



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

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

All City Parks Request Form

Reason for Request _____

Organization _____ Contact Person _____

Contact Phone _____ Contact Email _____

Date _____ 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 ___ / ___ / _____