

Cadillac Commons – Facility Reservation Policy

1. Purpose

The Cadillac Commons is a public space in Downtown Cadillac intended to support community and cultural and economic vitality. The Cadillac Commons features key attractions including the Rotary Performing Arts Pavilion, City Park, the Plaza, the Trailhead, and the Market building. This policy ensures that space reservations within the Commons are allocated fairly and transparently, with priority given to events that maximize public benefit, support local businesses and residents, and reflect the values of the community. **All proceeds from Cadillac Commons fees are reinvested directly into our downtown district. Your reservation supports essential streetscape beautification, public art, historic preservation, and business recruitment. By hosting your event here, you are fueling the revitalization and economic growth of Cadillac.**

2. Definitions

The following words and phrases shall have the corresponding definitions:

- **“DDA Director”** means the person acting as Director of the Cadillac Downtown Development Authority. The DDA Director is the final operational authority for the Cadillac Commons.
- **“Cadillac Commons”** or **“the Commons”** means those City-owned and officially dedicated public spaces and facilities, including the Rotary Performing Arts Pavilion, City Park, the Plaza, the Trailhead, and the Market building, as shown on the attached map (Appendix A).
- A **“Civic Event”** is any organized public activity or gathering initiated, co-sponsored, or supported by the City or the Downtown Development Authority and held on public property or in partnership with municipal departments or agencies. The primary purpose is to benefit the public, recognize community achievements, acknowledge historical milestones, foster community pride, or celebrate historical/cultural heritage.
- **“DDA”** means the Downtown Development Authority of the City of Cadillac.
- **“Event Coordinator”** shall mean DDA Director or his or her designee, working in cooperation with the City of Cadillac Department of Public Works Operations Manager.
- **“Event”** means a planned activity to use a park and other City property, including streets. This includes activities which have an attraction to the public, such as concerts, art & craft shows, or anything using amplified sound. Events are categorized as High Impact Events or Low Impact Events.
 - **“High Impact Event”** means an event generally (1) two days or more in duration, excluding set-up/tear-down; (2) open to the public regardless of whether a fee for admission is charged, and (3) that has one or more of the following elements: use of

City personnel requested or required; commercial or for-profit financial benefit; or significant infrastructure such as set-up of large tents, stages, amusements, concessions, and/or sale of alcohol.

- **“Low Impact Event”** means an event one day or less in duration, excluding set-up/tear-down, and which generally does not include significant use of City personnel; the sale of alcohol; or significant infrastructure such as the set-up of large tents, stages, amusements, or concessions.
- **“Permit Holder”** means the individual or sponsoring organization named in the permit application as responsible for the event or activity.

3. Permit Applications

Permit applications must be completed by the applicant and the person or sponsoring organization who will be the Permit Holder and submitted to the Event Coordinator. The submittal of the applications shall comply with the following:

- **Signature.** The application shall be signed by the adult person who (1) will attend and oversee the event and activity, or (2) has authority to bind the organization requesting the permit.
- **Permit Holder.** The application shall specify the name, address, telephone number, cell phone number, and e-mail address of the Permit Holder (the sponsoring organization or individual), and other information deemed relevant or necessary by the DDA.
- **Insurance.** Permit Holders shall provide insurance as follows:
 1. Comprehensive general liability insurance - \$1,000,000 per occurrence. The policy shall name the City of Cadillac as an additional insured in the policy coverage and shall include an endorsement to the policy naming the City of Cadillac as additional insured.
 2. The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the duration of the event, whichever is longer.
 3. Suitable proof of insurance shall be submitted to the Event Coordinator prior to the Event taking place.
- **Description of Event.** The Event shall be described with such detail as required on the forms supplied. The description shall include a detailed site plan.
- **Standards.** Applications for events that do not meet the standards outlined in this policy or do not fit the intended use of the applicable space will not be considered.

4. Application Periods

Applications must be submitted during the designated open periods immediately preceding the scheduled event:

- January 1 – February 15 → For events taking place May 1 – October 31
- July 1 – August 15 → For events taking place November 1 – April 30

All applications received during the window will be reviewed collectively.

Permit Holders shall be notified if their application has been approved. Upon notification of permit approval, the Permit Holder must submit full payment within five business (5) days to

complete the reservation. Failure to remit payment within this timeframe may result in the permit being revoked and the Event being canceled.

Events taking place between January 1, 2026, and May 1, 2026, will be scheduled on a first-come, first-served basis, while the updated reservation policy takes effect.

- Requests for low impact events should be made at least 14 days prior to the event.
- Requests for high impact events should be made at least 60 days prior to the event.

Reservations will be accepted on a rolling first-come, first-served for any unreserved dates, after the application period has closed, applications have been reviewed by the committee and the DDA has approved the events calendar. See section 12, Unreserved Dates.

5. Advanced Reservations

- A non-refundable advanced reservation fee will apply to any application requesting a date more than 10 months in advance of the event. The fee is paid at the time of acceptance of application and is in addition to the reservation fee. To qualify for an advanced reservation, the event cannot be recurring. No event can be booked more than 24 months in advance.
- The non-refundable fee for advanced reservation is \$250.
- Advanced reservations shall not be accepted for Memorial Day, Veteran’s Day, Independence Day.
- The DDA reserves the right to deny a request for an advanced reservation and instead review the application during the regular application window, in which case the advanced reservation fee will not apply.
- Advanced reservations can be changed once without penalty, to an available unreserved date until the application period immediately preceding the event opens on January 1 or July 1 as applicable. A fee of \$100 per change after the initial change may be assessed.
- Cancellations made prior to the opening of the application period immediately preceding the event will receive a refund of 75% of the reservation price, excluding advanced reservation fee.
- Cancellations made after the opening of the application period immediately preceding the event will not receive a refund.

6. Tiered Scoring & Priority System

When multiple requests are made for the same date/time, applications will be evaluated using the scoring system below.

Tier 1 – Organizational Type (max 45 points)

- Civic Event → 45 points
- Nonprofit → 30 points
- Private/commercial → 15 points

Tier 2 – Residency & Local Benefit (max 25 points)

- Downtown business, organization or resident within DDA Boundary → 25 points

- City resident → 20 points
- Non-city resident (within county) → 10 points
- Other applicants → 5 points

Tier 3 – Event Seniority (max 15 points)

- Event has operated successfully in The Commons for 3+ consecutive years → 15 points
- Event has operated 1-2 consecutive years → 10 points
- New event (no prior history at The Commons) → 5 points

Tier 4 – Veterans Preference (max 5 points)

- Lead applicant or primary organization is veteran-owned or led → 5 points

Tier 5 – Compliance & Community Impact (max 15 points)

- Demonstrated history of meeting rental obligations, cleanup standards, and compliance → up to 10 points – Applicants with no event history will receive 10 points.
 - Full compliance with all permit terms in prior events. No violations, complaints, or cleanup issues → 10 points
 - Significant or repeated violations, unresolved damages, or prior revocation of permit → 0 points
- Anticipated community/economic impact (measured by attendance, downtown business support, or cultural contribution) → up to 5 points
 - Demonstrated strong community or economic benefit → 5 points
 - Moderate or limited community/economic benefit → 2.5 points
 - Minimal or no demonstrated community benefit → 0 points

7. Selection Process

The highest possible score = 105 points. Dates will be awarded to the highest-scoring application(s) within each time slot. In case of tied scores:

- Application review committee may suggest an alternate schedule.
- If an alternate date cannot be agreed upon, the DDA Board will break the tie via a majority vote.

8. Application Review Committee

Applications for venue reservations will be evaluated by an Application Review Committee consisting of at least five members. The committee will include the DDA Director or a designated representative, the DDA Chair, an appointed DDA Board Member, one representative from the City of Cadillac Department of Public Works, and the Events Coordinator when one has been designated.

The Committee will submit a final report including scores and recommendations to the DDA. The DDA will review the scores and recommendations at a DDA Board Meeting and give final approval of event applications and event calendar.

9. Conflict Prevention

Applications submitted for the same time slot will be reviewed collectively. No organization may claim exclusive, indefinite use of dates. All allocations/reservations must be reapplied for each year.

10. Notification & Calendar

Applicants will be notified of outcomes within 30 days of the application deadline. A public reservation calendar will be created and will be regularly updated and available on the DDA website and/or City website. In the absence of an online reservation calendar, inquiries for available dates may be directed to towens@cadillac-mi.net.

11. Unreserved Dates

After the closing of each application window and the allocation of dates, any unreserved dates will be made available for booking under the following procedures:

- Remaining dates will be opened to reservations on a first-come, first-served basis beginning immediately after applicants are notified of outcomes.
- Requests for low impact events on unreserved dates should be made at least 14 days prior to the event. Exceptions will be made on a case-by-case basis and will be determined by the DDA Director based on staff capacity, conflicting applications, and the availability of, and need for, review by the review committee.
- Requests for high impact events on unreserved dates should be made at least 60 days prior to the event. If an application is not submitted within the 60-day timeframe, the application process may not be completed in time for the event to be held and a permit may not be issued.
- If multiple requests for the same date are received on the same day, the Tiered Scoring & Priority System outlined in Section 4 will apply.
- For events requesting dates within 30 days of occurrence, reservations will be processed solely on a first-come, first-served basis.

12. Rates

Base Rental Rates & Usage Policy

A formal reservation and paid rental are required for any private or public gathering that meets the definition of event (see definitions), and/or necessitates controlled access, reservations, or the exclusion of the general public from that area.

Base Rental Rates: The base rental rate grants the permit holder use of a designated area for the duration of the approved reservation. This rate includes access to the agreed-upon footprint and any standard amenities associated with that zone, as authorized by the DDA.

General Public Use: A rental is not required for regular, non-exclusive public use of the Trailhead, City Park, or the Plaza. Use remains free and open to all on a first-come, first-served basis, provided no exclusive access or specialized setup is required and it does not meet the definition of an event.

100% of revenue from Cadillac Commons is reinvested into Downtown Cadillac. From historic rehabilitation and public art to infrastructure and marketing, your reservation directly funds the continued growth and beauty of our community.

Base Rental Rates for the Market Building

Rental Option	Rate
Hourly Rate (2-hour minimum)	\$75 per hour
Standard Day Rate (up to 8 hours)	\$500
Full Day Rate (16 hours, 7 a.m.–11 p.m.)	\$950

Base Rental Rates for City Park

Rental Option	Rate
Hourly Rate (2-hour minimum)	\$50 per hour
Standard Day Rate (up to 8 hours)	\$350
Full Day Rate (16 hours, 6 a.m.–10 p.m.)	\$500

Base Rental Rates for the Trailhead

Rental Option	Rate
Hourly Rate (2-hour minimum)	\$50 per hour
Standard Day Rate (up to 8 hours)	\$350
Full Day Rate (16 hours, 6 a.m.–10 p.m.)	\$500

Base Rental Rates for the Rotary Pavilion

Rental Option	Rate
Hourly Rate (2-hour minimum)	\$75 per hour
Standard Day Rate (up to 8 hours)	\$500
Full Day Rate (16 hours, 7 a.m.–11 p.m.)	\$950

Base Rental Rates for The Plaza

Rental Option	Rate
Hourly Rate (2-hour minimum)	\$50 per hour
Standard Day Rate (up to 8 hours)	\$350
Full Day Rate (16 hours, 6 a.m.–10 p.m.)	\$500

Discounts

<u>Discount Type</u>	<u>Details</u>
Resident Annual Discount	50% Discount applied to first reservation annually for City of Cadillac residents (non-recurring, non-commercial, low impact events only).
Multi-Day Events	15% discount on second day and each additional day when days are scheduled consecutively.
Mid-Week Rentals	20% discount (Monday–Thursday)
Recurring Events	10% discount with agreement for 4+ dates annually
Nonprofit & Partnership Discounts	Registered nonprofit organizations are eligible for a 20% reduction on standard hourly and daily rental rates and are eligible to partner with the DDA for Civic Events. This partnership further reduces event costs for those working directly with the DDA to deliver high-impact community experiences.

Additional Fees

Fee Type	Rate
Reserved Parking	\$100 per event (8 space maximum)
Outdoor Space Usage at the Market	\$150 per event
Alcohol Service Fee	\$200 per event
Technology Package (projector, screen, audio)	\$150 per event
Tables & Chairs Rental	\$3 per chair / \$10 per table (includes setup and takedown)

Additional Garbage Cans \$20 per container

Premium Tier Packages

Package Type	Rate
Wedding Package (Peak Season, Full Day)	\$2,500 – \$3,500
Corporate Package (Full Day, including AV & tables/chairs)	\$1,500 – \$2,500
Off-Season / Mid-Week Wedding Package	\$1,500 – \$2,500

Premium tier packages are reservable up to 24 months in advance with a nonrefundable deposit, see Advance Reservations above.

Wedding Package (Peak Season, Full Day)

Includes exclusive use of the venue from 7:00 a.m. to 11:00 p.m., Access to the Rotary Pavilion for the length of the ceremony plus setup (up to 4 hours), tables and chairs for up to 150 guests, technology package (projector, screen, audio), access to a bridal suite/staging area (as available), and on-site event coordination support. Designed for Saturday peak-season weddings (May–October).

Corporate Package (Full Day)

Includes venue rental, tables and chairs, technology package (projector, screen, audio), Wi-Fi access, and flexible floor plan options for training sessions, conferences, or banquets. Designed to meet the needs of corporate retreats, seminars, and professional events.

Off-Season / Mid-Week Wedding Package

Provides all the amenities of the Wedding Package at a reduced rate for events held Monday–Thursday or during the off-season months (November–April). This option allows couples to enjoy a premium wedding experience at a more affordable price point.

Event Coordinator shall review amenities offered and/or amenities requested for premium packages to ensure availability. Prices may be adjusted to reflect actual availability of amenities at the time of reservation.

Additional Requirements

Events exceeding scheduled rental hours will incur overtime charges at two times the hourly rate.

Discounts cannot be combined unless approved by the DDA Director.

All rates, fees, and discounts established in this policy may be reviewed annually by the DDA in coordination with City staff. Adjustments may be made by a majority vote of the DDA Board to reflect changes in market conditions, operating costs, or community priorities. Updated rates will take effect at the start of the next reservation cycle and will be published on the DDA and/or City website.

13. Cancellations and Changes

Cancellations and date changes must be submitted in writing to the DDA Director or Event Coordinator. Refunds will be issued according to the following schedule based on the number of days prior to the scheduled event date that written notice is received:

<u>Notice Period Before Event</u>	<u>Refund Amount</u>
180 days or more	75% of total reservation fee
120 to 179 days	50% of total reservation fee
Fewer than 120 days	No refund

All refunds are subject to the deduction of any non-refundable administrative or advanced reservation fees. The DDA reserves the right to waive or modify the above schedule in the event of a declared emergency, natural disaster, or other circumstance beyond the control of the Permit Holder (“force majeure”) that prevents the event from occurring.

If an applicant or Permit Holder requests to change the date of their reservation, they must choose from unreserved available dates. A rescheduling fee of up to \$250 dollars may be applied to date changes. The applicant may be required to submit an application at the next open application period.

Refunds will be processed within 30 days of written cancellation approval.

For cancellation rules for advanced reservations, see Section 5, Advanced Reservations.

Force Majeure

In the event that the scheduled event cannot be held or must be terminated early due to circumstances beyond the reasonable control of the Permit Holder or the City/DDA, neither party shall be held liable for failure to perform its obligations under this Policy. Such circumstances include, but are not limited to, acts of nature (e.g., severe weather, flood, fire, or other natural disasters), public health emergencies, utility failures, acts of terrorism, war, governmental orders, or other events making performance illegal, impossible, or unsafe.

If a force majeure event occurs:

1. The Permit Holder shall notify the DDA Director or Event Coordinator as soon as practicable.
2. The DDA may, at its sole discretion, offer the Permit Holder the option to:
 - Reschedule the event for a future available date; or
 - Receive a refund of up to **75% of the total reservation fee**, less any non-refundable administrative or advanced reservation fees.
3. The City and DDA shall not be responsible for any indirect, consequential, or incidental losses or expenses incurred by the Permit Holder as a result of such cancellation.

14. Standards

The standards for granting approval of a permit application are the following:

- The activity will not unreasonably interfere with or detract from the general public's enjoyment of nearby public land or unreasonably disturb normal activity on surrounding private land.
- The activity does not cause a violation of any law, ordinance, rule, or regulation.
- The facilities desired have not been reserved for other use on the date and hour requested in the application.
- The activity will not cause damage to natural or man-made components of the spaces being used for the event.
- The activity shall not occur so soon before or after another event that it creates a burden on the space or facility, DDA staff, City staff or resources.
- The Event complies with all other provisions of this Policy.

15. General Conditions

The following general conditions apply to all events. Additional special conditions may be imposed in the Permit, depending on the nature of the Event. All terms and representations specified in the permit application are automatically special conditions to the Permit unless changed or superseded by the general conditions or an additional condition.

- **Equipment and Signs.** (Additional Application Required) No other property, equipment, or signs are to be used by participants in the park, public land, and adjacent property or water except as listed in the Permit. No signs shall be erected in violation of any City ordinance. Placement of permitted equipment shall be coordinated with the DDA Director or Event Coordinator, and unless authorized, all property, equipment, and signs shall be removed from the park on any day during which the Event, setup, or removal is not being conducted.
- **Cleanup.** The Applicant and Permit Holder shall promptly and completely cleanup and restore the site immediately following the Event.
- **Set-Up and Removal.** Set-up and removal shall occur promptly and only during the time allowed therefore as provided in the Permit.
- **City Cost.** Damage to public properties or the City's cost incurred in cleanup and repair shall be the responsibility of the Applicant and the Permit Holder. Payment of any such assessment shall be due within thirty (30) days of notice of such cost or assessment. A bond, letter of credit, or cash deposit as security for cleanup and restoration may be required.
- **Tents.** (Additional Application Required) If tents are used, they must be constructed of noncombustible or flame-resistant materials in compliance with the City Fire Code. All tents must be properly secured using weights to meet wind load requirements established by the State Construction Code. Staking is not permitted unless authorized in writing.

- **Excavation.** No digging, staking, or any other ground disturbing activity shall be performed except as authorized in the Permit and upon prior notification from the DPW Operations Manager.
- **Time of Events.** The Permit shall specify the days and hours of the event.
- **Trash and Toilets.** Portable toilets may be required by the Event Coordinator. Portable toilets are not provided by the City and the Permit Holder will be responsible for ordering, placement and picking up of any portable toilets. Trash receptacles are placed throughout the Cadillac Commons. The Permit Holder is solely responsible for the cleanup of the area and removal of trash from the site unless other arrangements have been made with the Event Coordinator.
- **Vehicles.** No trucks or other motor vehicles are allowed in City parks except in designated parking lots or except those conveying specialized equipment for the Event or otherwise allowed as stated in the Permit.
- **Site Plan.** Applicants shall provide a detailed site plan depicting event location and facility location, if any to be used or installed during the Event.
- **Grills/Fires.** (Additional Application Required) The use of grills, open flames, fire pits, or any other devices producing fire or heat (including charcoal, propane, or wood-burning units) is strictly prohibited on venue property unless expressly authorized in writing by the Fire Marshal and the Event Coordinator in advance of the Event.
 - If approved, all grills or fire devices must:
 - Be located in designated outdoor areas only, at least 25 feet from buildings, tents, trees, and other combustible materials.
 - Be operated by a competent adult who remains in attendance at all times while the equipment is in use and/or a fire is lit.
 - Have an appropriate fire extinguisher immediately available.
 - Be fully extinguished and allowed to cool before disposal.
 - The use of fireworks, sparklers, sky lanterns, or similar items is strictly prohibited at all times. The event organizer assumes full responsibility for compliance with local fire codes and any damages or penalties resulting from unauthorized use.
- **Alcohol.** (Additional Application Required) Alcohol is not allowed at events held on City-owned property without prior written approval from the City. The Applicant or Permit Holder must obtain all required permits and insurance and follow all state and local alcohol regulations.
- **Permit.** The Event permit must be displayed and/or available upon request during the approved event.
 - The Event permit grants no right of exclusive use, control, or restriction over any public space, sidewalk, road, parkland, or facility outside the Designated Event Area. The Permit Holder shall not claim or exercise any authority to restrict public access or activity in any area not specifically covered by the Event permit.

- The Permit Holder acknowledges and agrees that all surrounding public property, thoroughfares, sidewalks, and non-designated areas shall remain fully open and accessible to the public, and the Permit Holder shall not interfere with or impede the public's free access to or use of such non-designated areas.
- Any attempt by the Permit Holder or its agents to enforce exclusivity or control access beyond the physical boundaries of the Designated Event Area shall be considered a violation of the terms of the Event permit.
- **Additional Requirements.** Applicants and Permit Holders are solely responsible for obtaining any additional licenses, qualifications, or permits required by law or policy necessary for the Event.

16. Revocation of Use

A Permit may be revoked in writing at any time by the DDA Director or Director's designee, if there has been a misrepresentation in the application or any material misstatements by the Applicant, or there has been a failure to follow this Policy, or other City ordinance, State law, or any condition attached to a Permit.

Appendix A – Cadillac Commons Map




SCALE: 1" = 200'

CITY OF
CADILLAC
MICHIGAN
CADILLAC COMMONS