



VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

APPLICATION FOR MISCELLANEOUS USE OF RIGHT-OF-WAY for Special Events

DESCRIPTION OF EVENT:

FEE: \$50 REC# _____

DATE REQUESTED:	
TYPE OF EVENT:	
DESIRED LOCATION OF EVENT:	
TIME: (START AND FINISH)	
SCHEDULE OF EVENTS:	PLEASE ATTACH DETAILED EVENTS/TIMES/LOCATION
BUSINESS OR ORGANIZATION NAME AND ADDRESS:	
CONTACT NAME AND PHONE: (please list 2 contacts)	
RAIN DATE:	
FOR ROAD CLOSURE LIST ROUTE AND CLOSURE TIMES (Consult with the WCSD for requirements)	
INSURANCE CO: (ATTACH COPY OF POLICY)	
OTHER:	
EMERGENCY RESPONSE CONTACT:	

NAME AND SIGNATURE OF FIRE AND POLICE OFFICIALS NOTIFIED OF EVENT
(Attach agreements):

Print name/Washtenaw County Sheriff Official

Signature of Official

Print name/Fire Department Official

Signature of Official

FOR OFFICE USE ONLY

DATE APPROVED BY COUNCIL:	
DATE APPROVED BY VILLAGE:	

INSTRUCTIONS AND REQUIREMENTS FOR APPLICATION

1. Application must be filed, and complete, at least 3 weeks prior to scheduled event (includes administrative approval). It is strongly encouraged that meetings be held with the Sheriff's Dept. and Fire Dept. as early as possible.

2. General liability insurance in the amount of \$1,000,000 must be provided and must name the Village of Dexter as additionally insured. The insurance shall not be cancelled without 30-day advance written notice to the Village of Dexter. In addition the hold harmless/indemnification waiver (below) must be signed and dated.
3. Contact the Washtenaw County Sheriff Department substation in Dexter to evaluate the need for contracted officers for event, routes, times and fee. Provide copy of agreement/contract with WCSO. This can take up to 3 weeks, please plan accordingly.
4. Contact the Dexter Area Fire Department to evaluate the need for contracted officers for event, routes, times and fee. Provide copy of agreement/contract with the DAFD.
5. The Washtenaw County Road Commission may require additional Road Closure permits. Road closure permits are not required if the closure does not impact roads under the Washtenaw County Road Commission's jurisdiction. If WCRC permits are required please attach approved permit.
6. Signage- The Village of Dexter has limited road closure signage. Contracts should be obtained with Poco or Spartan for appropriate road closure signage. Please provide a copy of the agreement/contract. Poco-734-397-1677; Spartan- 313-292-2488, if applicable.
7. Road Closures require that the applicant notify all residents/businesses affected by the closure. Notification must be completed a minimum of 2 weeks prior to the event. Please indicate on the permit the date in which notification will be completed.
8. Loading and Unloading is NOT permitted within parks and on the grass unless permission is specifically granted. If loading and unloading is required temporary road closures may be arranged. A deposit will be required for loading and unloading within the parks and on grass to cover the costs of repairs is applicable.
9. Alcoholic beverages are NOT permitted for road closure events, unless approved by Council. Application must note if alcoholic beverages will be served at your event. Additional liability insurance is required and a copy should be provided.
10. Provide a diagram/map of events activities.
11. A complete diagram/map/routes for events and road closures must include distances, schedule, etc.
10. Waste Management – You are responsible for clean up after your event. Arrangements should be made with Waste Management for trash disposal: (800) 971-7490 .
11. Event Coordination – Please research and list other events in the area scheduled for the same day/time.
12. Provide information on the services that will be required by the village, i.e. barricades, detour signs, etc.
13. Publication Methods – Please circle all that apply:(Village event calendar, village newsletter, Dexter Leader, Chamber Newsletter, Flyers, Brochures, Banners, Others_____)

HOLD HARMLESS AGREEMENT

"To the fullest extent permitted by law, _____, agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees and volunteers and others working for or in behalf of the Village of Dexter, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Dexter, its elected and appointed officials, employees, volunteers or others working in behalf of the Village of Dexter, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract."

Signature

Date

Signature of Witness

Date