

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

Today's Date 5/4/23

City Received Date



Request Planning Guide

This form must be completed and return to the City at least 60 days before a HIGH IMPACT 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 7342 if you have questions.

Applicant Name (Print) William Markham Contact Address [Redacted]
 Contact Phone(s) [Redacted] Contact Email [Redacted]
 Sponsoring Organization Reverend Center Private Non-Profit
 Purpose of Event Call To All Family Festival Approx # of Attendees 500

Beginning Date: <u>8/11/23</u>	Ending Date: <u>8/13/23</u>	Reoccurring: YES NO
1st Day <u>8/11/23</u> Set-up <u>1:00</u> AM/PM Start <u>6:00</u> AM/PM End <u>9:30</u> AM/PM Clean-up <u>10:00</u> AM/PM		
2nd Day <u>8/12/23</u> Set-up <u>1:00</u> AM/PM Start <u>3:00</u> AM/PM End <u>9:30</u> AM/PM Clean-up <u>10:00</u> AM/PM		
3rd Day <u>8/13/23</u> Set-up <u>8:00</u> AM/PM Start <u>9:00</u> AM/PM End <u>9:30</u> AM/PM Clean-up <u>10:00</u> 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?
- 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

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

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All City Parks Request Form

Reason for Request Call To All Family Festival
Organization Recreation Center Contact Person William Markham
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 5/11-13/2023 Times _____

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 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.
- The City does not provide any porta potty's, tents, tables, chairs, rugs, extension cords etc
- The fountain may not be operating due to equipment breakdowns 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.
- 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.
- 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.
- Applicants shall provide a detailed site plan depicting facility location, if any, to be used or installed during the Event.

Permit Fee Schedule

Permits are required for reservations at the following facilities:

- The Market at Cadillac Commons
- The Rotary Performing Arts Pavilion at Cadillac Commons
 - City Park at Cadillac Commons
 - The Plaza at Cadillac Commons

Permit 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 occur a minimum of once a week, for four consecutive weeks. Two examples include a summer concert series and farmers' market. **Reoccurring events are not permissible in The Plaza or City Park at Cadillac Commons.**

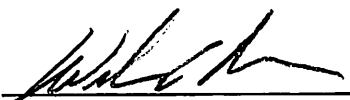
- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

Permit fees may be adjusted annually by 5% or the Michigan Consumer Price Index, whichever the greater.

All events require liability insurance.

Form can be emailed to javila@cadillac-mi.net or mailed to 200 N. Lake St. Cadillac, MI 49601

Signature



Date

5/4/23



200 N. Lake Street
Cadillac MI 49601
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Today's Date 5/4/23

City Received Date **RECEIVED**
MAY 14 2023
BY: _____

The Market at the Cadillac Commons Reservation Form

Please Submit 60-days Prior to Event Date
for **HIGH IMPACT EVENTS**

Event CALL TO ALL FAMILY FESTIVAL

Please Circle:

Electricity/Lights Heat

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. 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.

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

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.

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

Signature [Signature] Total Fees Required: _____ Total Fees Paid: _____ Date ___/___/___

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MAY 04 2023

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Call To All Family Festival

Contact Person William Markham

Contact Phone [Redacted] Contact Email [Redacted]

Date: <u>8/11/23</u> Street Closures			
Street Name <u>Lake</u>	Beginning Location <u>HARRIS</u>	Ending Location <u>CASS</u>	
<u>8/12/23</u>	Beginning Time <u>6:00 AM/PM</u>	Ending Time <u>10:00 AM/PM</u>	
Street Name <u>Lake</u>	Beginning Location <u>HARRIS</u>	Ending Location <u>CASS</u>	
<u>8/13/23</u>	Beginning Time <u>7:00 AM/PM</u>	Ending Time <u>10:00 AM/PM</u>	
Street Name <u>Lake</u>	Beginning Location <u>HARRIS</u>	Ending Location <u>CASS</u>	
	Beginning Time <u>8:00 AM/PM</u>	Ending Time <u>10:00 AM/PM</u>	
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 (No Faxes accepted)

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

Print Name William Markham Signature [Signature] Date 5/4/23

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 _____