



SPECIAL EVENT PERMIT APPLICATION

Wayne County Airport Authority
Detroit Metropolitan Wayne County Airport

For Airport Use Only

Permit No.

Approval Date

INSTRUCTIONS: Airport tenants must use this form to apply for a Wayne County Airport Authority (WCAA) Special Event Permit to sponsor and hold an event at any site or facility within the limits of Detroit Metropolitan Wayne County Airport (DTW), including all tenant uses of leased space other than those permitted uses specifically defined in the applicable use, lease or license agreement for such areas. WCAA requests applicants receive approval before promoting or otherwise publicizing their proposed event. ***This application must be accompanied by an Event Site Plan, Proof of Insurance (if required), and any other pertinent information or documentation*** that describes the proposed event in detail. Applications must be typed or printed using ink and signed by the responsible party. Applications must be submitted **at least ten (10) business days prior to the event date. Failure to meet this deadline may result in denial of permit.**

1. Applicant Information (Tenant Sponsor)

a. Official Name of Applicant		
b. Mailing Address (Number, Street, City & Zip)		
c. Applicant's Contact Person (Authorized employee/agent, whose signature must appear under Item 4)		
d. Phone	e. Fax	f. E-mail Address

2. Primary Event Coordinator Information

a. Contact Name	b. Company (if different from Applicant)	
c. Mailing Address (Number, Street, City & Zip)		
d. Contact Person		
e. Phone	f. Fax	g. E-mail Address

3. Proposed Event Information

a. Name of Event	b. Date(s) and Time(s) of Event
c. Area/Space of Building/Site Affected by Proposed Event (map/diagram must also be attached as 'Event and Site Plan')	
d. Description of Event and Work to be Performed (use additional sheet if necessary)	

e. Estimated Number of Event Participants/Attendees	f. Estimated Number of Badged Employees Staffing the Event	g. Estimated Number of Non-Badged Participants Requiring Access to Event Area*
		<i>*Concessionaires – Please attach a list of guests you plan to invite, including names and titles.</i>

h. Will elected officials (or designees) be invited to attend?

Yes No

If yes, please explain. WCAA recommends that invitations should not be issued until this permit application is approved.

i. Will food and/or beverages be served?

Yes No

j. Will alcoholic beverages be served?

Yes No

k. Will items be sold or donations collected?

Yes No

l. Will an open flame be needed?

Yes No

m. Will press/media be invited/welcome?

Yes No

If yes, please provide name/phone number/email of person responsible for contacting the media.

n. Will any filming/recording/photography be conducted at the event?

Yes No

o. Is Wayne County Airport Authority presence needed at the event?

Yes No

If yes, please explain.

p. Submitted with this Special Event Application are the following:

Event and Site Plan Proof of Insurance (is/as required) Other: _____

4. Other Vendors and Contractors

List all vendors, suppliers and/or contractors to provide services at the Airport for this Proposed Event. **NOTE:** Proof of insurance (if required) may be required from all listed parties unless Applicant (Tenant Sponsor) or Primary Event Coordinator provides evidence of coverage that expressly includes such parties. *Attach additional sheets if necessary.*

a. Company Name b. Type of Service/Work to be provided

c. Mailing Address (Number, Street, City & Zip)

d. Contact Person

e. Phone f. Fax g. E-mail Address

h. Company Name i. Type of Service/Work to be provided

j. Mailing Address (Number, Street, City & Zip)

k. Contact Person

l. Phone m. Fax n. E-mail Address

5. Applicant Authorization

Event shall be held at no assumed expense to the Wayne County Airport Authority and the applicant agrees to reimburse WCAA for damage to property of WCAA. Applicant assumes any and all liabilities and further agrees to (1) Save harmless and indemnify the Airport Authority (as further described in the *Conditions of Approval* attached); (2) Comply with all conditions under which a Special Event Permit is granted; (3) Pay the Airport Authority any required fees within ten days of billing; (4) Notify the WCAA Chief Executive Officer (or designee) of any changes to the information provided here for further review and approval. **By signing below, Applicant acknowledges that s/he has read and understands all Conditions of Approval as set forth by WCAA.**

a. Applicant's Signature	b. Date
c. Applicant's Name	d. Title

6. WCAA DTW Airport Approval – For Airport Use Only

The event information listed above has been reviewed and approved by the Airport Authority Divisions below and is conditional upon compliance with the attached Conditions of Approval.

This Special Event Permit Application has been reviewed by the following:

- Airfield Operations Airport Security Concessions Design/Construction External Affairs Facilities/Accessibility Fire Marshal
- Landside Legal Maintenance Planning Police Real Estate Risk Management Special Services Terminal Operations
- OTHER(S): _____

a. Approver's Signature	b. Date
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