



VILLAGE OF MIDDLEVILLE
APPLICATION AND PERMIT FOR OUTDOOR ASSEMBLY

ANY PERSON, FIRM OR ORGANIZATION, ORGANIZING AN OUTDOOR ASSEMBLY WITHIN THE VILLAGE OF MIDDLEVILLE MUST OBTAIN AN OUTDOOR ASSEMBLY PERMIT.

THIS APPLICATION MUST BE FILED WITH THE VILLAGE FORTY-FIVE (45) DAYS PRIOR TO THE SCHEDULED DATE OF THE OUTDOOR ASSEMBLY. ANY APPLICATION RECEIVED LESS THAN 45 DAYS BEFORE THE EVENT MAY NOT BE APPROVED.

FOR QUESTIONS PLEASE CALL THE VILLAGE OFFICE AT 269-795-3385.

Date of application: _____

Name of event: _____

Date and time of event: _____

Name of each organization sponsoring the event (if applicable): _____

Applicant name: _____ Are you 18 years of age or older? _____

Address: _____

Phone(s): _____

email: _____

Location of event (please attach legal description): _____

** IF LOCATION OF THE EVENT IS DIFFERENT THAN THE ADDRESS ABOVE, PLEASE PROVIDE PROPERTY OWNER INFORMATION BELOW.*

AFFIDAVIT OF PROPERTY OWNER

Property owner: _____

Phone: _____

Email: _____

Address: _____

Signature of property owner signifying permission to use the property for outdoor assembly:

Proof of Ownership: Deed _____ Tax Record _____ Other _____

Purpose and description of event: (Attach additional sheets if needed)

Maximum expected attendance: _____

Check each box and attach a detailed explanation, including drawings, or completed information where applicable, of the following: (please attach additional sheets if needed.)

- Specification of any street or intersection which the applicant is asking to be closed during event. Please attach map.
- If and where parking is to be restricted or prohibited during the event, including any parking attendants. Please attach map.
- Description of any sound amplification equipment to be used.
- Applicant is responsible for communicating all permit requirements to vendors. (vendor/solicitation permits are available at the village office.)
- If food or beverages are to be sold, approval from the Eaton Barry County Health Department is required.
- Adequate restroom plans must be submitted.
- Refuse plans must be submitted
- Insurance coverage for the event: insurance company: _____
insurance amount: _____
- Emergency vehicle access plan
- Placement of any signs or banners at the event site

I do attest and affirm that the above and attached information is true and accurate to the best of my knowledge and that I am authorized to apply for an outdoor assembly permit on behalf of the above-named organization.

I/we agree to be responsible for the removal of all equipment, paraphernalia, waste, trash, and other personal property belonging to or resulting from the event.

In case of a public works emergency after normal business hours, I/we will call:
Barry County Dispatch at 269-948-4800 ext. 1.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Application complete _____

Date received: _____

Sgt. Stevens comments: _____

DPW Director Belson comments: _____

TTES Chief Eaton comments: _____

Compliance with Chapter 6, Section 6-96 of the Village Code: _____

Security bond or insurance policy submitted to Village Clerk: _____

Amount of bond as set by village council: _____

Parking Plan Approved/Denied by Street Administrator: (circle appropriate response) Date: _____

Permit Approve/Denied by Village Clerk: (circle appropriate response) Date: _____

Reason for denial: _____

Signature of Street Administrator: _____ Date: _____

Signature of Village Clerk: _____ Date: _____