



City of Royal Oak
City Clerk's Office
203 S. Troy Street
Royal Oak, MI 48067
(248) 246-3050

SPECIAL EVENT PERMIT APPLICATION

Code of the City of Royal Oak, Chapter 312

APPLICATION MUST BE TURNED IN 30 DAYS PRIOR TO EVENT

APPLICATION INFORMATION:

DATE: _____

Name: _____ Phone #: _____

Address: _____

ORGANIZATION / BUSINESS SPONSORING EVENT:

Name: _____ Phone #: _____

Address _____

CONTACT PERSON(S) ON DAY OF EVENT:

Name: _____

Address: _____

Phone #: _____

Cellular Phone #: _____

Pager # / Email Address: _____

DESCRIPTION OF EVENT: _____

Number of Participants: _____ Estimated Attendance: _____

Date(s) of Event: _____

Hour(s) of Event: _____

Estimated Time for Set Up: _____ Clean Up: _____

Please provide details of proposed plans for the following items relative to your special event. If needed, please use an additional sheet(s) and attach to this application.

Security: _____

Crowd Control: _____

Traffic Control: _____

Street Closings: _____

Food & Beverages: _____

Booths/Tents/Awnings: _____

NOTE: If your special event incorporates a tent or temporary structure (i.e., stage or platform) larger than 120 sq. ft. or a sign/banner, please contact the Building Department for required permit(s) (248) 246-3210. A PLAN REVIEW IS REQUIRED FOR BUILDING PERMITS AND COULD TAKE UP TO TWO WEEKS.

Picnic Tables/Refuse Barrels/Barricades: _____

Utility Needs: _____

Parking for Participants: _____

Sanitation/Restroom Facilities: _____

Noise Control: _____

Clean Up Procedures: (If interested in recycling, contact DPS (248) 246-3300)

Impact on adjacent commercial, industrial and residential property: _____

Written consent of adjacent property owners (Attach copies of completed consent letters- Sample included in application packet): _____

Will Music Be Provided? _____Yes _____No

Live_____ Amplification_____ Recorded_____ Loudspeakers_____

Time Music Will Begin: _____

Time Music Will End: _____

Location of Live Band/Disc Jockey/Loudspeakers/Equipment: _____

Will Alcoholic Beverages Be Permitted on Premises: _____Yes _____No

If so, what measures will be taken to prohibit the sale of alcohol to minors, or visibly impaired individuals?

If a commercial establishment not licensed by the Michigan Liquor Control Commission provides alcohol to its patrons in the normal course of business, a special event application is necessary. Applicant shall provide evidence of insurance, including satisfactory proof that the insurance carrier has been apprised of the proposed use of alcoholic beverages. §312

☐ PLEASE INCLUDE:

\$125.00 Application Fee (non-refundable fee §312.4)

Credit/debit card service fee of 2.95% per transaction.

Copy of Driver's License

Certificate of Liability Insurance

The Property Permission Letter

Diagram of Proposed Site Set Up

Applicant acknowledges that he/she is responsible for contacting the Michigan Liquor Control Commission and/or the Oakland County Health Department to secure any and all permits required from the State and/or County for this event.

The Applicant will be billed for the entire cost of City services after the event.

SIGNATURE OF APPLICANT: _____

Print Name: _____

Date: _____

APPROVALS:

CITY COMMISSION MEETING OF: _____

POLICE CHIEF _____ DATE _____

CITY CLERK _____ DATE _____

NON-REFUNDABLE FEE PAID: \$125.00 Date _____ Cash ___ Check # ___ CC# ___ Receipt # ___ Clerk _____

SENT APPLICANT FOR BUILDING PERMIT BECAUSE TENT WAS LARGER THAN 120 SQ FT

ANTICIPATED COST TO CITY _____

PRE-PAYMENT BY APPLICANT: \$ _____ DATE: _____

Special Event "Property Owner" Permission Letter

DATE: _____

Chief of Police
City of Royal Oak
450 E 11 Mile Rd
Royal Oak, MI 48067

To Whom It May Concern:

Our establishment(s) _____ hereby consents to a
(Name and Address of Establishment)

special event involving _____ on
_____ Street between/in the vicinity of _____.

It is understood that this special event will take place on _____

from _____ to _____.

The affect on parking on the street and/or nearby parking lots will be: _____

The affect on through traffic will be: (street closed) _____

For how long? _____

The number of people and trucks involved in the special event? _____

It is understood that this special event will (will not) involve our establishment/premises.

Authorized Signature

Print Name: