

Village Of Lawrence

157 N. Paw Paw

P.O. Box 217

Lawrence Michigan 49064

(269) 674-8161 Fax (269) 674-3004



Permit No. _____

Please complete this application to request a special event permit. Applications are processed in 21-30 days. If the application is approved, a permit will be mailed to the applicant. If the application is not approved, the applicant will be notified by phone. Currently there is no charge for processing this request.

Applicant Information:

Sponsoring Organization:	
Contact Name:	Email:
Address:	
Daytime Phone:	Evening Phone:

Event Information:

Type of event:

Describe in detail the activities planned:

Location where event will be held:

Number of people expected to attend the event:

	Date	Time	Day of Week
Setup			
Event Starts			
Event Ends			
Dismantle			

Event Details:

- Is event sponsored by a nonprofit organization? ___ Yes ___ No
- Will participants and spectators be charged admission? ___ Yes ___ No
- Will there be alcohol for sale? ___ Yes ___ No
- Will there be food for sale? ___ Yes ___ No
- Will there be merchandise for sale? ___ Yes ___ No
- Will there be a vendor participation fee? ___ Yes ___ No
- Do you have insurance? ___ Yes ___ No
- Will there be any items distributed? ___ Yes ___ No
- Will the event be advertised? If so, how? ___ Yes ___ No
- Does the event require on-site security? ___ Yes ___ No
- Does the event require on-site medical service? ___ Yes ___ No
- Does the event require street closure? If so, please attach route information. ___ Yes ___ No
- Do you plan to have sound amplification? ___ Yes ___ No
- Is electrical power required (for sound amplification, lighting, etc.) ___ Yes ___ No
- If yes, please show items on a site plan and describe how power is to be provided.
 - ___ Portable generator
 - ___ PGE temporary power service
 - ___ Other, please describe

Tents or Structures

Are you installing or constructing any structures, including buildings, climbing structures, stages, tents, canopies, etc.? If yes, please describe type, size and number of structures below and attach a site plan showing layout of structures.

Note:

- Permit holder shall be responsible for the procurement of and payment for any electrical energy used during the event.
- Permit holders are responsible for cleaning and restoring the site after the event. The cost of any Village employee overtime incurred because of a permit holder’s failure to clean and/or restore the site following the event will be borne by the permit holder.

As the applicant, I hereby agree to abide by the terms set forth in this application and the ordinances of the Village of Lawrence. I understand the failure to do so may lead to the cancellation of the event, or the denial of future permit applications.

_____ **Yes, I agree to the above terms** _____ **No, I do not agree to the above**

Send this application to: The Village of Lawrence
PO Box 217
Lawrence, MI 49064