

**Otsego County Louis M. Groen Nature Preserve**  
**Special Event Permit Application**  
Roger Latuszek, Director rlatuszek@otsegocountymi.gov  
10950 Hetherton Rd, Johannesburg, Mi. 49751  
Telephone: (989) 705-2469



Name of Individual or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Manager **on site** Day of Event: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

\_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Area of Park (Describe Physical Boundaries): \_\_\_\_\_

Actual Hours of Event: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Set up Times: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM Take Down Times: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Description of Event Setup: \_\_\_\_\_

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

**INFORMATION REQUIREMENTS**

All activities at the Louis M. Groen Nature Preserve must follow the Conservation Easement recorded on Liber 1271 Page 786 at the Otsego County Register of Deeds Office.

**Insurance Requirements**

During the performance, any and all events when there is a charge for participation, the applicant shall provide a certificate of insurance meeting the following requirements:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and aggregate.
- b. Motor Vehicle Liability Coverage and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.
- c. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.
- d. Otsego County Louis M. Groen Nature Preserve will be named as Additional Insured on all insurance coverage, with the exception of Workers Compensation and Employers' Liability Insurance.
- e. A Waiver of Subrogation is required on the certificate of liability insurance.

Otsego County Louis M. Groen Nature Preserve, is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

#### **IDENNITY AGREEMENT**

To the fullest extent of the law, \_\_\_\_\_ (hereinafter described as "LESSEE" agrees to defend, pay on behalf of, indemnify and hold harmless the Otsego County Louis M. Groen Nature Preserve (hereinafter referred to as "the GNP") its elected and appointed officials, employees and volunteers and any others working on behalf of the GNP, against any and all claims, demands, suits, or loss, including all costs and any fees connected therewith, bought by anyone and for any damages which may be asserted, claimed or recovered against or from the GNP, its elected and appointed officials, employees, volunteers or others working on behalf of the GNP, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, brought by anyone which arises out of the sole, comparative or partial negligence, error, omission or commission or any party including the GNP, its agents or employees and is in any way connected or associated with this contract between LESSEE and the GNP for the lease of the described premises.

LESSEE agrees to guarantee that the following rules will be observed by all individuals in attendance at the event. LESSEE accepts responsibility for assuring the following; (a) orderly behavior; (b) financial responsibility for any damage due to use of the facilities; (c) responsiveness to all directives of staff/personnel; (d) that the program is of a nature suitable for presentation on public property; (e) that the activity is lawful and in conformity with regulations of State and Federal laws and the GNP; (f) that LESSEE will not remove, change, rearrange or revise anything in or on the property without the specific approval from the GNP. Intoxicated persons will not be allowed to enter; those found intoxicated will be removed. Failure by LESSEE to honor these requirements could result in forfeiture of use of the property. LESSEE shall not deny participation in any event of LESSEE or membership LESSEE because of race, creed, color, national origin or handicap. LESSEE understands and agrees that if at any time the GNP determines that a person's activities pose a danger to persons or property, the GNP shall have the right to close down all or part of the property to remove offending persons or groups from the property.

#### **AFFIDAVIT OF APPLICANT**

Everything I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all the rules and regulations. The permit, if granted, is not transferable and is not revocable at any time at the absolute discretions of the Otsego County Louis M. Groen Nature Preserve.

#### **MISCELLANEOUS RULES**

1. Trash Removal: You are responsible for securing additional receptacles or having your trash hauled away if facility containers won't accommodate the needs for your event.
2. Portable Toilets: You are responsible for securing the appropriate number of portable toilets for your event. They should be delivered at the latest delivery date at time possible prior to your event and removed from the facility no more than 24 hours after your event ends.
3. It is the applicant's responsibility to be familiar with the Otsego County Louis M. Groen Nature Preserve rules to ensure their event complies with such.

**Print Name of Applicant:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY:** \_\_\_\_ Approved      \_\_\_\_ Denied      Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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