

Permit must be submitted at least 30 days before AN event date.

Permit Number

CITY OF GRAYLING MULTI-USE PERMIT

Please check below for the type of permit being requested (mark all that apply): **Use black or blue ink**

- Use of City Streets
 Use of City Property
 Reservation for Use of City Park Pavillion
 Other: _____

Name of Organization:	
Address:	
Contact Person:	Telephone Number:
Alternate Contact Person:	Alternate Telephone Number:
Date(s) requested:	Time(s) requested / Hours of Operation:
Alternate Date(s) / Time(s) in case of cancellation due to inclement weater or other unforeseen events:	
Location(s) of Event (attach a separate sheet if necessary):	
Purpose / Type of Event (attach a separate sheet if necessary):	
Will the organization be doing any cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any items offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
What will be used for a power supply, if anything?	
What chemicals will be on location, if any?	
What will parking arrangements be? (attach a separate sheet, if necessary)	
Do you have any special needs or requests for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain (attach a separate sheet if necessary):	
I have read and agree that we will abide by all of the conditions that apply.	
Signature:	Date:

OFFICE USE ONLY

<p>These special conditions apply to applicant as marked (as well as all noted on the reverse side):</p> <p><input type="checkbox"/> Supply a Certificate of insurance indicating the City of Grayling as a co-insured party.</p> <p style="background-color: yellow;"><input type="checkbox"/> Supply a \$50.00 security deposit, when required. (101-000-677.000), if the attached list of items are not cleaned your security deposit possibly could be reduced or not refunded</p> <p><input type="checkbox"/> Keep a copy of the approved request at the function.</p> <p><input type="checkbox"/> No Alcohol Allowed.</p> <p><input type="checkbox"/> City Park closes at 10:00 PM, unless otherwise requested and approved.</p> <p><input type="checkbox"/> The City reserves the right to cancel this event due to unsafe conditions.</p> <p><input type="checkbox"/> Do not Block Fire Hydrants.</p> <p><input type="checkbox"/> Maintain 18 ft. safety lanes for emergengy equipment / vehicles.</p> <p><input type="checkbox"/> Obtain a copy of City Park Rules</p>
--

OFFICE USE ONLY

Conditions / Advisory Comments:

Receipting Information	Application Received By:	Date:
<input type="checkbox"/> Received Certificate of Insurance	Employee Initials:	Date:
<input type="checkbox"/> Received Security Deposit ck#	Employee Initials:	Date:
<input type="checkbox"/> Returned Security Deposit ck#	Employee Initials:	Date:

Application Review:

Request Approved

Request Denied Reason: _____

Signature: _____ **Date:** _____

Doug Baum, City Manager

Route Copy To:

Police Department

Fire Department

DPW

Other: _____

CUSTOIAN ONLY-CHECK LIST	Date Checked	Date Checked	Date Checked	Date Checked	Date Checked
<input type="checkbox"/> Furniture back in same orientation <input type="checkbox"/> Tables, Chairs, Counter Top & Coffee Pot Cleaned <input type="checkbox"/> Projection Screen Cleaned and put up <input type="checkbox"/> Restrooms Clean of trash <input type="checkbox"/> Restrooms Clean (Nov 1 - March 31st nature center use only) <input type="checkbox"/> Thermostate temperature to 60 degrees (winter) 70 degrees (summer) <input type="checkbox"/> Trash is removed & set by door and new bags in trash bins <input type="checkbox"/> Other: _____					JANITOR NOTES