

**Village of Grass Lake**  
119 North Lake Street, P.O. Box 737  
Grass Lake, Michigan 49240  
Phone: 517-522-4550  
Fax: 517-522-8120



**Village of Grass Lake Street Closure & Special Events Application**

**APPLICANT:** Please read all attachments before completing application. Submit completed application to the Village of Grass Lake office. Attach additional information as needed. Application should be completed with check or money order made payable to the Village of Grass Lake Attn: Village of Grass Lake/ Street Closure PO Box 737 Grass Lake MI 49240 or drop off at the Village Office, 119 N. Lake St. Grass Lake, MI 49240.

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

Contact Person: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Name to Close: \_\_\_\_\_

From Intersection: \_\_\_\_\_ To Intersection: \_\_\_\_\_

Closure Date(s): \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Additional Services Requested:  
\_\_\_\_\_  
\_\_\_\_\_

**Hold Harmless Agreement:**

The undersigned Applicant, who is to be in charge of the use of the premises, is over the age of 18. In the use of the Events Park facilities, the Applicant shall be responsible for the actions of those in attendance. The Applicant also agrees to indemnify the Village of Grass Lake, the Village of Grass Lake DDA, their officers, agents and employees against any property and/or personal loss, damage, and/or liability that may be suffered or incurred by any of the organizations, their officers and employees, and save all organizations harmless against all claims, demands and causes of action that may be brought against any of the organizations caused by, arising out of, or in any way connected with the use of the Events Park facilities or the exercise of the privilege granted. The Village of Grass Lake requires proof of Liability Insurance at the applicant's expense.

I have read the regulations covering the use of the Grass Lake Events Park and its facilities and understand that the use of the facility requested must be in accordance with the regulations contained herein.

\_\_\_\_\_  
Signature of Applicant/Date

\_\_\_\_\_  
Phone Number

***Street Closure  
&  
Special Events Fee Schedule***

<b>Service</b>	<b>Fee</b>	<b>X</b>	<b>Quantity</b>	<b>Total</b>
Road Closure Electricity Access (outlets on street lights)	\$40	X		
Road Closure -Resident/Local Business/Organization Per Day ( Includes set up, tear-down, barricades, and detours)	\$150	X		
Water Connection (includes hoses) (Special Event & Road Closure)	\$100	X		
Dumpster (Special Event)	\$150	X		
Trash Removal from Event , includes trash bags (Must be bagged and left in designated location on event grounds) (Special Event)	\$50	X		
Generator Per Day (Special Event)	\$100	X		
Additional Labor of DPW Staff, per hour worked (Special Event & Road Closure)	\$35/hour	X		
Additional Equipment (Special Event & Road Closure)	\$30/hour	X		

**Applications for Road Closures**

1. No paint of any kind may be used on or in any Village facility, park, or road. For bicycle or running events, temporary stake-in-ground directional signs are preferred. Temporary chalk markings may be permitted upon request.
2. Upon receiving application approval, notification of all residents and businesses that will be affected by the closure is required. Notification must be completed at least two (2) weeks prior to the event.
3. Village Council approval is required for road closures. The Council meets the first and third Tuesday of each month. Please allow ample time for Council approval.