

**LIST OF ITEMS NEEDED FOR SEASONAL SALES  
CHARTER TOWNSHIP OF FLINT**

1. **APPLICATION FILLED OUT IN ITS' ENTIRETY**
2. **COPY OF LIABILITY INSURANCE (SEE APPLICATION FOR AMOUNTS)**
3. **LETTER FROM OWNER OF PROPERTY WHERE SALE IS TO TAKE PLACE AUTHORIZING YOU TO USE IT.**
4. **DRAWING OF WHERE THE SALE WILL TAKE PLACE ON THE LOT IN CORRELATION TO THE BUILDINGS. Please denote where and what type of signs will be used on the premises.**
5. **WHAT TYPE OF STRUCTURE WILL BE USED.**
6. **HOLD HARMLESS AGREEMENT SIGNED – HOLDING FLINT TOWNSHIP AND IT'S EMPLOYEES/REPRESENTATIVES HARMLESS ...ETC.**

**LIST OF ITEMS NEEDED FOR SPECIAL EVENTS/TENT SALES  
CHARTER TOWNSHIP OF FLINT**

1. **APPLICATION FILLED OUT IN ITS' ENTIRETY**
2. **COPY OF LIABILITY INSURANCE (SEE APPLICATION FOR AMOUNTS)**
3. **LETTER FROM OWNER OF PROPERTY WHERE TENT SALE IS TO TAKE PLACE AUTHORIZING YOU TO USE IT.**
4. **DRAWING OF WHERE THE TENT(S) WILL BE PLACED ON THE PARKING LOT IN CORRELATION TO THE BUILDINGS. Please denote where and what type of signs will be used on the premises.**
5. **COPY OF "PROOF OF FLAME RETARDANT" FOR THE TENT(S) (YOU SHOULD BE ABLE TO OBTAIN THIS FROM THE COMPANY THAT YOU RENT THE TENT FROM)**
6. **HOLD HARMLESS AGREEMENT SIGNED – HOLDING FLINT TOWNSHIP AND IT'S EMPLOYEES/REPRESENTATIVES HARMLESS...ETC.**
7. **ALL ITEMS MUST BE RETURNED TO THE CLERK'S OFFICE AT LEAST SIX (6) WEEKS PRIOR TO THE DATE OF THE EVENT.**

