

Today's Date \_\_\_\_\_

City Received Date

*MUST BE OFFICIALLY CITY DATE STAMP*

### EVENT PLANNING COVER PAGE

*This form must be completed and returned to the City/DDA at least **60 days** before a HIGH IMPACT event. Additionally, a representative for the event must meet with DDA Event Team to verify all details for the event before going to City Council and DDA board for approval. Failure to comply will result in a denial of your event. Questions, Please call (231) 775-0181 x 7328.*

Applicant Name (Print) \_\_\_\_\_ Contact Address \_\_\_\_\_  
 Contact Phone(s) \_\_\_\_\_ Contact Email \_\_\_\_\_  
 Sponsoring Organization \_\_\_\_\_  Private  Non-Profit \_\_\_\_\_  
 Purpose of Event \_\_\_\_\_ Approx # of Attendees \_\_\_\_\_

**Please check the facility requested (see related reservation form):**

Market at Cadillac Commons  Rotary Pavilion  City Park  Cadillac Commons Plaza

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Reoccurring:  YES  NO

1st Day _____	Set-up _____	Start _____	End _____	Clean-up _____
2nd Day _____	Set-up _____	Start _____	End _____	Clean-up _____
3rd Day _____	Set-up _____	Start _____	End _____	Clean-up _____
4th Day _____	Set-up _____	Start _____	End _____	Clean-up _____

***Please answer the following: If you answer YES to any of the below, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval***

- YES  NO  Will you be requesting permission to close any streets or parking lots?
- YES  NO  Will you be requesting permission to display any off-site signage?
- YES  NO  Will you be requesting permission to display a banner over Mitchell Street?
- YES  NO  Will you be requesting permission to have a parade?
- YES  NO  Will you be requesting permission to hold any races?
- YES  NO  Will you be requesting permission to serve alcoholic beverages?
- YES  NO  Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

Forms can be mailed or delivered to the above address, or emailed to: [mvandermeulen@cadillac-mi.net](mailto:mvandermeulen@cadillac-mi.net)

***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.***



200 N. Lake Street  
Cadillac MI 49601  
Phone (231) 775-0181  
[www.cadillac-mi.net](http://www.cadillac-mi.net)

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## The Market at the Cadillac Commons Reservation Form

Must be submitted with the Event Planning Cover Page. Please submit 60-days prior to event date for HIGH-IMPACT EVENTS.

Event \_\_\_\_\_

**Special Requests: Please Check** (additional fees may apply)

Electricity/Lights  Heat  Reserved Parking (8 space max)  Alcohol Service Fee  Technology Package  Tables & Chairs

**Usage Rules:**

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Market, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)

**Reservations:**

- Applications may be submitted between January 1 and February 15 for events occurring May 1-October 31. Applications may be submitted between July 1 and August 15 for events occurring November 1-April 30. Once received, they will be reviewed by a committee and approved by the DDA Board.
- Rates: Hourly rate (2-hr minimum) = \$75/hr., Standard Day Rate (up to 8 hrs.) = \$500, Full Day Rate (16 hrs.) = \$950
- See Reservation Policy for a full list of fees and regulations. Estimates available upon request. Cancellations must be submitted in writing, refunds issued according to schedule in Reservation Policy.
- Full payment will be due upon acceptance of the application to be considered complete.
- **All events require liability insurance with a minimum of \$1,000,000 naming City of Cadillac as certificate holder and additional insured.**
- \_\_\_\_\_ (Int.) 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 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.

**I read and understand the Reservation Policy and agree to comply with these rules. Further, I acknowledge that the DDA reserves the right to change or cancel any event or program that is not in compliance with them.**

Signature \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE: "COMMONS" (DDA COMMONS RENTAL) CREDIT GL 248-000-667.110