

*The Historic*

## VILLAGE OF ROMEO

Office: 121 W. St. Clair, Romeo, MI 48065 • 586-752-3565 • [www.villageofromeo.org](http://www.villageofromeo.org)

### VILLAGE EVENT PERMIT

Today's Date \_\_\_\_\_

Name of Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### EVENT INFORMATION

Type of Event \_\_\_\_\_

Date \_\_\_\_\_ Time From \_\_\_\_\_ To \_\_\_\_\_

Location of Event \_\_\_\_\_

<b>Please Answer ALL questions below:</b>	YES	NO
Will you be putting up signs?		
Will you be using a tent? If YES, you must provide fire retardants.		
Will you be using outside electricity? If YES, you must obtain an Electrical Permit \$30.00		
Will sidewalks be used?		
Will streets be used?		
Are barricades and/or cones requested? If YES, how many of each? Barricades _____ Cones _____		

Please attach the following items:

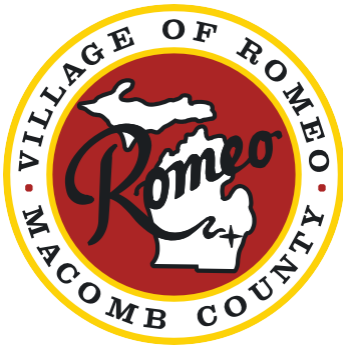
- \*A detailed map showing the location of the event, streets to be closed and affected intersections.
- \*Approval letters from the affected neighborhood residents and business (may be required).
- \*Brochures, letters of recommendation, any other support documents that may be pertinent.
- \*Copy of General Liability Insurance.

The applicant agrees to hold harmless, indemnify and defend the Village of Romeo, its officers and employees from any liability, which may arise during the event. Applicant shall maintain General Liability Insurance with limits of liability of not less than One Million Dollars (\$1,000,000) per occurrence, and/or aggregate, combined single 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 Village and County Ordinances and regulations in connection with the event and to pay the Village for its direct costs in connection with staging the event, as assessed.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date



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**TO BE COMPLETED BY APPLICANT**

The foregoing information is provided for your information.  
Please acknowledge and return to the Village Clerk's office.

Department	Date Reviewed	Initials	Comments
Police Department #586-752-3587			
DPW #586-752-2684			
Fire Department #586-752-2520			
Village Clerk #586-752-3565 EXT 2			
Building Inspector (If Applicable) #586-531-5887			
Electrical Inspector (If Applicable) #586-752-3565 EXT 4			

**FOR OFFICE USE ONLY**

This permit as requested, is hereby approved, subject to the following conditions, as set by the Village Council:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Kathryn Trapp, Village Clerk

\_\_\_\_\_  
Date

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