

CITY OF NORTON SHORES
Public Assembly Permit Application

EVENT SUMMARY

Name of Event:		
Location of Event:		
Start Date / Time:	End Date / Time:	Total Number of Hours:
Nature of Event:		

CONTACT INFORMATION

Organization / Group:	Name of Applicant:
Address:	Address:
Phone Number:	Phone Number:
Event Chairperson:	Name of Property Owner:
Address:	Address:
Phone Number:	Phone Number:
Name of Security Contact:	Name of Clean-up Contact:
Address:	Address:
Phone Number:	Phone Number:

ORDINANCE

It shall be unlawful for any person, organization, group, or entity to stage or hold a traffic or crowd gathering event (as defined) without first obtaining a permit therefore from the Chief of Police of the City (§28-1). Any person staging, holding, or promoting a traffic or crowd generating event, as defined, shall notify the Chief of Police of their intention of holding such an event at least 30 days in advance (§28-4).

FEEES

At the time of filing the application, a fee of \$100.00 is required to be paid to the City of Norton Shores as a reasonable cost for processing, evaluating and issuing the permit. Other costs may also be assessed depending on the event and must be paid prior to issuance of the permit (§28-5).

CERTIFICATION

I hereby certify that the facts set forth in this application for a Public Assembly Permit are complete and accurate. I understand that if the permit is issued, false statements on this application shall be sufficient cause for revoking the permit (City Ordinance §28-1 et sec).

SIGNATURE

Signature of Applicant:	Date of Application:
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EVENT DETAILS

Crowd Size / Type

Anticipated No. of Participants / Spectators:	Type:	<input type="checkbox"/> Spectator	<input type="checkbox"/> Participatory
		<input type="checkbox"/> Demonstrator	<input type="checkbox"/> Expressive/Revelous
	Mobility:	<input type="checkbox"/> Ambulatory/mobile	<input type="checkbox"/> Limited Movement
		<input type="checkbox"/> Restricted Movement	

Alcohol

Alcohol Allowed at the Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will Alcohol be Served/Sold: <input type="checkbox"/> Yes <input type="checkbox"/> No	MLCC Permit Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Countermeasures to prevent Possession by Minors:

Security

Private Security at Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Security: <input type="checkbox"/> Volunteer <input type="checkbox"/> Contracted	No. of Security Personnel:
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Traffic Issues

Anticipated No. of Vehicles:	Location of Parking Area:	Size of Parking Area:
Parking Attendants at Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Volunteer <input type="checkbox"/> Contracted	No. of Attendants:
Road Closures Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:	
Wayfinding Signs Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:	

Amplified Sound

Will Music be Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will Public Address System be used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours of Operation:
Type of Music: <input type="checkbox"/> Live <input type="checkbox"/> Recorded	Location / Direction of Speakers:	

Fire Prevention

Will the event include Open Flame (campfire): <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Fires:	Location of Fires:
Will the event include Pyrotechnics: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	Permit requested: <input type="checkbox"/> Yes <input type="checkbox"/> No

Temporary Structures

Will the event include Camping: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Campsites:	Health Dept permit requested (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include Tents/Canopies: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Tents/Canopies:	Location of Tents/Canopies:

Food Concessions

Anticipated No. of Concessions:	Type of Concessions:	Health Dept permit requested (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No
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Product Vendors

Anticipated No. of Vendors:	Type of Vendors:	City Permits requested (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No
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Emergency Medical Services

Medical personnel at Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Licensed Medics: <input type="checkbox"/> Volunteer <input type="checkbox"/> Contracted	No. of Medical Personnel:
Medical tent/facility Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Transport staged at event: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Transport Vehicles:

EVENT DIAGRAM

Provide a Sketch/Diagram of the Event, including location of roadways, parking, toilet facilities, etc.:

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for sketching an event diagram. The grid is empty and occupies the majority of the page below the header and instruction text.

Permit Authorization:

Police Department Estimated Cost: \$

Chief of Police

Fire Department Estimated Cost: \$

Fire Chief

Department of Public Works Department Estimated Cost: \$

Department of Public Works Director

Public Assembly Permit Cost: \$100.00

City Administrator

TOTAL: \$