

**VAN BUREN TOWNSHIP PARKS AND RECREATION  
SPECIAL EVENT APPLICATION**

NAME OF PARK	PICNIC SITE/SHELTER FACILITY	DATE OF EVENT
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**REGISTERED/RESERVED:** THIS REGISTRATION, IF GRANTED, DOES NOT GUARANTEE THE AVAILABILITY OF THE PICNIC AREA NAMED ABOVE. A SEPARATE PAVILION RENTAL AGREEMENT MUST BE SUBMITTED.

NAME OF FAMILY OR GROUP	TYPE OF GROUP	TYPE OF ACTIVITY
PERSON IN CHARGE	EXPECTED HOUR OF ARRIVAL	NUMBER OF PERSONS
ADDRESS	CITY	STATE, ZIP
APPLICANT'S NAME	HOME PHONE	DAYTIME PHONE

Give a brief description of how the event will be conducted. Indicate expected traffic/parking problems, publicity, and any special requests. **ALL PARK RULES MUST BE ADHERED TO.**

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**REQUEST TO ALLOW SPECIAL EQUIPMENT:**

- AMUSEMENT ACTIVITIES\*\* \_\_\_\_\_  
(Inflatables / Dunk Tank) – Separate Inflatable Addendum Required **\*\*Moon Bounces are Prohibited!**
- OTHER (port-a-jon, day of event only with approval)\*\* \_\_\_\_\_

**NOT PERMITTED:**  
**TENT LARGER THAN 10' X 15'**  
**BAND/DJ, MOON BOUNCES**

**\*\* CERTIFICATE OF INSURANCE AND RELEASE OF LIABILITY MAY BE REQUIRED. GENERATOR SUGGESTED – LIMITED ELECTRICITY AVAILABLE AT PAVILIONS.**

**CERTIFICATE OF INSURANCE & RELEASE OF LIABILITY**

The sponsoring agency of a special event shall provide the Van Buren Township Parks and Recreation Department a Certificate of Insurance as follows:

**COVERAGES**  
Comprehensive General Liability-  
Bodily Injury and Property Damage

**LIMITS**  
\$1,000,000 Combine single limit –  
each occurrence and aggregate

In addition, the certificate MUST indicate that the Charter Township of Van Buren, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Van Buren are named as "Additional Insured" and shall hold them harmless from any and all loss, damages, liability, claims, actions, suits, proceedings of every kind or character arising out of injury, including death, to persons or damage to property due in whole or in part as it relates to the sponsored event. It is understood and agreed by naming the Member as additional insured, coverage afforded is considered to be primary and any other insurance the Member may have in effect shall be considered secondary and/or excess.

The specific name and date of the event must be detailed on the certificate, as well as the name of the Park where the event will be held.

Certificate of Insurance **MUST** be delivered to the Parks and Recreation Department no less than two (2) weeks before the event.

**RELEASE OF LIABILITY**

To the fullest extent permitted by law, the above organization agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Van Buren, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Van Buren 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 Charter Township of Van Buren by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is any way connected or associated with the sponsoring organization's special event.

APPLICANT'S SIGNATURE	DATE
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**FOR PARK USE ONLY**

DATE OF REQUEST	PERSON RECEIVING REQUEST	BY: <input type="checkbox"/> APPROVED DATE:	<input type="checkbox"/> DENIED
<input type="checkbox"/> INSURANCE REQUIRED	INSURANCE RECEIVED DATE:	<input type="checkbox"/> INFLATABLE ADDENDUM REQUIRED	

COMMENTS:

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