

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

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

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City Parks Request Form

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

Event _____

City Parks

Please Check One

- City Park at Cadillac Commons "Fountain Park"
- The Plaza at Cadillac Commons
- Other _____

Usage Rules:

1. All Parks are for public use. Recurring events are not permitted in City Parks. Open hours 6 AM-10 PM.
2. The Plaza nor the City Park in Cadillac Commons will have its general use, as an open space or park without organized activity, restricted to no more than two consecutive weekends.
3. The City does not provide any porta potty's, tents, rugs, extension cords etc.
4. The fountain may not be operating due to equipment breakdowns or weather conditions such as wind.
5. Not all parks have space for tents, chairs etc. (Separate application required for use of tent or structure, if applicable)
6. No digging, staking, or any other ground disturbing activity shall be performed except as authorized in the permit and upon prior notification from the Operations Manager for DPW.
7. 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.

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 the Event Coordinator and DDA Board.
- Rates: Hourly rate (2-hr minimum) = \$50/hr., Standard Day Rate (up to 8 hrs.) = \$350, Full Day Rate (16 hrs.) = \$500
- 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 _____