

**Application for Special Event Permit**  
**(Circus, Exhibition, Revival, Public Assembly or Public Show)**

Circle type of event to be held

Name, Address & Phone Number of Applicant \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Name, Resident Address & Phone Number of Show Owner \_\_\_\_\_

Date(s) and time(s) of event and activities to take place \_\_\_\_\_

Proposed site \_\_\_\_\_

**Attach diagram showing location of tents, animals, truck/equipment storage,  
bathroom facilities, food concessions, games, rides, and parking**

Date that show personnel & animals will arrive in Wayne and begin setting up \_\_\_\_\_

Date that tents will be taken down and show personnel & animals will leave Wayne \_\_\_\_\_

Accommodations for show personnel while in Wayne \_\_\_\_\_

Provide detailed information as to housing and care of animals \_\_\_\_\_

Insurance Provider \_\_\_\_\_

Describe plans for advertising event \_\_\_\_\_

Names and addresses of at least two personal or business references (must be submitted no later than 90 days before event): \_\_\_\_\_

It is understood that a permit cannot be issued without approval of City Council, inspections by City Fire, Police, Public Works & Building Departments, furnishing of requested information, satisfactory references, performance bond for site cleanup, and payment of application and inspection fees. It is further understood that the City may impose such restrictions or conditions that may continue to promote the public health, safety and welfare of the residents of Wayne as recommended by any City Department or the City Council.

\_\_\_\_\_  
Signature of Applicant

**For City use:**

References Checked \_\_\_\_\_ Council Approval \_\_\_\_\_ Cleanup Bond Furnished \_\_\_\_\_

Weekday Inspection Fee \_\_\_\_\_ Weekend/Holiday Inspection Fee \_\_\_\_\_

**CITY OF WAYNE - 3355 SOUTH WAYNE ROAD - WAYNE, MICHIGAN 48184**

**Information concerning applications for special event permits**

A permit will be issued ONLY upon completion of the following:

- Furnishing of all requested information and payment of application fee
- City review of satisfactory references
- Approval of City Council
- Submission of cleanup bond
- Payment of inspection fees
- Satisfactory inspections by Fire, Police, Public Works & Building Departments

**Application Form and Fee**

It is necessary that all information requested on the application form be submitted in detail and that a site diagram be submitted. A completed application form and payment of a \$200.00 non-refundable application fee must be submitted 90 days before the special event. The City of Wayne will review the application, references, and site diagram before submitting to City Council. City Council approval will be conditional upon City inspections.

**Restrictions**

The City of Wayne may impose certain restrictions for the continued health, safety and welfare of the general public. These restrictions may involve the handling of parking, traffic, security, crowd control and site layout, as well as other related items.

**Fee for Inspections**

The weekday inspection fee payable by the applicant is \$150.00. The Saturday, Sunday, weekday overtime or holiday inspection fee is \$300.00. Following conditional approval by the City Council, the applicant must pay the inspection fee at the City of Wayne Building Department, 4001 South Wayne Road, between 8:00 a.m. and 4:30 p.m. weekdays (728-9100).

**Time Limits**

No special event, including games, rides and concessions, is to begin earlier than 11:00 a.m. or remain open after 11:00 p.m. The maximum duration for any event is four days.

**Performance Bond**

A \$1,000.00 performance bond is required to insure that the event site is cleaned up in a manner that is acceptable to the City and is to be submitted to the City Clerk's Office within seven days of Council's conditional approval. The City shall be the sole judge as to the cleanliness of said property. If the property has not been satisfactorily cleaned within 24 hours of the conclusion of the event, the City shall clean up the property and charge the cost of the cleanup to the applicant.

**Food**

If any food is to be sold on the site, it will be necessary to obtain the required permit from the Environmental Health Division of the Wayne County Health Department, 5454 South Venoy Road, Wayne (727-7400).

## APPLICATION PROCESS FOR SPECIAL EVENTS

Applicant is given the application form and information sheet.

Completed application and \$200 non-refundable application fee submitted to City Clerk.  
(References are to be provided 90 days before event - included on application.)

Clerks sends copies of application to Police Chief, City Engineer, Fire Chief, DPW & Community Development

Police Department, within 30 days, conducts review of application, checks references, meets with applicant and other department heads as needed.

Police Chief sends application with his recommendation to City Manager.

City Manager refers to Council for conditional approval.

City Clerk notifies applicant of conditional approval or nonapproval.

Within 7 days of Council's conditional approval, applicant to provide \$1,000 performance bond to insure proper cleanup of site.

Applicant visits Building Department to pay inspection fee.

Inspections performed by City Departments when and as event sets up.

Final permit issued on site.

07/05/06

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