



JAMESTOWN
 CHARTER TOWNSHIP
 ESTABLISHED 1849

2380 Riley Street
 Hudsonville, MI 49426
 616-896-8376
 www.twp.jamestown.mi.us
 Facebook: JamestownCharterTWP

Outdoor Assembly License

Application **MUST** be submitted at least sixty (60) days prior to the date of the proposed assembly.

Ordinance 110A- The Charter Township of Jamestown Declares that the interests of the public health, safety, and welfare of the citizens of Jamestown Township require the regulation, licensing, and control of assemblages of large numbers of people in excess of 500 normally drawing upon the health, sanitation, fire, police, transportation, utility and other public services regularly provided in this township.

Date of application: _____

Name of applicant: _____ Age of applicant: _____

Residence address:

City: _____ State: _____ Zip Code: _____

Mailing address (if different from above):

Email address: _____ Phone number: _____

If the person making the application is a member of a partnership, corporation or other association, this information shall be provided for all partners, officers and directors, or members. Please list on a separate piece of paper.

Type or Character of proposed assembly:

Address of proposed assembly site: _____

Parcel number and legal description (attach)

If the applicant is not the property owner, the affidavit below must be completed by the owner indicating consent to the use of the site for the proposed assembly.

AFFIDAVIT OF PROPERTY OWNER	
Property owner: _____	
Phone: _____	Email: _____
Address: _____	
Signature of property owner signifying permission to use the property for outdoor assembly: _____	
Proof of Ownership: Deed _____ Tax Record: _____ Other: _____	

Date(s) of assembly: _____

Hours of assembly: _____

Estimate of maximum number of attendees expected at the assembly for each day it is conducted:

Attach sample ticket or other evidence of admission which will be used.

Please provide the following information:

A detailed explanation, *including drawings and diagrams*, where applicable, for the proposed assembly:

- A) Police & fire protection
- B) Food and water supply and facilities
- C) Health and sanitation facilities
- D) Medical facilities and services including emergency vehicles and equipment
- E) Vehicle access and parking facilities
- F) Camping and trailer facilities
- G) Illumination facilities
- H) Communications facilities
- I) Noise control and abatement
- J) Facilities for clean-up and waste disposal
- K) Insurance and bonding arrangements

In addition, the application shall be accompanied by a map or maps of the overall site of the proposed assembly.

Official's Approval: On receipt by the Jamestown Charter Township Clerk, copies of this application shall be forwarded to the Ottawa County Sheriff, the Jamestown Charter Township Fire Chief, and any such other public officials as may be necessary. Such officers and officials shall review and investigate matters relevant to the application and within twenty (20) days of receipt thereof shall report their findings and recommendations to the Township Board.

Issuance of the license: Within 30 days of the filing of this application, the Township Board shall issue, set conditions prerequisite to the issuance of, or deny, a license. The Board may require that adequate security or insurance be provided before a license is issued. Where conditions are imposed as prerequisite to the issuance of a license, or where a license is denied, within five (5) days of such action, notice thereof must be mailed to the applicant by certified mail, and, in the case of denial, the reasons therefore shall be stated in the notice.

LIABILITY. Grantee hereby releases, waives, discharges and covenants not to sue Jamestown Charter Township, its departments, officers, employees and agents, from any and all liability to Grantee, its family members, guests, invitees, officers, employees, agents and authorized representatives, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of Grantee, its family members, guests, invitees, officers, employees, agents or authorized representatives, in reference to the activities authorized by this license.

INDEMNIFICATION. Grantee hereby covenants and agrees to indemnify and save harmless Jamestown Charter Township, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this license; (2) the activities authorized by this license; and (3) the use or occupancy of the premises which are the subject of this license by the Grantee, its family members, guests, invitees, employees, contractors, agents or authorized representatives.

A NON-REFUNDABLE APPLICATION FEE OF ONE HUNDRED (\$100.00) DOLLARS SHALL ACCOMPANY THIS REQUEST.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY:	
Approved: _____	Denied (Reasons) _____ _____ _____
Signature of Zoning Administrator: _____	Date: _____
Copy of license application to: <input type="checkbox"/> Fire Chief <input type="checkbox"/> Ottawa County Sheriff Deputy <input type="checkbox"/> Township Supervisor	
Date of Township Board Approval: _____ Conditions: _____ _____	