



TO: Amusement/Entertainment Applicant

FROM: Delta Charter Township, Clerk's Office

RE: Amusement & Entertainment Application Procedure

Delta Township would like to say thank you for considering Delta as the community in which to conduct your amusement/entertainment. We wish you success in your application process. Attached is a copy of the current Delta Township Ordinance, Chapter 6 Amusements and Entertainment, Article II, Entertainments and Performances, to guide you in the application procedure.

The attached application must be filled out entirely before returned for processing, a minimum of thirty, (30) days, prior to your event. The Township Board of Delta Charter Township must approve this license. The Township Board meetings are scheduled every first and third Monday of each month. \$500.00 Non-refundable application fee is due at time of submittal of application.

For electrical inspections, or sign permits contact Building Department at (517)323-8530, for zoning information, tent application process and Food Truck ordinance contact Planning Department (517)323-8560, for noise ordinance information and variance contact the Managers Office at (517)323-8590 and for Fire Safety and tent inspections contact the Fire Department at (517)321-6622.

Carefully review the attached Amusements and Entertainments Ordinance and complete the application. Questions may be directed to the township clerk at (517)323-8500 for further information.

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TO: Amusement & Entertainment License Applicant

FROM: Delta Charter Township, Clerk's Office

RE: Amusement & Entertainment Application Guidelines

APPLICATION/LICENSE REQUIREMENTS AS FOLLOWS:

1. An application shall be submitted to the Township Clerk for an amusement & entertainment permit and shall be submitted by the owner, manager, sponsor or operator of the event a minimum of thirty (30) days prior to the requested event date as this permit must be approved by the Delta Township Board. The Township Board meetings are scheduled every first and third Monday of each month.
2. A non-refundable application fee of \$500.00 shall be submitted with the application for Amusement & Entertainment license.
3. The application shall contain the following information:
 - a. The name and address of the person applying for the permit; the full name and address of the owner, operator and sponsor of such show.
 - b. The proposed location and dates of operation of such show, or a statement that operation will be on a continuous basis and the hours of such operation.
 - c. A brief description of the type of activity.
 - d. A statement setting forth all admission charges
 - e. Such other information as the township clerk shall deem reasonably necessary and proper for the full protection of the charter township, as well as the applicant in order to effectuate the purposes of this article and determine whether the terms of this article and state statutes have been complied with.

4. The fee shall be \$200.00 per day for Amusement & Entertainment License. The fee will be set by the Township Board and must be paid prior to license being issued.
5. A letter on business stationary from the property owner where the event will be held giving permission for the event and location.
6. Prior to issuance by the township clerk of any license under this article, each person applying for a license shall file with the clerk a public liability and property damage insurance policy. (See Section 6-34-a).
7. Prior to issuance by the township clerk of any license under this article, each person applying for a license shall file with the clerk a bond in the penal sum of \$10,000.00 indemnifying the Charter Township. (See Section 6-34-b).
8. For electrical inspections contact the Building Department at (517)323-8530, for Fire Safety or tent inspections contact the Fire Department at (517)321-6622, for zoning information, tent application process or food truck application process contact the Planning Department at (517)323-8560.
9. If the applicant intends the use of any tent, canopy, or similar structure it shall comply with the Delta Township Fire Code and Delta Township Tent Display Ordinance.

Carefully review the attached Amusements and Entertainments Ordinance. Questions may be directed to the township clerk at (517)323-8500 for further information

APPLICATION FOR A ENTERTAINMENT AND PERFORMANCE LICENSE

The undersigned hereby applies for a license to sponsor, operate, exhibit, perform or cause to be operated, exhibited or performed any public amusement, entertainment, bingo game, exhibition, circus, carnival, sporting event or religious service under canvas or in the open air, within the Charter Township of Delta, Michigan. This listing is illustrative only and is not meant to be all inclusive.

APPLICATION/LICENSE FEES

\$500.00 Non-Refundable Application Fee due at time of submittal of application:

License Fee set by Township Board at Township Board Meeting. \$200.00 per day.

GENERAL INFORMATION:

FULL LEGAL NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

APPLICANT PHONE NUMBER: _____

APPLICANT(S) DATE OF BIRTH: _____

FULL LEGAL NAME OF OWNER(S): _____

ADDRESS OF OWNER(S): _____

OWNER(S) PHONE NUMBER: _____

OWNER(S) DATE OF BIRTH: _____

FULL LEGAL NAME OF OPERATOR(S): _____

ADDRESS OF OPERATOR: _____

OPERATOR(S) PHONE NUMBER: _____

OPERATOR(S) DATE OF BIRTH: _____

FULL LEGAL NAME OF SPONSOR(S): _____

ADDRESS OF SPONSOR(S): _____

SPONSOR(S) PHONE NUMBER: _____

EVENT INFORMATION:

LOCATION OF PROPOSED EVENT: _____

DATES OF PROPOSED EVENT: _____

PROPOSED HOURS OF OPERATION: _____

CHARGES FOR ADMISSION: _____

IF NO ADMISSION CHARGE, OTHER MANNER(S) IN WHICH MONEY OR OTHER CONSIDERATION IS RECEIVED:

BRIEF DESCRIPTION OF PROPOSED TYPE OF ACTIVITY(S) INCLUDING TIMES:

BRIEF DESCRIPTION OF APPLICANT AND OPERATOR(S) EXPERIENCE WITH PROPOSED EVENT AND ACTIVITY(S):

BRIEF STATEMENT WHETHER APPLICANT HAS APPLIED FOR A SIMILAR LICENSE OTHER THAN DESCRIBED IN THIS APPLICATION, AND THE DISPOSITION OF SUCH APPLICATION:

INSURANCE INFORMATION:

INSURED
BY: _____

\$500,000.00, in the event of injury or death of any one person, and for the payment up to \$1,000,000.00 in the event of injury or death of more than one person, and for the payment up to \$500,000.00, for property damage. **The Charter Township of Delta must appear as an additional insured and receive a 30-day cancellation notice.**

POLICY#: _____ DATE ISSUED: _____ EXPIRATION DATE: _____

BONDED

BY: _____

(In the Penal Sum of \$10,000.)

BOND#: _____ DATE ISSUED: _____ DATE EXPIRES: _____

REQUIREMENTS:

Applicant understands full compliance with any and all Township Ordinances is required, including but not limited to, the:

- Delta Township Fire Code,
- Delta Township Zoning Ordinance,
- Delta Township Building Code,
- Delta Township Utility Ordinance,
- Delta Township Traffic Ordinance,
- Delta Township Sign Ordinance,
- Delta Township Nuisance Ordinance,
- Delta Township Noise Ordinance,
- Delta Township Offenses Ordinance.
- Delta Township Tent Ordinance

Applicant understands full compliance with any and all Township Ordinances, County Ordinances, State Statutes, and Federal Statutes is required.

IMPORTANT: applicant is required to provide, along with this application, items necessary to show how and where the license (if granted) is to be utilized, which shall describe adequate off-street parking, lighting, refuse disposal facilities, water facilities, restroom facilities, medical facilities, seating, trespass containment, and adequate plans for screening and noise control. This listing is illustrative only, and is not meant to be all inclusive.

Applicant understands all required fees, utility bills, and taxes must be paid in full before a license will be granted. Applicant is required to provide written permission from the property owner, of the property upon which the event or activity is intended to take place. A fee for each license shall be in an amount determined by resolution of the Township Board.

Such other information as deemed reasonably necessary and proper, for the full protection of the Charter Township, as well as the applicant in order to effectuate the purposes of the Ordinance and determine whether the terms of the Ordinance and State Statutes are being complied with, may be required to be provided by applicant.

Should your request for a license be denied by the Township Clerk, applicant may file an Appeal to the Township Board. To file an appeal, the form is available from the Township Clerk, a fee is required and set by resolution of the Township Board and applicant has five days from the date of denial in which to file such appeal.

“I, the undersigned, hereby acknowledge my understanding of this application and its requirements. I have received and read a copy of the Township Ordinance, and understand and will comply with the regulations contained within the Township Ordinance. Further, I understand that a false statement on this application may result in either a denial of this application or subsequent revocation if this license is granted.”

APPLICANT SIGNATURE: _____

DATE: _____

Delta Township Official use only below this line.

Reviewed and approved by the following:	Date	Initials
Delta Township Clerk's Office:	_____	_____
Eaton County Sheriff Department:	_____	_____
Delta Township Fire Department:	_____	_____
Delta Township Planning Department:	_____	_____
Delta Township Building Department:	_____	_____
Delta Township Treasurer:	_____	_____
Fee Established:	_____	_____
Delta Township Board of Trustees:	_____	_____
Application Fee Paid (receipt no.):	_____	_____
License Fee Paid (receipt no.):	_____	_____
Date of Acceptance/Denial:	_____	_____