



Village of Sand Lake
2 E. Maple St. ■ Sand Lake, Mi ■ 49343

Application Fee (\$15.00) Paid: Yes No

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 ect.) The application fee may not include costs associated with Village provided services.

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 **requires 45-60 days for approval**. The application form must be submitted by MONDAY, one week before the regular Council meeting, to be included on the agenda for approval. Review and approval does not start until all event documentation has been submitted.

No set-up or road closures to begin until all required documentaion has been recieved.

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.

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.

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) along with the following required docs:

- Any vendor contracts along with contact information for each vendor

- Copy of any State applications/permits (ie firework display. liquor license)

You may submit this form to the Village office located at 2 East Maple St., Sand Lake, MI 49343, or send it electronically to 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 email at clerk@villageofsandlake.org

Event Organizer: _____ Date Submitted: _____

Business/Group Name:

Event Organizer Ph #:

Event Organizer Email:

Event Organizer Mailing Address:

2nd On-site event contact Name/Ph # _____

- Event name/type of event:

- Event start/end : Setup and event start *date and time*:

End date and teardown date and time:

- Event location:

- Event Description:

- Anticipated event attendance per day:
- How will attendance numbers be monitored?

- 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

- Will there be music or amplified speakers used at your event: Yes No
If yes, what hours? _____
- Would you like to have alcohol served or sold as part of this event? Yes No
(*alcohol is not permitted without Village Council approval*)
- Will you have event staff or volunteers for safety, security, and maintenance, if YES how many? Yes No _____
- Will food/drink or merchandise be sold at this event? Yes No
(*food and drink vendors are required to follow the requirements of Mobil Food Vending Regulations and receive a Kent County temporary food establishment license.*)
- Will you be constructing or placing any structures as part of your event?
(*please indicate all applicable below on your event map*)
Yes No

Tables, Booth or Tents? Yes No Portable Toilets? Yes No
Amusement Rides? Yes No Fencing: Yes No
Temporary Signage: Yes No
(*All temporary signage will be allowed on Village property up and shall be removed within 30 days of placement*)
- 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?

Sand Lake Chamber of Commerce- The Chamber works to promote business and events in the Village of Sand Lake and seeks to promote events and help bring people into the Village for your event. You can contact them at:

info@sandlakechamberofcommerce.com

Other village contacts:

clerk@villageofsandlake.org

president@villageofsandlake.org

zoning@villageofsandlake.org

City Publication/Promotion

The Village of Sand Lake will gladly share and promote all Community Events that have been approved of by the Village. The Village is pleased to offer the following free advertising for all approved community events, please indicate which methods you would like the Village to advertise your event.

☐ Village Website Calendar- Information from the community event application will be used to upload the event to the Village Calendar

☐ Village Facebook Page- Please provide the Event Page Link or E-mail any images or info graphics to clerk@villageofsandlake.org

☐ Communications- Would you like your event application included in the Village Council monthly packet prior to your event?

Flyer- Do you have a flyer you would like posted at city hall? If so please attach it to your community event application.

Date/Time recieved _____ Fee received date _____

Incomplete date _____ Complete date _____

Approved date _____ Denied date _____

Village approval signature _____

Event Map Required



Event Area Rules and Regulations

- PERMIT APPLICATION

Event application needs to be filled out and approved by the Village of Sand Lake council before setup is to begin in the event area.

- EVENT CANCELLATION

The Village of Sand Lake reserves the right to cancel any event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with Village requirements.

- CAPACITY LIMITATIONS

Seating capacity is to be limited to **2500** persons. Capacity limitations to be monitored and enforced by event organizers. Wristbands to be provided by the Village office prior to the event.

- ALCOHOL RESTRICTIONS

NO ALCOHOL, other than that is provided by an authorized vendor (who is licensed to sell alcohol by the State of Michigan) may be consumed in the spectator viewing area. NO ALCOHOL allowed in backstage/pit areas. The sale and furnishing of alcohol shall end 1hr before the end of the event.

- SMOKING RESTRICTIONS

No smoking or vaping within GrandStand area or any bleachers with other attendees in close proximity. Smoking and Vaping allowed with in the event area behind bleachers away from the general public.

- FIGHTING

Guests who engage in fighting, throwing objects or attempting to enter the arena will be immediately ejected from the premisis. **NO WEAPONS ALLOWED** in the event area. Licenced CPL holders exempt

- LANGUAGE

Guests will enjoy every event free from disruptive behavior, **including foul or abusive language** or obscene gestures

- NOISE RESTRICTIONS

Limits on noise levels, especially AFTER 10PM, may be enforced. (Ord.# 2023-04)

- DOGS

No dogs allowed in event area (not to include service animals)

- EVENT CLEAN-UP and TRASH DISPOSAL

Event organizers are required to leave the event space clean and restore it to its original condition after event has concluded. No trash cans to be left full after event. Arena area to be free of all debri

-Security

Event security to be provided and staffed by event holder. Any person found to be in violation of any Event Area Rules maybe removed from the event.