



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

Today's Date 4-5-2023

City Received Date



### Banner Request Form

Monday Banner Start Date 4/18/2023

Monday Banner End Date 4/24/23

**(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)  
(Banners may only be requested for one week at a time per form)**

Reason for Banner Earth Day Event  
Organization Cadillac Earth Day Planning Committee Contact Person Lindsey Westdorf  
Contact Phone [REDACTED] Contact Email [REDACTED]

#### City of Cadillac & State of Michigan Guidelines:

- Banner requested date is a minimum of 2 months prior to display date requested.
- Banner picture or a design proof is **attached with this request form** or it will not be approved.
- The City reserves the right to determine when the banner is hung during inclement weather.
- The City is not responsible for any damages to the banner.
- Banner requested is for a reasonable and public purpose.
- Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
- N/A The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
- N/A The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
- Banner does not contain an address or directions to location.
- Banner meets all the design specifications on the back of this form.
- The banner will be delivered to City Garage a minimum of **1 week before** banner is to be displayed.
- City Garage is located at **1001 6<sup>th</sup> Street** and hours. Call Street Supervisor at (231)920-7800 to schedule time.
- Banner will be picked up within **1 week after** being displayed; if it is not picked up, the banner will be disposed of.

Form must be mailed or delivered to the above address or emailed to: [javila@cadillac-mi.net](mailto:javila@cadillac-mi.net) **(No Faxes accepted)**

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Lindsey Westdorf Signature [Signature] Date 4/5/2023

**Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.**

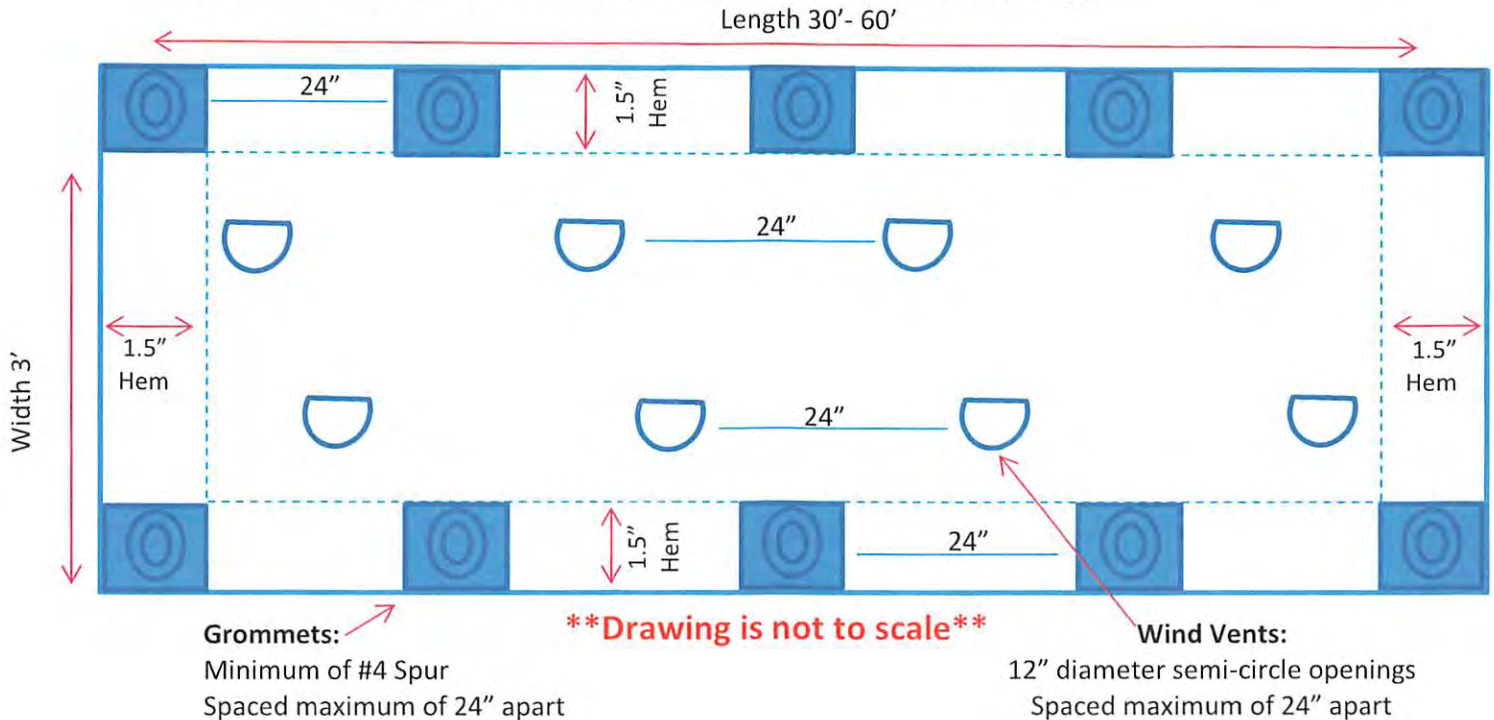


*For Office Use Only*

Streets _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of Michigan _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

## Banner Specifications

- Banner must be made of a minimum of 18 oz. vinyl or of comparable material
- Hem must be 1.5" double folded and stitched on inside & outside
- Grommets must be a minimum of # 4 Spur and not more than 24" apart along top & bottom
- Wind Vents must 12-18" semi-circle openings and not be more than 24" apart



Attach a photo of the banner or provide a detailed design proof  
(Request will not be approved without a proof or picture)

See attached →



# Cadillac Earth Day Celebration

THIS SUNDAY IN THE CADILLAC COMMONS





200 N. Lake Street  
Cadillac MI 49601  
Phone (231) 775-0181  
www.cadillac-mi.net

Today's Date 3-15-23



### Request Planning Guide

*This form must be completed and return to the City 60 days before an event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.*

Applicant Name (Print) Tia Schippers Contact Address [Redacted]  
Contact Phone(s) [Redacted] Contact E [Redacted]  
Sponsoring Organization Cadillac Mayors Youth Council  Private  Non-Profit 100%  
Purpose of Event Earth Day Approx # of Attendees \_\_\_\_\_

Beginning Date: 4/23/23 Ending Date: 4/23/23 Reoccurring: YES NO  
1st Day \_\_\_\_\_ Set-up 12:00 AM/PM Start 1:00 AM/PM End 4:00 AM/PM Clean-up 5:00 AM/PM  
2nd Day \_\_\_\_\_ Set-up \_\_\_\_\_ AM/PM Start \_\_\_\_\_ AM/PM End \_\_\_\_\_ AM/PM Clean-up \_\_\_\_\_ AM/PM  
3rd Day \_\_\_\_\_ Set-up \_\_\_\_\_ AM/PM Start \_\_\_\_\_ AM/PM End \_\_\_\_\_ AM/PM Clean-up \_\_\_\_\_ AM/PM  
4th Day \_\_\_\_\_ Set-up \_\_\_\_\_ AM/PM Start \_\_\_\_\_ AM/PM End \_\_\_\_\_ AM/PM Clean-up \_\_\_\_\_ AM/PM

**Please answer the following questions:**

- 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? MAYBE
- YES  NO \_\_\_ Will you be requesting permission to reserve any of the City of Cadillac facilities

**Please Circle**

Market at Cadillac Commons    Rotary Pavilion    City Park    Cadillac Commons Plaza

- 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?

*If you answered YES to any of the above questions, 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.*

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

All events require liability insurance: Required Min. general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured

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

City Received Date



**The Market at the Cadillac Commons Reservation Form**

Please Submit 60-days Prior to Event Date

Event Earth Day - CMYC

Special Requests: Please Circle

Electricity/Lights      Heat      Wind Screens  
*maybe*

**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)
7. Quilted floor **MUST BE** protected at all times please make sure tables; chairs and etc. are equipped with rubber or felt protection.

**Reservation Fees:**

- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

**Reoccurring Events:** Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

Market Hours 7:00 AM through 11:00 PM

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.

Tix Schippers  
Signature

Form must be mailed/emailed or delivered to Cadillac City Hall, Attention Events Coordinator at  
200 N. Lake Street in Cadillac, MI 49601  
[javila@cadillac-mi.net](mailto:javila@cadillac-mi.net)

Print Name Tix Schippers Total Fees Required: \$ Total Fees Paid: \_\_\_\_\_ Date    /    /

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**Street & Parking Lot Closure Request Form**

BY: \_\_\_\_\_

*Please fill out a separate form for each date*

Reason for Request CMYC EARTH DAY EVENT

Contact Person Ty Schippers

Contact Phone [Redacted] Contact Email [Redacted]

Date: <u>4/23/23</u>			Street Closures		
Street Name <u>CASS</u>	Beginning Location <u>LAKE</u>	Ending Location <u>LOT</u>	<u>ENTRANCE TO COMMONS Parking</u>		
	Beginning Time <u>2:00 AM/PM</u>	Ending Time <u>5:00 AM/PM</u>			
Street Name _____	Beginning Location _____	Ending Location _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			
Street Name _____	Beginning Location _____	Ending Location _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			
Street Name _____	Beginning Location _____	Ending Location _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			

Date ____/____/____			Parking Lot Closures		
Lot Location _____	Street _____	Nearest Cross Street _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			
Lot Location _____	Street _____	Nearest Cross Street _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			
Lot Location _____	Street _____	Nearest Cross Street _____			
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM			

Form must be mailed or delivered to the above address or emailed to: [javila@cadillac-mi.net](mailto:javila@cadillac-mi.net) (No Faxes accepted)

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Ty Schippers Signature [Signature] Date 3/15/23

*Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.*

*For Office Use Only*

Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

RECEIVED  
JAN 10 1953  
BY \_\_\_\_\_

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Cadillac MI 49601  
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BY: \_\_\_\_\_

## All City Parks Request Form

Reason for Request Earth Day  
Organization Cadillac Mayors Youth Council Contact Person \_\_\_\_\_  
Contact Phone 231 884 2050 Contact Email tlg.schippers@gmail.com  
Date 4-23-23 Times NOON-5

### City Parks

Please Check One

- Downtown "Fountain" City Park
- Cadillac Commons Plaza
- Sound Garden
- The Bridge
- Naval Reserve Flower Open Space
- Tree Zoo Gazebo

### City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- All Parks are for public use
- The City does not provide any tents, tables, chairs, rugs, extension cords etc
- The fountain may not be operating due to equipment break downs or weather conditions such as wind
- I understand and agree to these requirements and understand if these are not met the request will be denied.
- Not all parks have space for tents, chairs etc.
- If needing speakers or microphone fee may be required (\$15)

Form must be emailed, mailed or brought to:

Cadillac City Hall  
Attn: Public Works Department-Events  
200 N. Lake Street  
Cadillac, MI 49601

Print Name Ara Mahon Signature [Signature] Date 3/15/23  
Cadillac Youth Mayor