



Calhoun County Parks and Recreation

Event Application (Exhibit C)

Applications must be submitted 60 days in advance of your requested event date

General Information:

Organization Name: _____

Organization Address: _____

Contact Name: _____

Contact Phone: (Cell) _____ (Work) _____ (Other) _____

Contact email: _____

Date of Application: _____ Date of Event: _____

Requested Time Frame: Set-up _____ (am/pm) Event hours _____ (am/pm) to _____ (am/pm) Vacate: _____ (am/pm)

Event Details:

Name of Event: _____

Anticipated # of participants/attendees: _____ Anticipated # of volunteers/staff: _____

Intended Walk/Run distance, if applicable: _____

Intended use areas (please include indoor facilities, outdoor space and trail areas (route) that you are requesting:

Do you have a 501c3 Non-Profit Status? Yes No Will you serve alcohol? Yes No

Proof of status must be submitted with application

A special use permit must be submitted

Do you need access to water? Yes No Will you serve food? Yes No

Do you need access to outdoor electricity? Yes No Do you have liability insurance? Yes No

Will you rent a large tent or canopy? Yes No

- ⇒ The Calhoun County is a non-motorized trail. If motorized access is absolutely necessary, please contact the Office of Community Development.
- ⇒ Any/all signage can be put up the morning of the event and must be removed from the site at the end of the event. All trash must be removed from the site at the end of the event.
- ⇒ Applicant must provide a parking plan for participants.
- ⇒ A \$50 non-refundable fee is required with this application.

TERMS of the PERMIT

- 1. The permit is issued for the dates and times listed above and for the purposes authorized and for no others. THE PERMIT CAN BE TERMINATED BY REPRESENTATIVES OF THE PARKS AND RECREATION COMMISSION AT ANY TIME, WITHOUT NOTICE AND WITHOUT CAUSE. The permit holder agrees that in the event his/her permit is terminated, he/she will leave the Trail property and will have no claim against the Commission or any of its representatives.
- 2. The permit holder agrees and understands that this permit is not and shall not create a lease, easement, or other rights not specifically identified in this document. No changes are allowed unless submitted and approved in writing. THE PERMIT HOLDER CANNOT ASSIGN THIS PERMIT TO ANY ONE ELSE.
- 3. The Commission shall not be liable to the permit holder or anyone authorized under the permit for any loss, injury, or damage to persons or property while they are on or around trail property. All motor vehicles approved for use must be insured. The permit holder agrees to hold the Commission, governments, and representatives harmless and shall indemnify and defend them from all losses, injury, damage, or claims by anyone for any reason caused by or growing out of the use of this permit or activities authorized by this permit.
- 4. The permit holder must conform to all federal, state, and local laws, ordinances, rules and regulations. The permit holder may be required to obtain other governmental permits, or authorization of neighboring property owners, and if so, must do so at his/her own expense.
- 5. Notices, if any are needed, shall be sufficient if mailed by ordinary mail to the permit holder at the address above.
- 6. Permit holder or organization representative shall show identification and copy of the permit if requested to do so by a law enforcement officer, community representative, or commission representative.

THE UNDERSIGNED AGREES TO THE ABOVE TERMS:

Signature of Applicant/Contact: _____

Print or Type Name: _____ Date: _____

Return Completed Application, fee, and supporting documents to:

Calhoun County Community Development

Attn: Temporary Permit Processing

315 W. Green St.

Marshall, MI 49068