



Chris Swope

Lansing City Clerk

Show License Application

(City Codified Ordinances – Chapter 860.01 – 860.99)
<http://mi-lansing.civicplus.com/171/Business-Licenses>

Applicant Checklist: (Ensure All Items Completed)

Payment:

Bond:

Insurance:

Notarized:

Application Complete:

Notarization can be done
in City Clerk's office.

NON-REFUNDABLE LICENSE FEE:

\$250.00 Per Day/ Per Location. Not to exceed \$1000.00 Per Year/ Per Location

For Public Liability in the amount of \$300,000 to \$500,000 and Property Damage in the amount of \$100,000. The City of Lansing must appear as an additional insured and receive a 10-day cancellation notice.

The undersigned hereby applies for a license to sponsor, operate, exhibit, perform or cause to be operated, exhibited or performed a SHOW within the limits of the City of Lansing, Michigan. Show means any circus, menagerie or other exhibition, entertainment, carnival or show, of any nature and name for which money or any other consideration is in any way demanded or received for admission.

Business Name		Business Phone Number	
Business Address	City	State, Zip	

Business Owner		Owner Phone Number	
Owner Address	City	State, Zip	
Owner Email Address			

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • 517-377-0068 FAX
www.lansingmi.gov/clerk • city.clerk@lansing.mi.gov

Same as above:

Applicant Name		Applicant Phone Number	
Applicant Address	City	State, Zip	
Applicant Email Address			

Operator Name		Operator Phone Number	
Operator Address	City	State, Zip	
Operator Email Address			

Sponsor Name		Sponsor Phone Number	
Sponsor Address	City	State, Zip	
Sponsor Email Address			

Location of Show (Site Plan Required) :

Show Dates: _____

Description of Show:

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Expected Attendance (Security Plan May Be Required): _____

Admission Charges: _____

Insured By (Policy to be filed with city)	
Expiration Date	Insured Amount

Bonded By (Bond to be filed with City)	
Bond Expiration Date	Bond Amount

I understand that a false statement on this application may result in either a denial of this application or subsequent revocation if this license is granted.

Has the applicant, owner, or sponsor; or any person with an ownership interest in the applicant, owner, or sponsor; or any person who will manage the show had any citation or conviction for, or guilty plea to, a violation of the laws of the United States, any State or any local unit of government regulating the operation of a show?

Yes No If yes, disclose details:

APPLICANT'S SIGNATURE: _____

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NOTARY USE ONLY

Subscribed and sworn to before me by _____ on this
day (MM/DD/YYYY) _____, acting in the County of _____,
Michigan.

Signature of Notary _____

Printed Name of Notary _____

County of Notary Commission _____

Commission Expiration Date _____

OFFICIAL USE ONLY

Approvals:

Building Safety Division

Date

Fire Marshall

Date

Police Department

Date

OFFICIAL USE

Amount paid: _____

Date paid: _____

License #: _____

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