



Village of Sand Lake  
2 E. Maple St  
Sand Lake, MI 49343  
[www.villageofsandlake.org](http://www.villageofsandlake.org)  
616-636-8854

Application Fee (\$15.00) Paid:  Yes  No

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### Community Event Application

The Village of Sand Lake is pleased to support community events that improve the quality of life and contribute to the economic vitality of the Sand Lake area. This application can benefit event organizers by allowing the use of Village property, closing of streets, use of Village water/electricity and easing of certain restrictions (noise, food-trucks, signs, temporary business permits etc.) The application fee may not include costs associated with Village provided services.

In order to be deemed a Community Event, the event must:

- be open to the public.
- demonstrate a benefit to the Village of Sand Lake community.
- have an estimated attendance of 50 + people.
- be non-discriminatory.
- be held within the Village limits.

All new community events to be held on public property shall be presented to the Village Council for approval. The Village Council approval may require 30-60 days for approval.

Community events which include potentially dangerous activities or dangerous road crossings may be required to provide for additional police or ambulance services as part of their application approval.

Submission of this application does not guarantee approval of the community event. Submission of an incomplete application may cause delay or denial of the event.

**Approval of a community event is contingent upon submission of a public liability insurance certificate naming the Village of Sand Lake as additionally insured with a minimum single limit of personal injury and property damage of \$1,000,000.00 (One Million Dollars).**

You may submit this form to the Village office located at 2 East Maple St., Sand Lake MI 49343, or send to, 2 East Maple St., Sand Lake MI 49343, or email [clerk@villageofsandlake.org](mailto:clerk@villageofsandlake.org).

Individuals wishing to receive assistance in completing this application are asked to contact The Sand Lake Village at 616.636.8854 or by e-mail at [clerk@villageofsandlake.org](mailto:clerk@villageofsandlake.org)

### Community Event Application

Event Organizer: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Business/Group Name: \_\_\_\_\_

Event Organizer Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Event Organizer E-mail: \_\_\_\_\_

Event Organizer Mailing Address: \_\_\_\_\_

On-site event contact if different (name and phone): \_\_\_\_\_

1. Event name/type of event: \_\_\_\_\_

2. Event start/end:           Setup and event start *date and time*: \_\_\_\_\_

End date and teardown date and time: \_\_\_\_\_

3. Event location:

4. Event Description:

5. Anticipated event attendance:

6. Admission Fee (if applicable):

### Temporary Road Closures

Proposed temporary road closures must specifically name the street(s) to be closed from cross street to cross street or location to location. Precise closure and reopening times must be provided, and a **MAP of proposed road closures shall be submitted along with this application.**

Road name to be closed (include cross streets): \_\_\_\_\_

Proposed closure start date and time: \_\_\_\_\_

Proposed road reopening date and time: \_\_\_\_\_

### Event Specifics

1. Will there be music or amplified speakers used at your event?  Yes  No What hours? \_\_\_\_\_

2. Would you like to have alcohol served or sold as part of this event?  Yes  No

(alcohol is not permitted without Village Council approval)

3. Will you have event staff or volunteers for safety, security, and maintenance?  Yes  No  
**(please provide a description of how many staff or volunteers you will have for your event)**

4. Will food/drink or merchandise be sold at this event?  Yes  No  
**(food and drink vendors are required to follow the requirements of Mobile Food Vending Regulations and receive a Kent County temporary food establishment license)**

5. Will you be constructing or placing any structures as part of your event?  
**(please indicate all applicable below on your event map)**

Tables, Booths or Tents?  Yes  No      Portable Toilets?  Yes, if so, how many \_\_\_\_\_  No

Amusement Rides?  Yes  No      Fencing?  Yes  No

Temporary Signage?  Yes  No

**(all temporary signage will be allowed on Village property up to 7 days prior to the event and must be taken down within 3 days after event, unless otherwise indicated on the application.**

Other structures? \_\_\_\_\_

6. Will you require any of the following from the Village? (subject to additional fees)

Trash Containers?  Yes  No, if yes, how many? \_\_\_\_\_

Barricade/traffic cones?  Yes  No, if yes, how many? \_\_\_\_\_

Electrical?  Yes  No, if yes, where do you need electricity? \_\_\_\_\_

Water?  Yes  No, if yes, where do you need water? \_\_\_\_\_

### Promotion

Sand Lake Chamber of Commerce- The Chamber works to promote business in the Village of Sand Lake and seeks to promote events that bring people into the Village for events. You can contact them at [info@sandlakechamberofcommerce.com](mailto:info@sandlakechamberofcommerce.com)

**Event Map Required**

Every event application must include a **detailed map** of the proposed event. This event map should include the entire event area and should include, at minimum, all existing streets, parking lots and buildings in the event area and the items proposed for the event in sections 4 and 5 above. Applicants event map must also show all proposed road closures. Applicants may use the included sketch page, or they may attach separate sheets of paper. Applicants may find it helpful to use an aerial printout from a service such as Google maps.

**Applicant's Signature:** \_\_\_\_\_

**BY SIGNING THIS FORM, I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I INTEND TO ABIDE BY THE REQUIREMENTS OF THIS COMMUNITY EVENT APPLICATION. I UNDERSTAND THAT THIS PERMIT MAY BE REVOKED IF I FAIL TO FOLLOW THE COMMUNITY EVENT REQUIREMENTS AND SAND LAKE VILLAGE ORDINANCE, I FURTHER AGREE AND AGREE ON BEHALF OF MY BUSINESS OR GROUP TO INDEMNIFY THE VILLAGE AND ALL OF ITS EMPLOYEES, AGENTS AND OFFICERS FOR ANY CLAIMS ARISING OUT OF THIS EVENT**

Community Event Approval:  **Yes**       **No**      Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Village of Sand Lake Signature: \_\_\_\_\_

**a. A complete and accurate drawing is required for all Community Events**

**b. Applicant may attach their own separate aerial, map, or use the scale below.**

Location/Address: \_\_\_\_\_

**Please reference:**

- All existing streets, parking lots and buildings in the event area and the items proposed for the event from sections 4 and 5 above.
- All temporary signage locations, indicating sign height and total size.
- All proposed road closures.

