

**VILLAGE OF ROTHBURY
OCEANA COUNTY, MICHIGAN**

APPLICATION FOR PERMIT TO CONDUCT AN OUTDOOR MASS GATHERING

I. GENERAL INFORMATION:

Pursuant to the Village of Rothbury Outdoor Mass Gathering Ordinance, no organizer shall hold, conduct, advertise, or otherwise promote an outdoor mass gathering or allow an outdoor mass gathering to be held on real property the organizer owns, leases, or possesses unless a permit to hold such outdoor mass gathering has been issued by the Village Board.

This application with all the attachments and fees shall be submitted to the Village of Rothbury at the following address:

Rothbury Village Hall
7804 S. Michigan Ave.
Rothbury, MI. 49452
Fax: (231) 893-4454

Please see the Mass Gathering Ordinance for description of fees and required attachments. If you have questions regarding this application, the required attachments, or fees, please call (231) 894-2385.

II. GATHERING INFORMATION:

Date(s) gathering will be held: _____

If this is a multi-year application in accordance with terms set forth in the Village of Rothbury Mass Gathering Ordinance, then please describe approximate dates for future gathering(s):

Name of gathering: _____

Gathering site name: _____

Purpose of gathering (run, fair, concert, etc.): _____

Will there be fireworks? YES NO (circle one)

Under the Mass Gathering Ordinance, any outdoor amplified sound shall cease at 2:00 a.m. Are you requesting a later time: YES NO (circle one)

If yes, what time are you requesting the Village Board increase the time limitation to: _____ a.m.

III. ORGANIZER INFORMATION:

The Organizer includes any person who holds, stages, or sponsors an outdoor mass gathering and owner, lessee, or possessor of the real property upon which the outdoor mass gathering is to take place. The Organizer shall establish a headquarters at the gathering site and the Organizer or Organizer's designee shall be present at the gathering at all times during the operating hours.

Organizer's Name: _____

Organizer's Address: _____

Organizer's Phone: _____

Main Contact: _____

IV. SECURITY PROVISIONS:

- _____ Michigan State Police
- _____ Oceana County Sheriff
- _____ Rothbury Police
- _____ Liquor Control

V. SITE/PROPERTY INFORMATION:

Owner refers to any person, who alone, or severally with others, has legal title to the premises where the mass gathering will take place. This can be a person or a group who has control of the property such as the owner's agent or lessee.

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Tax Acct. Number: _____

Is there a Contract between the landowner and the Organizer: YES NO (circle one)

_____ If yes, please attach a memorandum of contract setting forth the identity of the contracting parties, area of land to be used, and the dates of use under the contract.

VI. SITE PLAN

A site plan of the area where the gathering will take place, including the following details, shall be submitted with the application, and a final site plan including the following details shall be submitted no later than 60 days prior to every mass gathering. Permits are subject to the approval of the final site plan by the Village Board or designated person before every gathering.

1. Identifying each individual parcel of real property to be used during the mass gathering.
2. Showing parking areas available and designated area for ADA attendees, participants, and staff, under control of the Organizers.
3. Locations of the entrances and exits designated for attendees, participants, and staff, including placements of directional signs leading to these locations, as well as any interior walks and roadways. Please detail emergency vehicle access and mark in which direction traffic will flow on interior roadways.
4. Location of the organizer's headquarters, including the placements of directional signage showing location.
5. Location of any trails, tracks, runs, roadways, and the like.
6. Location of food booths.
7. Location of restrooms, including ADA, and hand wash stations, both permanent and portable, including placement of directional signs leading to those facilities.
8. Location of solid waste receptacles.
9. Location of waste water tanks, if unable to directly connect to the sanitary sewer system.
10. Location of free drinking water stations including placements of directional signs leading to these stations.
11. Location of lighting, if event takes place after daylight hours.
12. Location of electrical power sources.
13. Locations of stage and sound equipment, indicating the direction they are pointing.
14. Location of first aid station(s).

VII. PLEASE LIST ADDITIONAL DOCUMENTATION DUE 60 DAYS PRIOR TO EVENT

_____ Liability Insurance

- _____ Approval of Liquor Control
- _____ Approval of Fire District with jurisdiction
- _____ Approval of Michigan State Police (if applicable)
- _____ Approval of Rothbury Police (if applicable)
- _____ Approval of Oceana County EMS (if applicable)
- _____ Maximum Attendance Cap

VII. VIOLATION OF MASS GATHERING ORDINANCE, APPLICATION, OR PERMIT

In this section the term “violation” shall mean doing any act or allowing an employee, agent, or attendee to do any act that is prohibited or made or declared unlawful, an offense, or a violation of state or federal law, Village of Rothbury Ordinances, or the Mass Gathering application or permit.

If a violation occurs, the Village shall have the unilateral ability to issue a civil infraction ticket, revoke any Mass Gathering Permit and impose a fine of up to \$1,000, at the Village’s sole discretion. If the violation involves music or noise that is not otherwise permitted by the Mass Gathering Ordinance and/or Mass Gathering Application and Permit, the Village shall have the unilateral ability to issue a civil infraction ticket, revoke any Mass Gathering Permit and impose a fine of up to \$5,000 per day, at the Village’s sole discretion.

Any violation, including a violation described above, shall give the Village the unilateral ability to immediately terminate the applicant’s permit, at the sole discretion of the Village.

The Organizer(s) certify, under the penalties of perjury, that the statements contained herein are accurate and truthful.

Organizer’s Signature: _____
Date: _____