



## APPLICATION FOR SPECIAL EVENT

### Wayne County Airport Authority Willow Run Airport

**For Airport Use Only**

Permit No.

Review Completion Date

INSTRUCTIONS: Use this form to apply for a Wayne County Airport Authority Special Event Permit to sponsor and hold an event at any site or facility within the limits of Willow Run Airport. This application must be accompanied by a Letter of Intent, an Event Site Plan, Certificate(s) of Insurance and any other pertinent information or documentation that describes the proposed event. Send or deliver completed application package with original signature to: Wayne County Airport Authority (WCAA); Willow Run Airport, Airport Operations/Security Mgr., 801 Willow Run Airport, Ypsilanti, Michigan 48198. Application must be typed or printed using ink.

#### 1. Applicant Information (Tenant)

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

#### 2. Event Coordinator Information

Company Name		
a. Mailing Address (Number, Street, City & Zip)		
b. Contact Person		
c. Phone	d. Fax	e. 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	
d. Description of Event and Work to be Performed (use additional sheet if necessary)    Check Box if Additional Sheet is Attached <input type="checkbox"/>	
e. Submitted with this Special Event Application are the following: <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Event and Site Plan <input type="checkbox"/> Certificate(s) of Insurance (Applicant agrees to provide an insurance certificate(s) naming the Wayne County Airport Authority and Wayne County as an additional insured on a primary/non-contributory basis for GL, Auto, Aviation, Liquor and any other coverage applicable to support the indemnity provision. Waiver of subrogation in favor of these entities shall also apply).	

#### 4. Applicant Authorization

Event shall be held at no assumed expense to the Wayne County Airport Authority and the applicant agrees to reimburse said Authority for damage to property of the Authority. Applicant assumes any and all liabilities and further agrees to (1) Save harmless and indemnify the Airport Authority (2) Comply with all conditions under which a Special Event Permit is granted; (3) Pay the Authority any required fees within ten days of billing therefore, (4) Notify the Authority's Willow Run Airport Office of the date the above event set-up work is to be commenced and the date the event clean-up work is to be completed.

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

#### 5. WCAA Willow Run Airport Review For Airport Use Only

The event information listed above has been reviewed and approved by WCAA Willow Run Airport Management, Risk Management, Fire Marshal, Airport Police, DTW Security and DTW Airfield Operations. Permit approval is based upon compliance with the enclosed Conditions of Approval and Airport Director's Signature.

a. Reviewer's Signature	b. Date
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**“CONDITIONS OF APPROVAL”**

**A. BASIS FOR APPROVAL**

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1. This approval is based on review of the Special Event Application and the Event Plan received by the Wayne County Airport Authority (WCAA) on \_\_\_\_\_ .
2. Changes, revisions, or field modifications must be submitted for review and approval by Willow Run Airport (YIP) prior to implementation.
3. Refer all communication (i.e. letters, bond and insurance documents, phone calls, etc.) to the above referenced Special Event Permit Number.
4. The Permittee shall be responsible for reviewing, understanding and implementing, as part of their plan, the latest editions of all Federal, State and Local codes, ordinances and regulations applicable to the event. Review of submitted documents by the Airport and/ or its designated representatives does not relieve the permittee of responsibility to satisfy all such applicable requirements.
5. Event shall not commence until all required approvals and permits are secured and satisfactory evidence of such approvals provided to the Airport and/ or its designated representative.
6. The review of the submitted documents does not relieve the permittee from conducting the event in accordance with all Code and Standard requirements. Fire protection and life safety requirements not necessarily noted on the plan, in the Special Event Permit, the Conditions of Approval, or noted during inspections are still required to be in full compliance with all Codes and Standards.
7. Permittee is responsible for reimbursement to the WCAA of all personnel, equipment, and material costs associated with the Permittee's activities. These costs include, but are not limited to public safety, operations/security, and maintenance costs.
8. No temporary trailers are requested or approved as part of the permit.
9. The permittee must submit a detailed site layout identifying each tent location and vendor display two weeks prior the event date.
10. The permittee must submit a detailed site layout identifying aircraft parking locations by aircraft type and name two weeks prior to the event date.
11. Permittee is responsible to provide proof of liquor liability insurances for themselves and any contracted servers if alcohol is to be served. Served alcohol or open containers are not to leave the approved site.
12. Permittee is responsible for all requirements identified in the pre-show/event meetings.
13. The scope of work covered in this permit shall comply with the approved submitted documents and any attached comments, provisions or conditions stipulated by WCAA. Any variation from the approved documents must be submitted to the WCAA for approval prior to implementation.

14. The Permittee shall protect, defend and hold the County and the WCAA, its officers, agents and employees, completely harmless from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof, (including, but not limited to, attorney fees, court costs and expert fees), of any nature whatsoever arising out of or incident to this Permit or the work to be performed pursuant thereto, or the acts or omissions of Applicant's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where or when the injury, death or damage may occur. The County and/or the WCAA shall give to permittee reasonable notice of any such claims or actions. Applicant shall use counsel reasonably acceptable to the County/ WCAA in this section in carrying out its obligations hereunder. The provisions of this section shall survive the expiration of this Permit or the completion of the event to be performed pursuant to this Permit.
15. The permittee shall have a copy of this permit and the approved plan on site, at all times and produce the same upon request.
16. A Pre-Event Meeting with the Willow Run Airport Director, or his designated representative, is a mandatory requirement before event set-up is permitted to start. The permit applicant must contact the Airport Director's office at (734) 485 - 6669 prior to the commencement of event preparation activities.

## **B. SPECIFIC REQUIREMENTS**

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1. The permittee shall provide a sufficient number of trash receptacles throughout the event premises that are to be routinely emptied. Large trash collection point containers will be covered to prevent wildlife and FOD hazards.
2. Per Federal Aviation Administration (FAA) - All NAVAIDS located within the show boundaries shall be protected against vandalism and theft by either fencing or closely monitoring those areas. No spectators will be allowed within 100' of any navigational facility.
3. Per FAA – Any damage to FAA cables, access roads, or to FAA facilities during the event will require the permittee to replace said item to the Tech Ops District Office's requirements, and at the permittees expense.
4. Adequate personnel will be provided on the "Hot Ramp" areas to insure that non-air show personnel are clear when aircraft are running. At no time will the general public be allowed on Hot Ramps while an aircraft is running unless there is a specific need and is escorted by trained personnel.
5. All non-Airport personnel required to drive in movement areas outside of the show boundaries will be required to attend an Airport Familiarization class offered by the Operations/Security Unit.
6. Any additional requests from Airport Management, either verbal or written, shall be immediately complied with to the satisfaction of the Airport.

## C. FIRE MARSHAL REQUIREMENTS

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All activities shall be in strict compliance of:

### Interior Event:

1. No smoking signs shall be posted in all areas of the event.
2. Overcrowding or admittance of any person beyond the approved capacity of the building or a portion thereof shall not be allowed. Section 107.6 of International Fire Code 2003.
3. No cooking shall be allowed in the hanger at any time. Warming trays shall be allowed as long as there is a fire extinguisher located within 20 feet of the open flame.
4. Flammable/combustible liquids/gases and other hazardous, or potentially hazardous, materials shall be removed.
5. Exits
  - A. Total available exit width shall meet established requirements for the desired occupant load.
  - B. Exit signs shall be clearly visible at all times. Exit signs shall not be obstructed by decorative materials or other type objects.
  - C. Exits and exit pathways shall not be obstructed.
  - D. Roping or chaining exit doors closed or open is prohibited.
  - E. All means of egress corridors, aisles, pathways, etc., shall remain free of obstruction at all times. Tripping hazards in the path of travel shall be removed.
6. Decorations
  - A. All tents, decorations, fabrics, draperies, etc., shall be either flame retardant from the manufacturer or a flame retardant material will be applied per code requirements.
  - B. Decorations shall not obstruct or hang from any fire protection devices (fire sprinkler system, emergency lights and/or fire alarm).
  - C. Decorations shall not obstruct or hang from any exit signs or means of egress.
  - D. Decorations hung on the wall shall not cover more than twenty percent (20%) of the wall.
  - E. All decorations hung from the ceiling shall be approved by the Fire Marshal's Office.

### Outdoor Event:

1. 2016, NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures; **No smoking signs shall be posted inside of tents at each entrance and each side.**
2. 2015 International Fire Code;
3. Federal, state and local regulations, laws and ordinances;
4. Other referenced NFPA codes and standards as directed by the A .H. J.;
5. Wayne County Airport Standards; and Most recently amended Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities (ADAAG).

6. Any operation that may be classified as a "Source of Ignition" factor, i.e. burning, cutting, welding, etc., shall require a Site Inspection. If the operation conforms to code, and Airport Rules and Regulation requirements, the Airport Fire Department will issue a Site Survey (Burn Permit). Call (734) 485-6660, Station #700.
7. Rubbish and trash shall not be allowed to accumulate on the site. The entire premises and area adjoining and around the operation shall be kept in a safe and sanitary condition. A person shall not, at any time, place an encumbrance of any kind before or upon any fire escape, balcony, or ladder intended as a means of escape from fire. All existing means of egress from each part of the building, including stairways, egress doors and any panic hardware installed thereon, aisles, corridors, passageways, and similar elements of the egress, shall at all times be maintained in a safe condition and shall be available for immediate use and free of all obstructions.
8. All fire protection systems, devices, units, and service equipment, which was installed compliant with any law, ordinance, or order, shall be maintained in an operating condition at all times. It shall be unlawful for any owner or occupant to reduce the effectiveness of the protection so required; except this shall not prohibit the owner or occupant from temporarily reducing or discontinuing the protection where necessary to make tests, repairs, alterations, or additions.
9. Fire hydrants may not be used by a contractor without prior written approval from the Airport Fire Marshal's Office.
10. 2014 NFPA 58 LP Gas Code, Cylinders in storage shall be located to minimize exposure to excessive temperature rises, physical damage, or tampering.
11. Listed and approved LP-Gas commercial food service appliances shall be permitted to be used where in accordance with NFPA 58, Liquefied Petroleum Gas Code.
12. Storage outside of buildings for cylinders awaiting use, resale, or part of a cylinder exchange point shall be located as follows:
  - A. At least 5 ft (1.5 m) from any doorway or opening in a building frequented by the public where occupants have at least two means of egress as defined by NFPA 101, Life Safety Code
  - B. At least 10 ft (3 m) from any doorway or opening in a building or sections of a building that has only one means of egress
14. 2016 NFPA 55 Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks; Combustible waste, vegetation, and similar materials shall be kept a minimum of 3 m (10 ft) from compressed gas containers, cylinders, tanks, and systems.
15. Compressed gas containers, cylinders, and tanks in use or in storage **shall be physically secured** to prevent them from falling or being knocked over by corralling them and securing them to a cart, framework, or fixed object by use of a restraint.
16. Combustible materials within each booth shall be limited to a one day supply. Storage of combustible materials behind or inside the booth shall be prohibited.
17. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking or any other unapproved device shall not be permitted inside the airfield. Such approved items located outside the airfield must be placed at least 20' from tents, buildings, or other structures. Approved grills must be propane gas operated only, no charcoal, wood or other solid combustible materials authorized.

18. A 20BC fire extinguisher shall be provided within the booth for each cooking device or an approved automatic extinguishing system shall be provided.
19. LP gas cylinders shall be isolated from the public by not less than 4 feet or by a barrier between the tanks and the public.
20. Single-well cooking equipment using combustible oils or solids shall meet the following criteria:
  - A. They shall have lids available for immediate use.
  - B. They shall be limited to 2 ft x 2 ft of cooking surface.
  - C. They shall be placed on noncombustible surface materials.
  - D. They shall be separated from each other by a horizontal distance of not less than 24 in.
21. All deep fat fryers shall be installed with at least a 16 in. space between the fryer and surface flames from adjacent cooking equipment.
22. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft.
23. Exhibit booths shall be constructed of the following:
  - A. Noncombustible or limited-combustible materials
  - B. Wood exceeding ¼ in. (6.3 mm) nominal thickness
  - C. Wood that is pressure-treated, fire-retardant wood meeting the requirements of NFPA 703, Standard for Fire Retardant-Treated Wood and Fire-Retardant Coatings for Building Materials
  - D. Flame-retardant materials complying with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films
  - E. Textile wall coverings, such as carpeting and similar products used as wall or ceiling finishes, complying with the provisions of 10.2.2 and 10.2.4
  - F. Plastics limited to those that comply with 12.3.3 and Section 10.2
  - G. Foamed plastics and materials containing foamed plastics having a heat release rate for any single fuel package that does not exceed 100 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes
  - H. Cardboard, honeycombed paper, and other combustible materials having a heat release rate for any single fuel package that does not exceed 150 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes.
24. Materials that cannot be treated with flame retardant shall not be used.
25. Non-refillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.

## **D. SECURITY REQUIREMENTS**

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1. All non-badged individuals traversing the Airport Operations Area (AOA) shall be under escort at all times by tenant with photo ID Badges obtained from the Airport's Operations/Security Office (734) 485-6675.
2. All vehicles, while on the AOA, shall have a YIP vehicle pass displayed on the dashboard. In addition, any persons that require unescorted driving on the AOA will be required to undergo a ramp driving training class with YIP Operations/Security. Scheduling for the training and the YIP passes may be obtained from the YIP Operations/Security Office (734-485-6675).
3. All event vehicles shall display company logo affixed to the drivers' and passengers' door. Logos shall be no less than 12" x 12" and can be magnetic, printed or pasted on, but must be commercially made.
4. Entry and exit to AOA event sites shall be through vehicle checkpoints unless otherwise approved by YIP Operations/Security.
5. Access through security doors and gates can be coordinated by contacting YIP Operations/Security. Access to other tenant or airline locations requires the permission of the specific leaseholder.
6. The permittee shall not prop open any gates or doors that allow public access to the AOA or any restricted area without providing a security guard through the duration of the opening.

## **E. AIRFIELD OPERATIONS REQUIREMENTS**

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1. Closed ramp, taxi-lane, taxiway and runway areas must be marked with cones, red flashers (if required at night) and barricades spaced a minimum of 20' intervals or less as directed by Airfield Operations/Security. Extended runway closures will require the appropriate runway closure X at each runway end.
2. Prior FAA approval in the form of an airspace review will be required for all outside constructions and construction equipment when height of said equipment exceeds that of adjacent structures. An approved FAA Form 7460-1 (Notice of Proposed Construction & Alteration) obtained by the permittee for cranes or equipment is to be used.
3. Airfield closures are to be coordinated through Airport Operations/Security at least 72 hours prior to event.
4. Runway and taxiway safety and object free areas are to remain clear to the extent of their use for the event or as determined by the Airport.
5. Any changes, modifications, or damage to the airfield or pavement areas is to be restored to the Airports' satisfaction and/or Federal Aviation Regulation (FAR) Part 139 standards, if applicable.
6. All night events requiring outdoor lighting will be shrouded, angled downward, and facing away from the airfield and other aircraft operating areas.

## **F. GENERAL REQUIREMENTS**

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1. All work at the Airport shall be performed by skilled workers using materials of the highest standards. All set-up and workmanship by the Tenant shall be to the satisfaction of the WCAA.
2. Workers and visitors on site shall use only those toilet facilities provided by the Tenant.
3. Event limits shall not exceed the limits of the Tenant's premises on the Airport unless prior permission is attained from all affected parties and Airport Administration.
4. Contractors, if required, shall request, and have completed, underground utility sweeps from Airport Maintenance, Airport Operations/Security, the FAA and Miss Dig prior to the commencement of any excavating.
5. Provide 3-days advanced notice to YIP Maintenance Department to mark airport electrical prior to the commencement of work. Notification is the responsibility of the contractor or tenant.
6. YIP Operations/Security and Airport Director must approve all delivery routes.
7. It is the responsibility of the Tenant to supervise any event related activity before, during, and after the event.
8. No overnight camping is permitted unless previously approved by the WCAA.
9. Firearms and other dangerous weapons are prohibited by WCAA Ordinance.
10. Re-enactors are not permitted to carry replica weapons into the spectator areas.
11. A sign plan is to be submitted to the Airport for approval, showing locations of any signage and the wording of each sign.

12. Any damage and/or restoration to existing grounds, facilities, finishes, and utilities is the responsibility of the permit holder. Repair and/or replacement must be completed within the timeframe, requirements, and satisfaction of the WCAA.
13. If barricades are anticipated they must be submitted and approved by the WCAA.
14. All areas around the event site shall be kept clean and free of debris. All required cleaning will be at the Tenant's expense.
15. Parking coordination above and beyond the scope of existing public parking lots is the responsibility of the permittee. Appropriate parking assistance staffing, signage, and shuttle services will also be provided by the permittee.
16. The permittee shall have sole and complete responsibility for safety over the event. The permittee, tenant, and any associated contractors shall comply with all laws, codes, ordinances, regulations including health and safety requirements or standards in effect such as those under the Federal, OSHA, State of Michigan, Wayne County, and as set forth in the latest WCAA standards.
17. All parties will conform to these and FAA Guidelines for safety and security.
18. Any additional requests by Airport Management must be complied with in the timeframe suggested and to the satisfaction of the Airport.
19. Event rules and regulations are established to promote safe execution of events with minimal disruption to other site activities and airport operations. WCAA reserves the rights, at its sole discretion, to modify, delete, add or alter these procedures and requirements as needed from time to time.

**G. MISCELLANEOUS REQUIREMENTS:**

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