI 49064

This institution is an equal opportunity provider and employer