



# Village of Sand Lake

\* 2 E. Maple Street \* PO Box 139 Sand Lake, MI 49343 \* Phone: (616)636-8854 \* Fax: (616)636-4564 \* [www.villageofsandlake.org](http://www.villageofsandlake.org) \*

## Application for License to Run a Carnival or Event

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_

**1. Applicant Information:** (If not individual, list business) **Owner Information:** (if different from applicant)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Address of Principal Place of Business or the Place of Permanent Residence of Applicant or Organization:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**3.** The application shall include the location of the site to be used (including a detailed drawing of the physical layout showing entrances, exits, quarters for animals., the location and type of rides, the locations of game and food booths, and the location of public sanitary facilities).

**4.** Length of stay (not to exceed ten (10) days). \_\_\_\_\_

**5.** Proof of Public Liability insurance, not less than fifty thousand (\$50,000) dollars for one person and one hundred thousand (\$100,000) dollars for any one accident, shall be in force and effect at the time such carnival or circus takes place.

**6.** Number and types of amusements.

**7.** A Security Plan subject to the approval of the Village Council that shall meet the following minimum requirements:

a. At least two (2) persons on duty at all times who are clearly identifiable as security and who have no other duties in the operation of the carnival or circus. Security personnel may include volunteers from sponsoring organizations.

b. Immediately available means of communication with Kent County Sherriff Department and each security person.

c. Provision of twenty-four (24) hour contact information for a representative of the carnival or circus.

8. A Parking Plan.
9. The written approval of all carnival or event sponsors and the landowner of the proposed site.
10. The application MUST be accompanied by the payment of all fees and bonds.
11. The Village of Sand Lake shall be names as an additional insured.
12. The application and all information required shall be submitted to the Village clerk at least thirty (30 days) before the first day of the carnival or event.
13. Hours of operation shall be as follows:
  - Sunday through Thursday, not open before 10am nor open after 10pm.
  - Friday through Saturday, not open before 10am nor open after Midnight.
14. I/we do hereby swear that the above information is true and correct to the best of my knowledge and agree to comply with all ordinances and regulations of the Village of Sand Lake, Sand Lake, MI and of any other agencies or governmental units which may be involved.

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<b>Applicant Name</b> (please print)	<b>Applicant Signature</b>	<b>Date</b>
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