

Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

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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Cadillac Rotary Performing Arts Pavilion Reservation Request 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

Electricity Water Wind Screens Sound System Sound Technician **Movie Screen/Projector System****
Weather Dependentafter dark only**

Usage Rules

1. Profanity and offensive language are 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 Pavilion, 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. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decoration must be removed immediately following any event.
6. **No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary unloading/loading of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.**
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. 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 committee and approved by DDA Board.
- Rates: Hourly rate (2-hr minimum) = \$75/hr., Standard Day Rate (up to 8 hrs.) = \$500, Full Day Rate (16 hrs.) = \$950. All prices include the use of the sound system.
- 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 _____