



SPECIAL EVENT PERMIT  
CITY OF ANN ARBOR

COMMUNITY SERVICES  
100 North Fifth Avenue  
Ann Arbor, MI 48104  
Phone: (734) 994-2712  
Fax: (734) 994-8460

Septemberfest at Kempf House

September 7, 2008

**Event Contact:**  
Allison Reaves, President  
2600 Geddes Ave, Ann Arbor, MI 48104  
Home 734-222-4161 Cell 214-236-4470  
areaves@aol.com

**APPROVED**

This permit is approved subject to the comments and conditions below for the date(s), time(s), purpose(s) and location(s) described in the attached Application. Street closings (if any) are approved per the attached Council Resolution.

Fire Review: Gates must be unlocked during event.

Approved by: K. Chamberlain 05/28/08

Police Review: Approved as described in permit. Ingress/egress to be continually monitored and fencing placed around facility with volunteers monitoring.

Approved by: Sgt B Hill

Parks & Rec Customer Service: Approved.

Approved by: J. Black

Solid Waste: Ok.

Approved by: T. McMurtrie 05/28/08

Transportation: Approved.

Approved by: J. Brink 05/03/08

Special Events Coordinator Review: Approved subject to above comments.

Approved by: J Barber

  
Special Events Coordinator

6-6-08  
Date Issued



PLEASE RETURN TO:  
 Community Services Permit Desk  
 City of Ann Arbor - 6<sup>th</sup> Floor, City Hall  
 100 N Fifth Avenue, PO Box 8647  
 Ann Arbor, MI 48107-8647  
 Phone: (734) 994-2674  
 Fax: (734) 994-8460

*not pol.*

Date Received: \_\_\_\_\_  
 (Please apply at least 60 days prior to event)

Insurance Expires On: \_\_\_\_\_

**NOTE:** If the event is in a business area, the appropriate Merchant Association must be notified. Some Special Events will require City Council approval.

**APPLICATION FOR PERMIT FOR NON-COMPETITIVE/SPECIAL EVENT**

(Permit Required for More Than 25 Participants Using City Streets  
 OR More Than 50 Participants Using City Parks or Sidewalks)

1. Name and Type of Event: SEPTEMBER FEST AT KEMPT HOUSE  
KEMPT HOUSE CENTER FOR LOCAL HISTORY
2. Date and Time of Event: SEPT 7, 2008 4:00 pm Setup Time 2 pm  
 Event Start Time 4:00 pm Event End Time 7:00 pm Cleanup Time 1 hour
3. Date and Time of Street Closings (if applicable) NA
4. Name of Applicant/Position with Organization: ALLISON REAVES, PRESIDENT  
 Address of Applicant: 2600 Geddes Ave A2 State MI Zip 48104  
 Phone No(s): 734 222 4161 Home 214 236 4470 cell  
 Fax No. \_\_\_\_\_ Email: AREAVES@AOL.COM
5. Contact Person (if other than applicant): SAME  
 Address of Contact: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No(s): \_\_\_\_\_  
 Fax No. \_\_\_\_\_ Email: \_\_\_\_\_
6. Name of any sponsors other than applicant: Kempton House Center for Local History  
Kempton House Museum  
312 S. DIVISION A2 48104
7. Event Web Page: www.kemptonhousemuseum.org
8. Estimated Number of Participants: 80 Is there a limit on the number of participants? Yes  No
9. Deadline for Entry: Sept 7, 2008
10. Do you plan to use City sidewalks? Yes  No  If yes, attach a description and map showing desired route to be taken.
11. Do you plan to use City streets? Yes  No  If yes, attach a description and map showing desired route to be taken.
12. Identify plans for protecting participants from vehicle traffic: fenced garden
13. Name and date of previous events staged by applicants in Ann Arbor streets, parks or sidewalks: NONE
14. Number of marshals available to assist Police with traffic related to the event: NA
15. Do you need electrical service? Yes  No

16. Do you need water service? Yes  No
17. Will you be selling food? Yes  No  *Food is included in ticket price*
18. Will you be selling or serving alcoholic beverages? Yes  No  *BEER is included in price*
19. Will you require a temporary liquor license for your event? Yes  No
20. Will this event be generating significant additional refuse? Yes  No  If yes, attach plans for handling refuse.
21. Will any part of the event (including staging) take place in a City park? Yes  No  If yes, name of park:  
Kempt House MUSEUM GARDEN

22. The following **MUST** be attached to this Application:

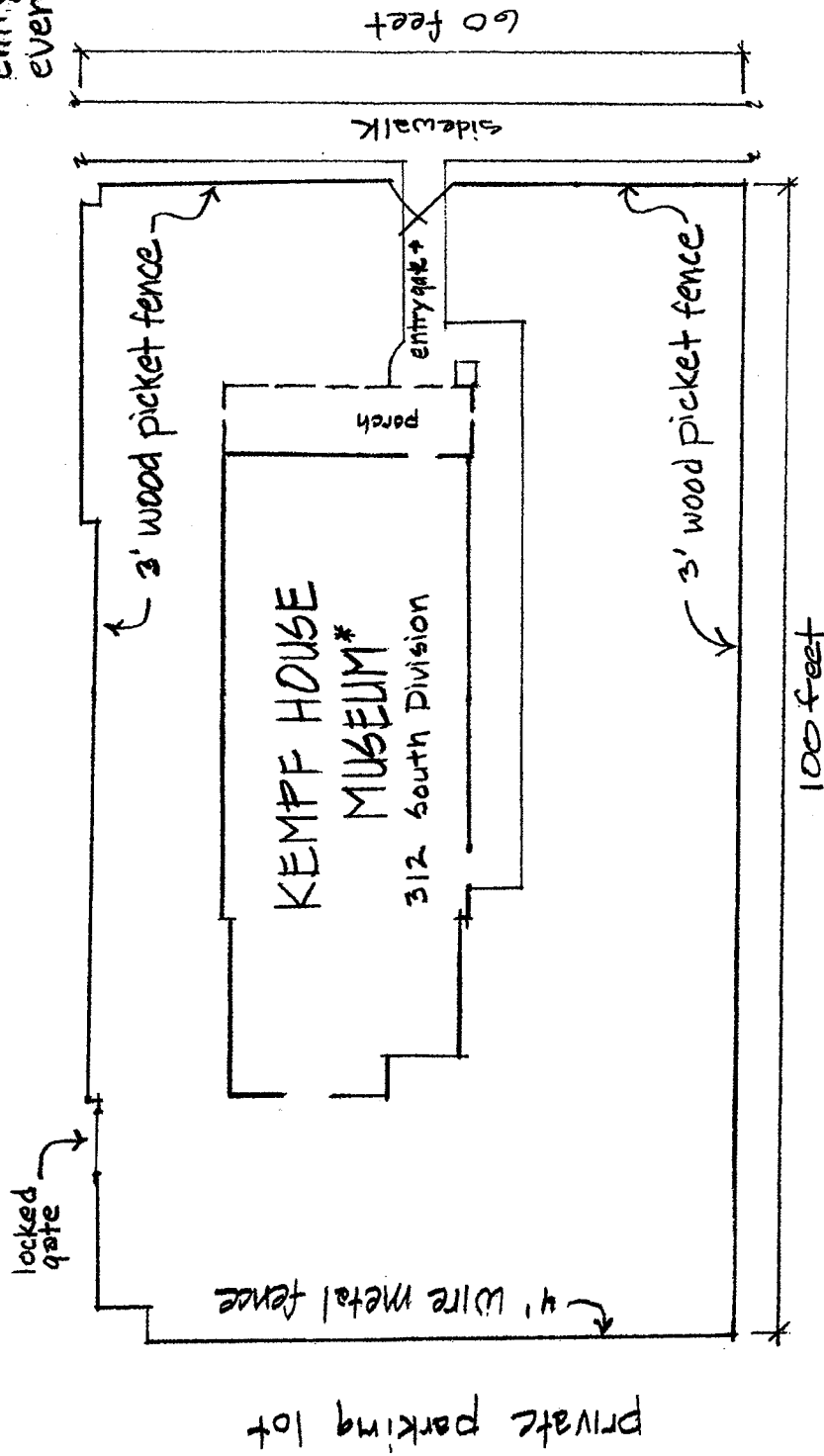
- A detailed map showing the event location, streets to be closed, and intersections where traffic must be stopped.
- The proposed announcement and application form for the event.
- An insurance certificate (if required) indicating coverage complying with the Administrator's regulations. (See attached Special Event Insurance Requirements)

The applicant hereby applies for a Non-Competitive/Special Event permit for the event described above and on the attachment(s). The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability that may arise out of the event. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its direct costs in connection with the staging of the event.

Applicant Signature: Wilson Beavis Date: 27 April 08

← Liberty Street →

Liberty Plaza Park

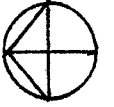


Notes:

- fences are on property lines
- Volunteers monitor entry gate for entire event.

South Division  
Ann Arbor, Michigan 48104

LCC Diagram  
for  
Kempff House Museum\*  
Scale: 1" = 16'-0"



Apartment house

\* Center for Local History