



# SPECIAL EVENT REQUEST FORM



## CONTACT INFORMATION:

Event Organizer Name: \_\_\_\_\_  
First Last

Full Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## EVENT INFORMATION:

Event Date Requested: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: Walk/Run Tournament Festival Fundraiser

Car Show/Cruise Circus Other: \_\_\_\_\_

Name of Park/Shelter/Athletic Field Location Requested: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EVENT DETAILS AND REQUIREMENTS:

**PLEASE NOTE:** A valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Michigan and listing Wayne County Parks as and additional insured with a \$1,000,000.00 per accident or injury incurred must be provided for all special events held on park property, moon walks, pony rides, dunk tanks or similar amusements. Event organizers must also submit a copy of the proposed race course map, tournament game schedule, or a detailed event map showing an overview of the event. All requested documents must be submitted with the special event request form for review and approval. Failure to comply will result in delay of processing and possible denial of request. Park staff will review this request to determine if any additional fees will be due. All required fees are non-refundable and must be paid when application is submitted.

How many attendees are expected: \_\_\_\_\_

**Will there be food, beverage or merchandise vendors? NO YES (how many);\_\_\_\_\_**

*These vendors must obtain a Food Service Facility License issued by the Wayne County Government Department of Health and Human Services. All vendors must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the State of Michigan and Listing Wayne County Parks as an "additional insured" with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred.*

**Will you have a Moonwalk or other amusement? NO YES (describe):\_\_\_\_\_**

*A valid certificate of liability insurance written by a carrier licensed to write insurance in the State of Michigan and listing Wayne County Parks as an "additional insured" with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred must be provided for all special events held on park property, moonwalks or similar amusements, and each food, beverage, or merchandise vendor.*

**Will this event be advertised or publicized? NO YES if yes, how:**

**TV Radio Print Flyers Email/List servs**

*If this is a public event, please provide a copy of all promotional materials as well as a list of media outlets promoting the event.*

**Are road closures or traffic management required? NO YES**

*Wayne County Sherriff Officers are often required to be onsite if road closures or traffic management issues are a component of your event request. If your event does require police, you will be contacted directly by the Wayne County Sherriff Department to coordinate appropriate security arrangements.*

**Will you require security or police onsite? NO YES (how many):\_\_\_\_\_**

*Wayne County Sheriff Officers maybe required for your event. If your event does require police, you will be contacted directly by the Wayne County Sheriff Department to coordinate security arrangements.*

**Do you plan to serve alcohol? NO YES**

*Alcohol can only be served at our designated picnic areas owned by Wayne County Parks. Special exceptions can be requested in writing to the Director of Parks.*

**Any special requests or other comments related to your event request for our consideration?**

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**Please email Request Form to Kim Healy at [khealy@waynecounty.com](mailto:khealy@waynecounty.com). For more info, please call the Wayne County Parks office at 734-261-1990.**

**General Rules and Regulations for Special Event Use of Parks and Facilities**

- The event organizer must comply with all Wayne County Parks Rules and Regulations and with all municipal, state, and federal laws and regulations and is responsible for ensuring the adherence of all event participants and spectators as well.
- The park or facility must be left in the condition in which it was found. All damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit.
- The park or facility must be completely vacated by dark, with all cleanup completed.
- The permit must be in possession of the permitted group or individual during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- **NO LITTERING:** All trash must be picked up and placed in the nearest receptacle.
- **VEHICLES:** It is understood that items stored in vehicles such as refreshments, equipment, supplies, etc., will be dispersed free of charge to the members of your group only. No exchange of money is to take place in the parks unless special permission approved from the Parks Director. **VEHICLES ARE PROHIBITED FROM PARKING ON OR DRIVING ON THE TURF.**
- **ELECTRICITY: Most restrooms and shelters are equipped with electrical outlets (only 20amps or 110 volts). THE SUMAC, WILCOX AND NORTHVILLE SHELTERS DO NOT HAVE ELECTRICITY AT THIS TIME.** No additional charge for electrical or water, therefore **SERVICE IS NOT A GUARANTEE.**
- **P.A./SOUND SYSTEMS: BAND AND DJ'S ARE NOT ALLOWED UNDER ANY CIRCUMSTANCE UNLESS SPECIAL PERMISSION IS APPROVED BY THE PARKS DIRECTOR.**
- **SIGNS:** On the day of your event, temporary signs may be placed for directions and/or designating your park area (must not be attached to trees). No advertisements, circulars, notices, statements, or designs shall be displayed or distributed without special permit. All signs must be removed after your event or a charge for removal of such may be billed to the permit holder.
- **ALCOHOLIC BEVERAGES:** Beer is the **ONLY** alcoholic beverage allowed in the park area **WITH THE EXCEPTION OF ELIZABETH PARK UNLESS SPECIAL PERMISSION APPROVED BY THE PARKS DIRECTOR.** Beer in bottle/can is allowed without permit. Keg Beer is allowed by permit only (no additional fee).
- **PUBLIC AREAS:** A Special Event Permit **DOES NOT** give permit holder exclusive rights to playground equipment, tennis courts, basketball courts, open grassy areas or restrooms. These areas are open to the public and cannot be reserved.
- **PICNIC TABLES:** The number of picnic tables in a given area cannot be guaranteed. **MOVING PICNIC TABLES FROM ONE PICNIC AREA TO ANOTHER IS PROHIBITED.** We do not provide extra tables.
- **BATHROOMS:** Please be aware that the bathrooms will be locked by 8:00 p.m. each night.
- **PETS:** Wayne County Park rules require all dogs must stay on a leash.
- **RAIN DATES:** No rain dates will be given. **Area is reserved for permit holder rain or shine.** If Park Staff determines that the area is not accessible due to flooding, another available date will be reserved within the same calendar year at no additional cost. **NO REFUNDS!**
- **CANCELLATION:** A cancellation of a permit will result in the forfeiture of all fees. **NO REFUNDS!**
- **RULE ENFORCEMENT:** THE WAYNE COUNTY SHERIFF'S DEPARTMENT WILL ENFORCE ALL PARK RULES. If you have any problems during your picnic, please call the park office at (734) 261-1990 (Monday-Friday 8am-4:30pm, Saturday 9am-4pm). If the park office cannot be reached, please contact the Wayne County Sherriff Park Patrol Office at (313) 224-7107.

**I HAVE REVIEWED THE PARK RULES AND REGUALTIONS LISTED ABOVE AND I WILL COMPLY:**

X \_\_\_\_\_  
Permit Holder/Authorized Agent

\_\_\_\_\_  
Date

**FOR OFFICE ONLY**

**RECOMMENDATIONS:**

- General Liability Insurance Required: Special Requests including Inflatable, dunk tanks, pony rides, fundraising activities, etc. (\$1,000,000 General Liability Insurance naming Wayne County Parks as an additional insured)**
  
- Keg Permit Required**

Check/MO # Cash/ CC	Receipt #	Deposit Amount	Deposit Date	Remarks

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Wayne County Parks Signature**

\_\_\_\_\_  
**Date**

- Approved**
  
- Denied**      **If Denied Reason**\_\_\_\_\_