

**PLAINFIELD CHARTER TOWNSHIP
APPLICATION FOR CARNIVAL/CIRCUS LICENSE**

This application must be filed with: Plainfield Charter Township - Clerks Office

Carnival/Circus Business Name: _____

Owner's Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Length of time of business: _____ Hours of Operation: _____

Address of Event: _____

Property Owner's Name: _____

Property Address: _____

Telephone Number: _____ Fax Number: _____

REGULATIONS

You must comply with the rules and regulations established in Chapter 10, Article IV, Division 2 – *Carnivals and Circuses* and the *Temporary & Permanent Tents, Canopies, and Membrane Structure* requirements, if applicable.

You must submit

- A site plan showing the following:
 1. Any existing structures on the premise including ingress and egress locations on the site
 2. If using a tent, canopy or membrane structure please include the size and location
 3. Setback measurements from property lines to your location
 4. Identify customer parking areas
 5. Identify “camping” area if employees will remain on site during off hours
 6. Sign details, including size and specific location. (Limited to one sign, no larger than 48 square feet - ***no flags, pennants or flashing lights***)
- A letter of authorization from the property owner for the use of their property.
- Certificate of liability insurance

You are responsible for contacting the appropriate safety inspectors for your event:

Fire Inspection: Assistant Fire Chief Steve McKellar
Plainfield Charter Township Fire Department
4343 Plainfield Ave NE
Grand Rapids, MI 49525
Phone: (616)361-2895
Fax: (616)364-1187
E-mail: mckellars@plainfieldmi.org

*Electrical Permits: Cascade Township's Building Department:
 2865 Thornhills Avenue, SE
 Grand Rapids, MI 49546
 Ph: (616) 949-3765
 Fax: (616) 949-7271

*Please be advised that Cascade Township is now administering electrical and mechanical applications, permits, and inspections for Plainfield Charter Township. Submittal and payment of fees for electrical and/or mechanical inspections shall be submitted directly to Cascade Township as well as scheduling of inspections.

CERTIFICATION

I hereby certify that I have read the regulations pertaining to Carnival / Circus Licenses; I understand these regulations; and I will operate my business in conformance with the regulations.

 Signature Date

Fees: Carnival: \$10.00 per ride or booth, per day Circus: \$75.00 per day

List of booths, rides, devices - attached Y ____ N ____
 Insurance: Proof of \$50,000.00 - attached Y ____ N ____

	<u>Date</u>	<u>Initials</u>
Approvals: Fire Department:	_____	_____
Community Development:	_____	_____
Application and fee received:	_____	_____
License issued:	_____	_____
License number:	_____	_____

