



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**