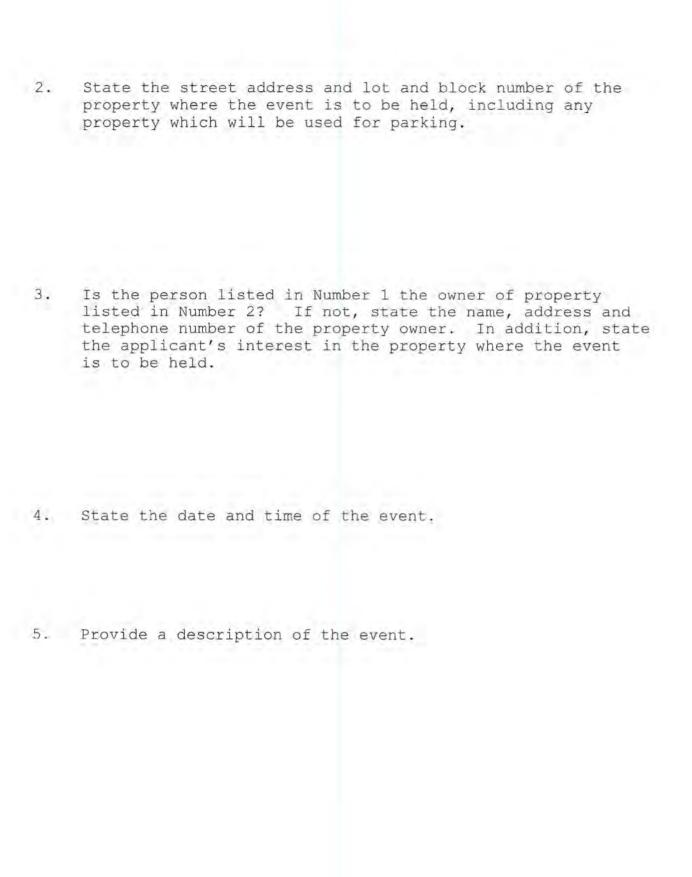**Appendix A**

Township Of Lafayette
Application For Public Gathering

Begin By Checking <u>One</u> of the Following:

_____   **This is an application for a license under Section
            6 for an event which is of a commercial nature.**

_____   **This is an application for a waiver under Section
            3 and Section 5 for an event which is of a non-
            commercial nature.**

_____   **This is an application for a waiver under Section
            4 and Section 5 for an event not open to the
            public that will be attended by more than 20
            persons.**

_____   **This is an application for a waiver for a small
            gathering under Section 11.**

****

<u>Warning</u>:   An application will only be processed if all questions
            are fully answered. Failure to respond to a question
            will result in a delay in the determination of your
            application.

1. State the name, address, telephone number and fax number of
    the applicant: (If the applicant is a business entity also
    state name of contact person) In addition, state this
    person's relation to the event.

2. State the street address and lot and block number of the property where the event is to be held, including any property which will be used for parking.

3. Is the person listed in Number 1 the owner of property listed in Number 2? If not, state the name, address and telephone number of the property owner. In addition, state the applicant's interest in the property where the event is to be held.

4. State the date and time of the event.

5. Provide a description of the event.

6. Information Regarding the Number of Persons Expected to Be Present at the Event. Please provide the following information:

    (A) The number of persons expected to attend the event in total;

    (B) The average number of persons expected to be present;

    (C) The maximum number of persons anticipated to be present at any one time.

    (D) The total number of persons who will be present as part of the sponsor's staff.

    (E) Explain how you arrived at the above figures for (A) through (C) and whether an event like the proposed one was held previously. If it was state the date and the number of persons who attended that event.

7. Provide a brief description of the property where the event is to be held including its size. If possible include a sketch or map of the area that is going to be used. Also state how the property will be accessed for those attending the event.

8. How do you anticipate most people will travel to the event?

9.   State the number of parking spaces are you providing and
     their location. If possible include a sketch or map of the
     area that is going to be used. If you are relying upon on
     street parking identify the streets where this will occur.

10. Provide a description of how and where this event is being
     advertised.

11. Will food or beverages be sold at the event? If so what
     kinds.

Only Complete The Following Question If
Application Is Being Made For A License Under
Section 6 Of the Ordinance.

12. As the organizer or sponsor of the event explain how you
     will address each of the factors set forth in Section 6 of
     the Ordinance which are to be considered by the Code
     Officer. If you believe the factor is not relevant state
     your reasoning.

Applicant's Signature Page

By signing this application I hereby give my consent for the Code Enforcement Officer, and anyone he shall designate, to enter the property where the event is to be held for the purposes of an inspection without notice. I also represent that I am either authorized to give this permission or that the person who has signed below as "property owner" is so authorized. I further represent that all information in this application is correct and accurate to best of my knowledge and belief and that I will update this information should it change or should further information become available.

_____   Date:

Applicant's Name

As owner of the property where the event is to be held I hereby give my permission for the Code Enforcement Officer, and anyone he shall designate, to enter the property where the event is to be held for the purposes of an inspection without notice.

_____   Date:

Property Owner

Appendix B

_____   This is a determination under Section 5 for a waiver of the license requirement for a public non-commercial event.

_____   This is a determination under Section 5 for a waiver of the license requirement for a private event which will be attended by more than 20 persons.

_____   This is a determination under Section 11 for a waiver of a small gathering under 20 persons.

_____   This is a determination under Section 6 for a license.

****

Your request for a [ ] **waiver**   [ ] **license**   has been:

[ ]   Granted.

[ ]   Granted upon the compliance of the conditions set forth below.

[ ]   Denied. (Note: if this is a denial for a waiver you must now submit an application for a license.)

****
The Conditions For Issuance Of License Are As Follows:

****
The license was denied for the following reasons:

Date: _____
                                         Code Officer