



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

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

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

### 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) \_\_\_\_\_ Contact Address \_\_\_\_\_

Contact Phone(s) \_\_\_\_\_ Contact Email \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_  Private  Non-Profit \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Approx # of Attendees \_\_\_\_\_

Beginning Date: ___/___/___	Ending Date: ___/___/___	Reoccurring: YES NO		
1st Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Clean-up ___:___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?
- 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**



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## The Market at the Cadillac Commons Reservation Form

*Please Submit 60-days Prior to Event Date*

Event \_\_\_\_\_

### Special Requests: Please Circle

Electricity/Lights

Heat

Wind Screens

### 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.

\_\_\_\_\_  
*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 \_\_\_\_\_ Total Fees Required: \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_