



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

Today's Date _____

City Received Date

The Market at the Cadillac Commons Reservation Form

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

Event _____

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) \$108**
- **Hourly Rate (less than 4 hours) \$60 per hour**
- **Non-Profit Daily Rate (4 hours or more) \$55**
- **Non-Profit Hourly Rate (less than 4 hours) \$27 per hour**

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

- **Daily Rate of \$27**
- **Non-Profit Daily Rate of \$16 (Must provide documentation of non-profit status)**

Form must be mailed/emailed or delivered to Cadillac City Hall, Attention Events Coordinator at
200 N. Lake Street in Cadillac, MI 49601
mvandermeulen@cadillac-mi.net

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 _____ Total Fees Required: _____ Total Fees Paid: _____ Date ____/____/____