



## CARNIVAL / FESTIVAL LICENSE APPLICATION PACKET

**Submit to:** City Clerk  
□ (586) 446-2420  
@ [licensing@sterlingheights.gov](mailto:licensing@sterlingheights.gov)  
🌐 [www.sterlingheights.gov](http://www.sterlingheights.gov)  
📍 40555 Utica Rd., Sterling Heights, MI 48313

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### KEY INFORMATION

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► **Fees: \$86.00 License Fee + \$6.00 per booth (ride and concession)**  
*Fees subject to change annually on July 1*

**Applicant must:**

- submit the attached documents to the City Clerk's Office not less than 60 days before the proposed opening date of the carnival
- obtain a Temporary Use Permit from the Planning Department (*application attached*)
- complete Hold Harmless Form (*attached*)
- provide a copy of the applicant's driver's license
- provide a listing of booths, concessions, or amusement rides, including their State inspection numbers
- provide a list of all ride operators, including names and dates of birth
- complete a Fire Department Special Fire Prevention Inspection form + Fee (*attached – fees vary*)
- provide a sample of the notice and/or press release that you propose to distribute to promote your event
- complete a Building Department Permit for tents, electrical, etc. (*attached*)
- submit MLCC liquor approval, if selling liquor, beer, or wine
  - provide liquor liability certificate of insurance of not less than \$100,000 listing city as an additional insured
- provide a certificate of insurance of not less than \$1,000,000, listing city as an additional insured

► The City Manager may revoke a license issued under this chapter upon submission of a written recommendation by the City Clerk, along with a written report by the Police Chief, Fire Chief, Planning Official or Building Official advising of violations of the terms of this article or for a violation of any rules, regulations, ordinances or laws, subject to appeal to the Ordinance Board of Appeals.

► All electrical construction and connecting of electrical conductors shall be supervised by an electrician licensed by the State of Michigan.

► No carnival may be operated except between the hours of 10:00 a.m. to 11:00 p.m. daily. All carnival rides shall operate between the hours of 10:00 a.m. to 11:00 p.m.

► No ride, tent, booth portable toilet, or concession shall be placed or located within 25 feet of any sidewalk or traffic right-of-way, or property line.

► No license issued under the terms of this article is transferable.



## CARNIVAL / FESTIVAL LICENSE APPLICATION

Submission Date \_\_\_\_\_

CARNIVAL – with rides  
 FESTIVAL – without rides

The undersigned hereby applies to the City of Sterling Heights for a carnival / festival license. In support of this application, the following representations are made.

### **1. Applicant Information**

APPLICANT FULL NAME \_\_\_\_\_

APPLICANT PHONE NUMBER \_\_\_\_\_

ADDRESS (street city, state, zip) \_\_\_\_\_

EMAIL \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

### **2. Event & Event Contractor Information**

PRIMARY ONSITE EVENT CONTACT NAME \_\_\_\_\_

PRIMARY ONSITE CONTACT PHONE NUMBER \_\_\_\_\_

EVENT NAME \_\_\_\_\_

ORGANIZATION SPONSORING EVENT \_\_\_\_\_

EVENT WEBSITE \_\_\_\_\_

EVENT CONTRACTOR PHONE NUMBER \_\_\_\_\_

EVENT CONTRACTOR NAME \_\_\_\_\_

EVENT CONTRACTOR EMAIL \_\_\_\_\_

EVENT CONTRACTOR ADDRESS (street city, state, zip) \_\_\_\_\_

### **3. Event Location Information**

LOCATION (ADDRESS) \_\_\_\_\_

HOURS (BETWEEN 10 AM – 11 PM) \_\_\_\_\_

STAGING LOCATION (PROVIDE MAP IF NECESSARY) \_\_\_\_\_

SET-UP START DATE \_\_\_\_\_

SET-UP FINISH DATE \_\_\_\_\_

EVENT START DATE \_\_\_\_\_

EVENT FINISH DATE \_\_\_\_\_

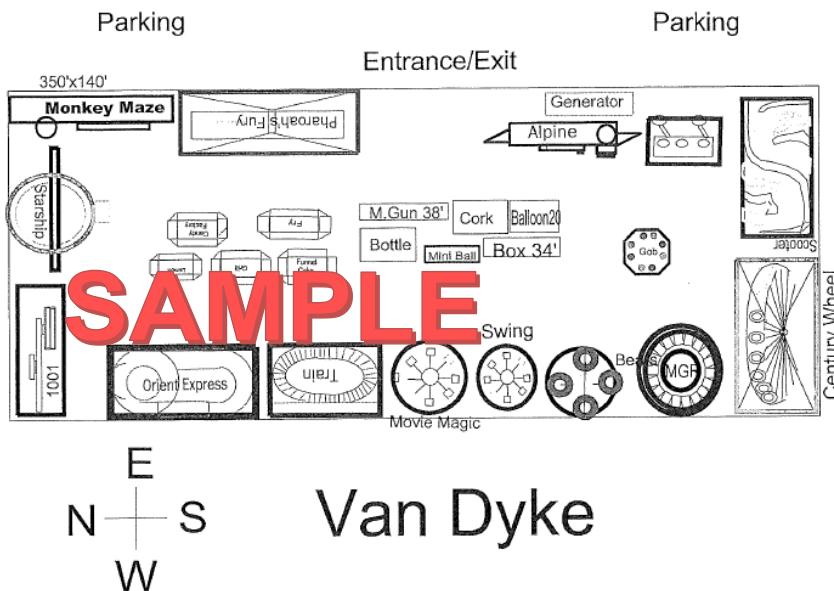
DISMANTLE START DATE \_\_\_\_\_

DISMANTLE FINISH DATE \_\_\_\_\_

#### 4. Event Layout

Applicant must provide a drawing of the proposed layout at the time of application. Show location & sizes of all rides, tents, booths, tables, portable toilets, parking layout, storage area, aisle way widths, exits, location of fire hydrant(s), fire extinguishers, portable generators, temporary fencing, access routes, location & sizes of any signage, etc. Rides cannot encroach or swing out into any public right of way, or outside the designated area.

##### EXAMPLE:



A sketch plan must be provided showing the following information:

- Lot lines
- Adjacent uses & zoning
- Existing & proposed buildings & structures (including tents –show all dimensions, exits, distances to other structures & lot lines. Must comply with Fire Code re: tents, canopies & other membrane structures.)
- Location of any areas for storage
- Fire Hydrants
- Layout of parking & handicap parking spaces
- Boundaries of proposed rides, tents, concession areas- entrances/exits
- Location & size of any signs (incl. off premise)
- Restroom facilities
- Temporary fencing

#### 5. Additional Information

Do you intend to sell liquor, beer, or wine?

Yes  No

If yes:

Did you attach MLCC approval?

Yes  No

Did you provide liquor liability insurance not less than \$100,000 listing city as an additional insured?

Yes  No

Did you provide a list of all rides, games, sideshows, devices, or other temporary structures designed to serve or perform a special function, including all booths, concessions dispensing food and/or beverages?

Yes  No

Do all rides have up to date approval by the Bureau of Construction Codes.

Yes  No

Have you ever been convicted of any offence against the laws of the United States, the laws of the State of Michigan, or the ordinance of the City of Sterling Heights?

Yes  No

If yes, identify the crime or offense, date, place and disposition:

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Have you ever violated or been associated with any Carnival which has violated any provisions of any State Statute or ordinance of the City of Sterling Heights, or who has previously had a license or approval associated with a Carnival revoked or suspended, or violated the condition of such license?

Yes  No

If yes, please explain:

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Have you met with residents, businesses, places of worship, schools, and other entities that may be directly impacted by your event?

Yes  No

If yes, please list the entities:

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If no, please explain:

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Did you provide a list of all ride operators, including names and dates of birth?

Yes  No

*Failure to do so will result in a denial of your application.*

Did you provide a sample of the notice and/or press release that you propose to distribute to promote your event?

Yes  No

If no, please explain:

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## **6. Police Department Information**

- If you plan on using amplification, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department is obligated to respond and enforce the City Code/Ordinance. Refer to Chapter 31 of the City Code to learn more about the Noise Ordinance.

- ▶ Each event shall have an assigned police detail to ensure compliance with safety protocols to ensure public safety and efficient crowd management. A designated police detail must be present at all events, regardless of size or nature. This may be waived at the discretion of the Chief of Police or City Manager.
- ▶ Applicants shall contact Police Operations at (586) 446-2890 to obtain information related to officers assigned and cost of the police detail. *Based on the type and scale of the event, the Police Department will assess whether uniformed police protection is required. If so, the company will be responsible for coordinating and covering the associated costs.*

Number of attendees expected daily? \_\_\_\_\_

Any known opposition to your event/organization?

Yes

No

If yes, please list the entities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many events has your organization managed in Sterling Heights? \_\_\_\_\_

What social media platforms are you using? \_\_\_\_\_

Do you have a weather plan?

Yes

No

What are the weather thresholds for postponement?

Actual Temperature \_\_\_\_\_

Wind Chill \_\_\_\_\_

Wind Speed \_\_\_\_\_

Are you subscribed to the National Weather Service?

Yes

No

Do you have a shelter in place or an evacuation plan?

Yes

No

Where are your shelter/evacuation locations? \_\_\_\_\_

Do you have a medical plan/document?

Yes

No

Will EMS be on staff during your event?

Yes

No

Do you have a lost child protocol/procedure?

Yes

No

Location of reunion site? \_\_\_\_\_

Do you have a crisis action plan for unplanned incidents?

Yes

No

If yes, please attach to application.

Do you have on-site emergency shutdown procedures?

Yes

No

If yes, please attach to application.

Do you have temporary fencing around the event area?

Yes

No

Will you have outside security working at your event?

Yes

No

Explain your event security and parking plan, note it security will be armed or unarmed:

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Does your event have restrictions (times) on unaccompanied minors?

Yes

No

If yes, please explain:

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Please provide a contact number for an individual that has permission to make supervisory decisions during the hours the carnival is in operation.

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SUPERVISOR

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CONTACT INFORMATION

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SUPERVISOR

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CONTACT INFORMATION

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SUPERVISOR

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CONTACT INFORMATION

Please provide a contact number for an individual that has permission to make supervisory decisions during the evening hours when the carnival is closed.

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SUPERVISOR

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CONTACT INFORMATION

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SUPERVISOR

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CONTACT INFORMATION

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SUPERVISOR

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CONTACT INFORMATION

## **7. Signature and certification**

I, \_\_\_\_\_, certify that all statements contained in this application are true. I understand that any false information in this application may result in the denial or revocation of my license by the City of Sterling Heights.

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*(Applicant's Signature)*

STATE OF MICHIGAN  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public in and for the County of \_\_\_\_\_, personally appeared \_\_\_\_\_, who being duly sworn, says that he/she signed the above application and that the statements therein are true.

Notary Public Signature \_\_\_\_\_

Notary Printed Name \_\_\_\_\_

Acting in \_\_\_\_\_ County

Commission Expires: \_\_\_\_\_

## **8. Fee Calculation**

► **Fees: \$86.00 License Fee + \$6.00 per booth (ride and concession)**

*Fees subject to change annually on July 1*

License Fee	\$86.00
Fee per booth	\$6.00
Number of booths	
<b>Total Fee</b>	

► **Additional fees (if applicable):**

Building - temporary use permit	
Fire Inspection - special event	
Police detail	
<b>Total additional fees</b>	

## **9. Final applicant checklist**

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

Have you completed and attached all necessary paperwork?

- Applied for a Temporary Use Permit from the Planning Department
- Completed Hold Harmless Forms – for applicant and ride operators
- Copy of the applicant's driver's license
- Listing of booths, concessions, or amusement rides, including their State inspection numbers
- Listing of all ride operators, including names and dates of birth
- Completed the Fire Department Special Event Inspection form
  - Submitted payment
- Sample of your promotional event notice and/or press release
- Applied for all necessary Building Department Permits for tents, electrical, etc.
- MLCC liquor approval, if selling liquor, beer, or wine – if applicable
  - Liquor liability certificate of insurance of not less than \$100,000 listing city as an additional insured
- Certificate of insurance of not less than \$1,000,000 listing city as an additional insured

## **10. Required approvals – City Clerk's Use Only**

- Police (background & security plan)
- Fire (Special Fire Prevention Inspection)
- Building (any necessary permits, open property maintenance violations)
- Planning (Temporary Use Permit)
- Risk Management (Insurance & Hold Harmless)

## **11. City Clerk follow up**

- Issued or denied license (recorded in BS&A)
- Submitted notice to Police, Fire, and City Management that license was issued or denied

To be completed by Applicant

**CITY OF STERLING HEIGHTS**  
**INDEMNITY/HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting in its behalf in connection with or incident to the \_\_\_\_\_ scheduled for \_\_\_\_\_ that the Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to, cost, attorney's fees and settlement expenses which may be incurred therein.

\_\_\_\_\_  
**ORGANIZATION NAME**

\_\_\_\_\_  
**AUTHORIZED SIGNER**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**DATE**

To be completed by ride operator

**CITY OF STERLING HEIGHTS**  
**INDEMNITY/HOLD HARMLESS AGREEMENT**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACCOUNT NO. **101-060.000-626.014**



Fire Dept. Number:

City Clerk Number:

Fire Prevention Division

## SPECIAL FIRE PREVENTION INSPECTION

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Bus. Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

### **INSPECTION OF:**

**Site Name:** \_\_\_\_\_

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

Group/Organization: \_\_\_\_\_

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

*(Example: Carnival, Ethnic Festival, Art Fair, Craft Show, etc., or Haunted House)*

Date(s) of Event: **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Time(s) of Event: **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

<b><u>FEE:</u></b>	<b>Special Fire Prevention Inspection.....</b>	<b>\$225.00</b>
	<b>Each Reinspection .....</b>	<b>\$225.00</b>
	<b>Special Fire Prevention Inspection - Off-Hour (3 hour minimum) .....</b>	<b>\$317.00</b>
	<b>Each additional off-hour .....</b>	<b>\$96.00</b>
	<b>Each Reinspection - Off-Hour (3 hour minimum) .....</b>	<b>\$317.00</b>
	<b>Each additional off-hour .....</b>	<b>\$96.00</b>

(Effective: 7/1/25)

**Submit this application to the City Clerk's Office.**

City Hall: 40555 Utica Road, Sterling Heights, MI 48313

**Fee payable to: Treasurer, City of Sterling Heights**

City Hall: 40555 Utica Road, Sterling Heights, MI 48313

**NOTE:** During the period between the first and subsequent re-inspections, the individuals incurring the violations will be prohibited from operating until they are in compliance. If you have any questions, contact the Sterling Heights Fire Prevention Division: (586) 446-2970.