



## Special Event Application Checklist

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In order for a Special Event Application to be considered the following checklist must be completed with all required attachments submitted at the time of application.

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Payment of Application Fee/Deposit
- \_\_\_\_\_ Certificate of Liability Insurance meeting standards set forth in the policy
- \_\_\_\_\_ Road Closure Map (If Applicable)
- \_\_\_\_\_ Site sketch showing layout of event and important features
- \_\_\_\_\_ Food Vendor Health Department Licensure
- \_\_\_\_\_ Incident Action Plan
- \_\_\_\_\_ Non-Profit Certification (If Applicable)
- \_\_\_\_\_ Copy Of Michigan Liquor Control License (If Applicable)
- \_\_\_\_\_ Contact Information for all sub-contractors/vendors
- \_\_\_\_\_ Temporary Sign Permit Application (If Applicable)

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

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_