

# City of Belleville

6 Main Street ♦ Belleville, MI 48111-2788  
734-697-9323 ♦ Fax 734-697-6837 ♦ www.belleville.mi.us



## SPECIAL EVENT APPLICATION

Name of Event Sponsor \_\_\_\_\_

Type of sponsoring organization \_\_\_\_\_

Full local/organization address \_\_\_\_\_

Responsible Individual \_\_\_\_\_

Full home address \_\_\_\_\_

Telephone Number \_\_\_\_\_ 24-hour emergency telephone number \_\_\_\_\_

Email Address \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name/Type of Event \_\_\_\_\_

Date(s) of Event (including Set-Up and Tear-Down) \_\_\_\_\_

Beginning Time of Event (including Set-Up time) \_\_\_\_\_

Ending Time of Event (including Tear-Down time) \_\_\_\_\_

Location(s) of Event \_\_\_\_\_

\*\*Please Note: Fire lane must be available as required by Fire Department

Actual operational dates and hours of event \_\_\_\_\_

Activities associated with event i.e. parades, vendors, concert, etc. \_\_\_\_\_

Will event require City street closures? \_\_\_\_ YES \_\_\_\_ NO

Details of requested street closures (if applicable) \_\_\_\_\_

Date and Time streets shall reopen for regular vehicular traffic \_\_\_\_\_

Will event require use of City services or property? \_\_\_\_ YES \_\_\_\_ NO

Details of requested City services or property \_\_\_\_\_

Descriptions of signage to be used prior to or day of event \_\_\_\_\_

\*\*Please Note: see City Sign Ordinance for details regarding allowable type(s) and permissible location(s) of signs

Approximate number of participants and guests expected \_\_\_\_\_

Will alcoholic beverages be available/sold at event? \_\_\_\_ YES \_\_\_\_ NO

\*\*Please Note: Special permission/permit is required