

**Newberg Township
Cass County,
Michigan**

**APPLICATION FOR PERMIT TO CONDUCT AN OUTDOOR
MASS GATHERING**

I. GENERAL INFORMATION:

Pursuant to the Township of Newberg Outdoor Mass Gathering Ordinance, no organizer shall hold, conduct, advertise, or otherwise promote an outdoor mass gathering or allow an outdoor mass gathering to be held on real property the organizer owns, leases, or possesses unless a permit to hold such outdoor mass gathering has been issued by the township.

This application with all the attachments and fees shall be submitted to the township of Newberg at the following address:

Newberg Township
Attn: Clerk
P.O. Box 37
Jones, MI 49061

Initial application fee will be \$1,000, and this is subject to Ordinance Section 5 fees for additional events. An additional \$300 will be assessed for each meeting necessary to process and complete the application.

Please see the Mass Gathering Ordinance for a complete description of fees and required attachments. If you have questions regarding this application, the required attachments, or fees, please call (269) 244-8747.

II. GATHERING INFORMATION:

Date(s)/Hours gathering will be held: _____

Name of gathering: _____

Gathering site name: _____

Purpose of gathering: _____

Projected maximum number of attendees: _____

Detailed explanation of the evidence of admission indicating total number of attendees: _____

Will there be fireworks/pyrotechnics? YES NO (circle one)

Applicants must be aware and conform to all Newberg Township ordinances including the township Noise Ordinance.

Name, Address, and Phone Number of Head of Security: _____

III. ORGANIZER INFORMATION:

The Organizer includes any person who holds, stages, or sponsors an outdoor mass gathering. The Organizer shall establish a headquarters at the gathering site and the Organizer or Organizer's designee shall be present at the gathering at all times during the operating hours.

Organizer's Name: _____

Organizer's Address: _____

Organizer's Phone: _____

Organizer's Alt. Phone: _____

Main Contact:

Main Contact Phone: _____

IV. SITE/PROPERTY INFORMATION (TO INCLUDE OFF SITE PARKING):

Owner refers to any person, who alone, or severally with others, has legal title to the premises where the mass gathering will take place. This may be a person or a group who has control of the property such as the owner's agent or lessee.

Property Owner Name:

Property Owner Personal Address: _____

Property Owner Phone: _____

Property Owner Phone: _____ Property Tax Acct. Number: _____

****PLEASE NOTE THAT OFF SITE PARKING MUST NOT REQUIRE ATTENDEES TO CROSS A PUBLIC HIGHWAY****

Off Site Parking Property Owner: _____

Off Site Parking Property Owner Address: _____

Off site Parking Property Owner Phone: _____

Off Site Parking Property Location: _____

Please attach a copy of the contract setting forth the identity of the contracting parties, area of land to be used, and the dates of use under the contract.

V. REQUIRED STATE & LOCAL AGENCIES:

A letter of certification or other appropriate documentation must accompany this application from each agency.

Cass County Sheriff

Newberg Township Fire Chief

Newberg Township EMS Director

Liquor Control (if applicable)

Cass County Health Department

Newberg Township Building Inspector (if applicable)

Newberg Township Electrical Inspector (if applicable)

Newberg Township Supervisor

Each inspection may require an additional fee.

VI. SITE PLAN

A site plan of the area where the gathering will take place, including the following details, shall be submitted with the application, and a final site plan including the following details shall be submitted no later than 60 days prior to every mass gathering. Permits are subject to the approval of the final site plan by the Township Board or designated person before every gathering.

- Identifying each individual parcel of real property to be used during the mass gathering.
- Showing parking areas available and designated area(s) for ADA attendees, participants, and staff, under control of the Organizers.
- Locations of the entrances and exits designated for the attendees, participants, and staff, including placements of directional signs leading to these locations, as well as any interior walk and roadways. Please detail emergency vehicle access and mark in which direction traffic will flow on interior roadways.
- Location of the organizer's headquarters, including the placements of directional signage showing location.
- Location of any trails, tracks, runs, roadways, and the like.
- Location of food booths.
- Location of restrooms, including ADA, and hand wash stations, both permanent and portable, including placement of directional signs leading to those facilities.
- Location of solid waste receptacles.
- Location of waste water tanks, if unable to directly connect to the sanitary sewer systems.
- Location of free drinking water stations including placements of directional signs leading to these stations.
- Location of lighting, if the event takes place after daylight hours.
- Location of electrical power sources.
- Locations of stage and sound equipment, indicating the direction they are pointing.
- Location of first aid station(s).
- Location of camping facilities.

VII. ADDITIONAL DOCUMENTATION DUE 60 DAYS PRIOR TO EVENT

_____ copy of liability and pertinent insurance/bond requirements that contains dates of coverage.

_____ A letter from the Organizer certifying maximum number of attendees at this event per day (if applicable).

VIII. VIOLATION OF MASS GATHERING ORDINANCE, APPLICATION, OR PERMIT

In this section the term "violation" shall mean doing any act or allowing an employee, agent, or attendee to do any act that is prohibited or made or declared unlawful, an offense, or a violation of state or federal law, Newberg Township ordinances, or the Mass Gathering application or permit.

If a violation occurs, the Township shall have the unilateral ability to issue a civil infraction ticket, revoke any Mass Gathering Permit and impose a fine at the Township's sole discretion. If the violation involves music or noise that is not otherwise permitted by the Mass Gathering Ordinance and/or Mass Gathering Application and Permit, the Township shall have unilateral ability to issue a civil infraction ticket, revoke any Mass Gathering Permit and impose a fine at the Township's sole discretion.

Any violation, including a violation described above, shall give the Township the unilateral ability to immediately terminate the applicant's permit, at the sole discretion of the Township.

The Organizer(s) certify, under the penalties of perjury, that the statements contained herein are accurate and truthful.

Organizer's Signature: _____

Date:

The property owner has read and understands this application.

Property Owner's Signature: _____

Date: