



NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

OUTDOOR GATHERING PERMIT APPLICATION Chapter 24 – Article II

APPLICATION MUST BE MADE AT LEAST 10 DAYS
PRIOR TO THE DATE OF THE PROPOSED ASSEMBLY

Business name: Michigan State Fair, LLC
Address: 46100 Grand River Ave, Novi, MI 48374 Business Phone #: 248-348-5600
Location of event: 46100 Grand River Ave, Novi, MI 48374

Name of applicant: Michigan State Fair, LLC Applicant's age: N/A
Applicant's address: 46100 Grand River Ave, Novi, MI 48374 Phone #: 248-348-5600
Email address: riley@suburbanshowplace.com

If applicant is a partnership, corporation, or other association, list names, addresses, phone numbers of partners, directors, as well as agent in charge of operation of the gathering:

Blair Bowman, 248-348-5600, 46100 Grand River Ave, Novi, MI 48374

Statement of the kind, character, and type of proposed assembly:

The Michigan State Fair/Livestock/Agriculture/Entertainment/Carnival/Midway

Legal description and proof of ownership of the site at which the proposed outdoor assembly is to be conducted. Where ownership is not vested in the prospective permittee, an affidavit from the owner shall be submitted indicating his/her consent to the use of the site for the proposed assembly: #22-15-152-007, #22-16-176-020, #22-16-176-021, #22-16-300-094, #22-16-426-001, #22-16-426-002, #22-15-301-008, #22-16-176-019, #22-16-151-005, #22-16-151-004, #22-16-151-008, #22-16-300-018, #50-22-16-251-024, #50-22-15-301-010, #50-22-16-176-028

The dates and hours during which the proposed outdoor assembly is to be conducted: August 28 - September 2, 2024 - 8/28: 5:30-10pm, 8/29-8/30: 11am-10pm, 8/31-9/1: 10am-10pm, 9/2: 10am-9pm

Estimate the maximum number of attendants expected at the assembly for each day it is conducted (An Outdoor Gathering Permit is not required for events with less than 200 attendants):

Maximum 17,000 on a peak day.

Give a detailed explanation of the evidence of admission to be used and of the sequential numbering or other method which will be used for counting attendance, i.e., tickets, etc. Also, please state if attendance will not be counted.

Advance and onsite ticket sales, all tracked by ticketing system. Wristbanding for special events and features.

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective permittee's plans to provide for the items listed below. If you are not providing an item which is listed below, you must state the reason.

1. The size or area of the property to be used: 89 +/- acres north side of GR Ave & potential 8.69 acres south
Must include a map depicting the location of any equipment, tent or any temporary structures used during the event.
2. Police and fire protection: *Partnership with Novi Police & they're a part of the planning process
If you requested police security through the Novi Police Department, you must include a copy of the signed "Security Agreement".
3. Food and water supply and facilities: Building Concessions, Certified food trailers, city water
Will there be any heat source used under a tent, including the preparation of food? ☐ yes ☒ no
4. Health and sanitation facilities: Hand sanitation, wash facilities, permanent restrooms facilities, portajohns
5. Medical facilities and services including emergency vehicles and equipment: Onsite security and first aid room, hired EMS service
6. Vehicle access and parking facilities: Onsite parking at Suburban Collection Showplace and in adjacent lots
You must have a signed letter from the property owner indicating they give permission to the applicant to utilize parking areas.
7. Camping and trailer facilities: Onsite camping for exhibitors only - See attached map
8. Illumination facilities: Temporary light trees in west parking area, all other lighting is permanent
9. Communications facilities: Two-way radios used throughout the event
10. Noise control and abatement: N/A
11. Duration of the outdoor assembly: 8/28/2023: 4PM - 11PM, 8/29/2023 - 9/2/2023: 10AM-11PM
12. Facilities for cleanup and waste disposal: Sterling Sanitation Dumpster & Waste, Standard clean up
13. Insurance and bonding arrangements: Insurance agreement with Haas Wilkerson - see attached

Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:

- ☒ A copy of the front and back of the applicant's current driver's license.
- ☒ Map of event location including a detailed site plan. Any changes made to the site plan must be submitted to the City Clerk's office immediately for approval.
- ☒ Copy of Certificate of Liability Insurance. Guidelines for insurance shall be as follows (types of coverages required may vary depending on the specific event and activities):
 - A. Commercial General Liability Insurance on an occurrence basis with limits of liability not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate combined single limit for Personal Injury, Bodily Injury, and Property Damage.
 - B. Workers' Compensation & Employers' Liability Insurance, Michigan Statutory Limits of Liability.
 - C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owner vehicles, all non-owned vehicles, and all hired vehicles.
 - D. Liquor liability, if applicable, in an amount of one million dollars (\$1,000,000) per occurrence, of one million dollars (\$1,000,000) aggregate.
 - E. All certificates of insurance, other than Workers' Compensation & Employers' Liability Insurance, shall name the City as an additional insured through an Additional Insured Endorsement page.

Such coverages shall be procured and maintained with forms and insurers acceptable to the City. Certificates of insurance acceptable to the City shall be submitted prior to commencement of the gathering or assembly.

Such insurance shall remain in full force and effect in the specified amounts for the duration of the permit. The insurance shall include an endorsement to the effect that the insurance company shall notify the City Clerk in writing at least ten (10) days before the expiration or cancellation of the insurance.

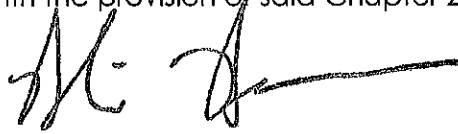
- ☒ Application Fee:

Estimated Attendants	License Fee
200 or more	\$110.00
500 or more	\$210.00
2,500 or more	\$360.00
5,000 or more	\$510.00

The following items may also be required:

- ☐ Security Agreement with Novi Police Department for use of officers.
- ☒ Letter granting permission for use of property.
- ☒ Flame resistance paperwork for a tent.
- ☒ Building permit for a tent.

The undersigned hereby applies for a license to hold an Outdoor Gathering in excess of 200 persons under the provisions of the City Code, Chapter 24, Sections 1-25 of the City of Novi, and represents that the statements hereinafter contained are true, and undertakes and promises to comply with the provision of the laws of the United States of America, the laws of the State of Michigan, and the ordinances of the City of Novi in conducting the Outdoor Gathering. It is understood that any license issued shall be revocable in accordance with the provision of said Chapter 24, Sections 1-25 in the City Code.

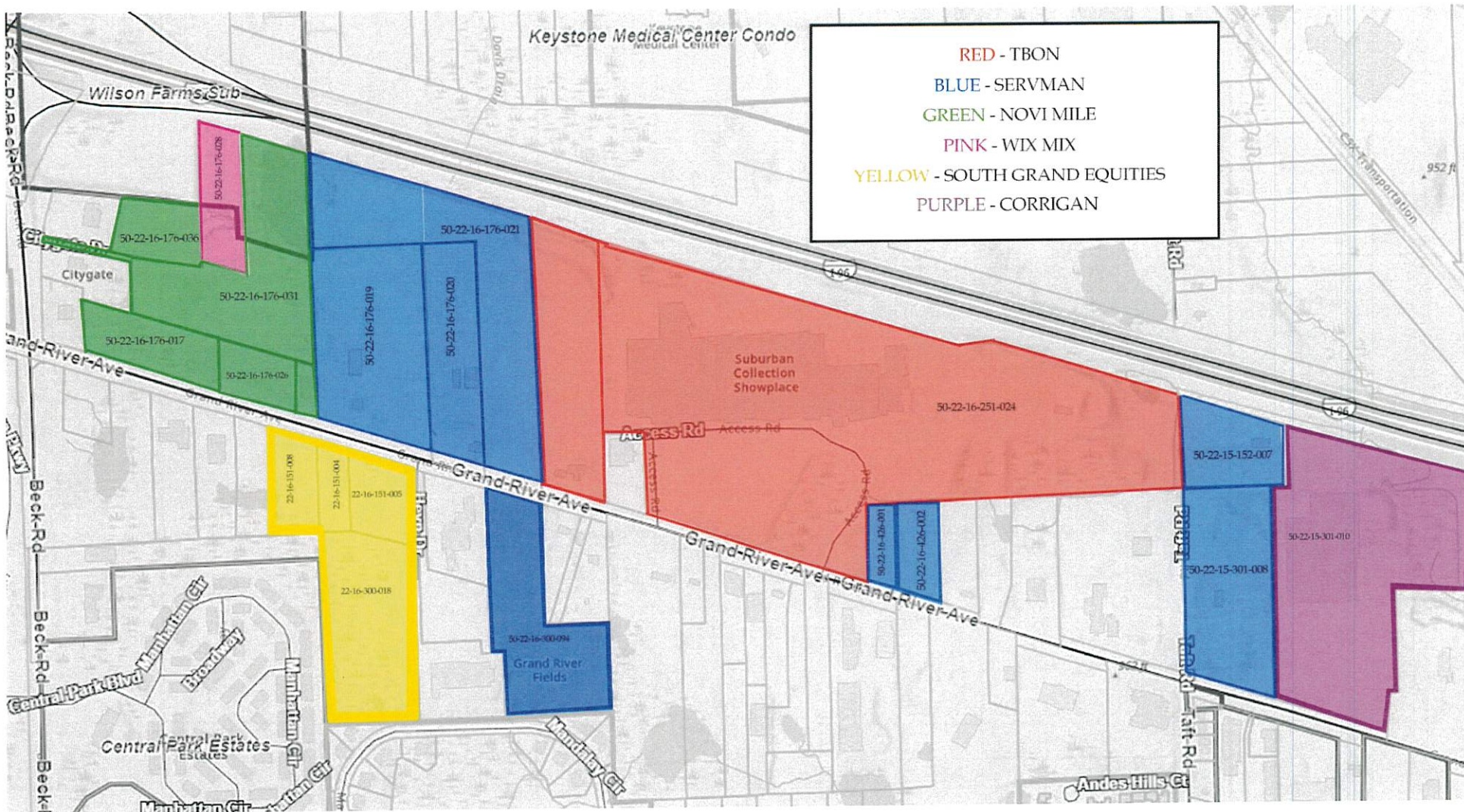


APPLICANT'S SIGNATURE

DATE

FOR OFFICE USE ONLY

Date Submitted _____ Receipt Number _____ Map _____
Copy of Applicant's Driver's License _____ Certificate of Liability Insurance _____



Parcel Usage Key

Corrigan

#50-22-15-301-010: Parking

South Grand Equities

#22-16-151-005: Tentative Parking

#22-16-151-004: Tentative Parking

#22-16-300-018: Tentative Parking

TBON

#50-22-16-251-024: Parking, Midway, Food Vendors, Camping, Trailers

#50-22-16-451-050: Storage/Parking

#50-22-16-451-051: Storage/Parking

Servman

#50-22-15-152-007: Parking

#50-22-16-176-020: Amusement back of house

#50-22-16-176-021: Amusement back of house

#50-22-16-300-094: Parking

#50-22-16-426-001: Parking

#50-22-16-426-002: Parking

#50-22-15-301-008: Parking

#50-22-16-176-019: Parking, Amusement back of house

Wix Mix

#50-22-16-176-028: Storage

Novi Mile

#50-22-16-176-017: Storage

#50-22-16-176-026: Storage

#50-22-16-176-031: Storage

#50-22-16-176-032: Storage Access

#50-22-16-176-036: Storage



23923 Research Drive, Farmington Hills, MI 48335 | (800) 267-7442

July 24, 2024

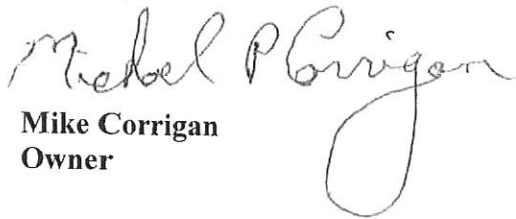
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375

RE: Land Use Permission of Parcel: 50-22-15-301-010

To Whom it May Concern,

Corrigan., as Owner of the above-mentioned parcels hereby grants permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024 at the Suburban Collection Showplace located at 46100 Grand River Avenue, Novi, MI 48374. Please see attached map for parcel locations.

Sincerely,


Mike Corrigan
Owner

Novi Mile, L.L.C.

A Michigan Limited Liability Company

46100 Grand River Avenue

Novi, Michigan 48374

Ph: (248) 348-5600 Fax: (248) 347-7720

July 17, 2024

City of Novi

45175 Ten Mile Rd.

Novi, MI 48375

**RE: Land Use Permission of Parcels: #50-22-16-176-017, 50-22-16-176-026, 50-22-16-176-031,
50-22-16-176-032, 50-22-16-176-036**

To Whom it May Concern,

Novi Mile, L.L.C, as Manager of the above-mentioned parcels hereby grants permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024 the Suburban Collection Showplace located at 46100 Grand River Avenue, Novi, MI 48374. Please see attached map for parcel locations.

Sincerely,

Novi Mile, LLC

A handwritten signature in black ink, appearing to read 'Blair Bowman', is written over the printed name.

Blair Bowman
Manager

Servman, L.L.C.

A Michigan Limited Liability Company

46100 Grand River Ave.

Novi, Michigan 48374

Ph: (248) 348-5600 Fax: (248) 347-7720

July 17, 2024

City of Novi

45175 Ten Mile Rd.

Novi, MI 48375

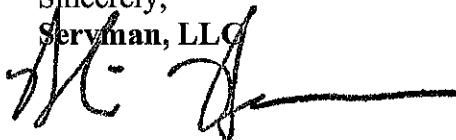
**RE: Land Use Permission of Parcels: 22-15-152-007, 22-16-176-020, 22-16-176-021,
22-16-300-094, 22-16-426-001, 22-16-426-002, 22-15-301-008, 22-16-176-019**

To Whom it May Concern,

Servman, L.L.C., as Owner of the above-mentioned parcels hereby grants permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024 at the Suburban Collection Showplace located at 46100 Grand River Avenue, Novi, MI 48374. Please see attached map for parcel locations.

Sincerely,

Servman, LLC

A handwritten signature in black ink, appearing to read 'Blair Bowman', with a long horizontal stroke extending to the right.

Blair Bowman
Manager/Member

South Grand Equities, L.L.C.

A Michigan Limited Liability Company

46100 Grand River Avenue.

Novi, Michigan 48374

Ph: (248) 348-5600 Fax: (248) 347-7720

July 17, 2024

City of Novi

45175 Ten Mile Rd.

Novi, MI 48375

RE: Land Use Permission of Parcel: #22-16-151-005, #22-16-151-004, #22-16-151-008, #22-16-300-018

To Whom it May Concern,

S. Grand Equities LLC, as Owner of the above-mentioned parcels hereby grants permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024 at the Suburban Collection Showplace located at 46100 Grand River Avenue, Novi, MI 48374. Please see attached map for parcel locations.

Sincerely,

South Grand Equities, LLC

A handwritten signature in black ink, appearing to read 'Blair Bowman', written over the printed name.

Blair Bowman
Manager/Member

TBON, L.L.C.

A Michigan Limited Liability Company
46100 Grand River Ave.
Novi, Michigan 48374
Ph: (248) 348-5600 Fax: (248) 347-7720

BoCo Enterprises, Inc.

46100 Grand River Ave.
Novi, Michigan 48374
Ph: 248.348.5600 Fax: 248-347-7720

July 17, 2024

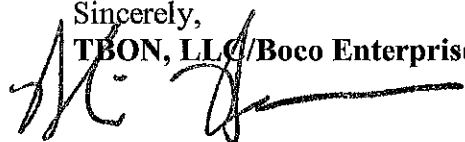
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375

RE: Land Use Permission of Parcels: 50-22-16-251-024, 50-22-16-451-050 and 50-22-16-451-051

To Whom it May Concern,

Tbon, L.L.C. and BoCo Enterprises, Inc. (as Owner and Leasee) of 46100 Grand River Avenue that is utilized as the Suburban Collection Showplace (parcel #50-22-16-251-024) and two parcels located on the south side of Grand River, (parcel #50-22-16-451-050 and #50-22-16-451-051) hereby grant permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024. Please see attached map for parcel locations.

Sincerely,


TBON, LLC/Boco Enterprises, Inc.

Blair Bowman

Wix Mix, L.L.C.

A Michigan Limited Liability Company

46100 Grand River Avenue

Novi, Michigan 48374

Ph: (248) 348-5600 Fax: (248) 347-7720

July 17, 2024

City of Novi

45175 Ten Mile Rd.

Novi, MI 48375

RE: Land Use Permission of Parcel: #50-22-16-176-028

To Whom it May Concern,

Wix Mix, L.L.C, as Owner of the above-mentioned parcels hereby grants permission for use of these properties in conjunction with the Outdoor Gathering Permit for the Michigan State Fair event taking place from August 14, 2024 through September 2, 2024 at the Suburban Collection Showplace located at 46100 Grand River Avenue, Novi, MI 48374. Please see attached map for parcel locations.

Sincerely,

Wix Mix, LLC

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Blair Bowman
Manager