

**Charter Township of Oakland
Historic District Commission (HDC)
4393 Collins Road, Rochester, MI 48306
Application for Temporary Permit and Release of Liability**

Cranberry Lake Farm Historic District _____

Date Application Received _____ Permit No. _____

PLEASE RETURN PAGES 1 & 2

Name of Applicant: _____

Contact Person: _____

Address: _____

Telephone (including area code): _____

Email: _____

Name of Event or Special Occasion: _____

Describe Intended Use: _____

Name of Building(s) to be used: _____

State desired Dates of Use:

Date/Time to Start: _____ Date/Time to End: _____

How many participants are expected? _____

Type of Organization: (circle) Public Not for profit 501c3 Governmental Private

***STARRED ACTIVITIES REQUIRE BOTH A WRITTEN PERMIT AND APPROVAL AT A REGULARLY SCHEDULED HDC MEETING.
-OTHER PERMITS MAY BE REFERRED FOR HDC APPROVAL IF DEEMED APPROPRIATE—**

Group Provision:

- *Groups over 100 people.
- Groups of 50-100 requires written permit.
- Will there be tents or canopies, additional tables or grills? (your own) _____
- Approximate number of vehicles expected? _____
- Will there be catered food or an open BBQ? _____

PLEASE NOTE: Alcohol on site is not allowed in the historic district or park.

***Entertainment Provision:**

- What entertainment is planned? _____
- Will there be sale of goods or displays? _____
- Location of Event or Display Area: _____
- Is there Sound amplifying equipment? _____
(Please be respectful of our neighbors)

***On-site Publicity:**

- Use of temporary signs or banners.
- Location of posting and /or distribution: _____

***Outdoor Campfire Provision:**

- Ground Fires are not in a fireplace, yet in a fire pit which requires a Burn Permit from Charter Township of Oakland. Burn Permit No. _____

Note: All fires must be extinguished completely before leaving the area.

- Location of proposed Fire: _____

Any Other Activities? _____

**Charter Township of Oakland
Historic District Commission (HDC)
4393 Collins Road, Rochester, MI 48306
Application for Temporary Permit and Release of Liability**

Cranberry Lake Farm Historic District _____
Date Application Received _____ Permit No. _____

PLEASE RETURN PAGES 1 & 2

Terms:

1. This permit is issued for the dates and times listed above and for the purposes authorized and for no others. This permit can be terminated by representatives of the Historic District Commission at any time without notice and without cause. The permit holder agrees that in the event his/her permit is terminated; he/she and all other participants/attendees shall leave the property immediately and will have no claim against the Commission or any of its representatives.
2. The permit holder agrees and understands that this permit is not and shall not create a lease, easement or other rights not specifically identified in this document. No changes are allowed unless in writing. **THE PERMIT HOLDER CANNOT ASSIGN THIS PERMIT TO ANYONE ELSE.**
3. The Commission shall not be liable to the permit holder or anyone authorized above for any loss, injury or damage to persons or property while they are on or around park property. All motor vehicles used must be insured. The permit holder agrees to hold the Commission, Governments and representatives harmless and shall indemnify and defend them from all losses, injury, damage or claims by anyone for any reason caused by or growing out of the use of this permit or activities authorized by this permit.
4. The permit holder also acknowledges that there are honeybee colonies on the park property and that they shall inform members of their group of the bee colonies so they may take the proper precautions for those that may experience medical emergencies if stung.
5. The permit holder must conform with all federal, state, and local laws, ordinances, rules and regulations. The permit holder may be required to obtain other governmental permits or authorization of neighboring property owners and if so must do so at his own expense.
6. Notices, if any are needed, shall be sufficient if mailed by ordinary mail to the permit holder at the address listed on the front of this form.
7. Permit holder or user(s) must show identification if requested to do so by a law enforcement officer, community representative or commission representative.

THE UNDERSIGNED AGREES TO THE TERMS AS LISTED ON PAGES ONE AND TWO

Signature of Applicant/Contact: _____

Print or Type Name: _____

Date: _____

Signature for the Historic District Commission: _____

Date Approved/Denied by Historic District Commission: _____

Permit area inspection approved by _____ Date _____

Deposit refunded by _____ Date _____

Trash bags Receipt Cash Check Permit Copy

**Charter Township of Oakland
Historic District Commission (HDC)
4393 Collins Road, Rochester, MI 48306
Application for Temporary Permit and Release of Liability**

Cranberry Lake Farm Historic District _____
Date Application Received _____ Permit No. _____

PLEASE RETURN PAGES 1 & 2

Charter Township of Oakland
Historic District Commission
4393 Collins Road
Rochester, MI 48306
Phone 248-608-6807 Fax 248-601-0106
www.oaklandtownship.org

1. Vehicles can only be used in authorized areas, such as the driveway, parking lot, or designated over-flow.
2. Application/Permit must be retained at all times by user group and displayed while the event is occurring.
3. The Permit is only valid for the date shown.
4. The group is responsible for leaving the area clean and it was upon entering.
5. No Alcoholic beverages are allowed.
6. No open fires are permitted unless authorized.
7. Pets must be kept on a maximum 6-foot leash.
8. Pet owners must clean up their pet's feces.
9. Canopies, tents, additional tables or grills are allowed with written authorization.

Payment

Checks are to be made out to Oakland Township.

Rules Governing Refund of Deposit

The deposit will only be refunded if all of the following apply:

1. The user group has not caused damage to any facilities.
2. The user group has bagged and removed all their waste.
3. The area has been left clean, i.e. area free of debris, tables wiped clean, coals and ashes removed from grills and deposited in designated receptacles, portable toilet inspected and cleaned as needed.
4. The user group has not violated any terms agreed to in the permit application or any of the rules cited above.

Cancellation and schedule changes by the applicant/permit holder

All cancellations and schedule changes are subject to a non-refundable fee. Requests must be made in writing. Rainouts are entitled to a full refund of the fee and deposit if requested in writing.

Cancellation by Oakland Township Historic District Commissioner or their designee

Due to weather conditions, which make the event/activity impossible, or to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) a refund may be applied for to the Historic District Commission; or 3) the event may be rescheduled at the earliest available date.