



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

Today's Date _____

City Received Date



Request Planning Guide

This form must be completed and return to the City 30 days before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received 45 days before the 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 Person(s) _____

Contact Phone(s) _____ Contact Email _____

Sponsoring Organization _____ Private Non-Profit Exemption _____

Purpose(s) & Benefit(s) to Community _____

Beginning Date: ___/___/___	Ending Date: ___/___/___	Reoccurring: YES NO		
1st Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Tear-down ___:___AM/PM
2nd Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Tear-down ___:___AM/PM
3rd Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Tear-down ___:___AM/PM
4th Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Tear-down ___:___AM/PM
5th Day _____	Set-up ___:___AM/PM	Start ___:___AM/PM	End ___:___AM/PM	Tear-down ___:___AM/PM

- YES___ NO___ Will you be requesting permission to close any streets or parking lots? (Form 1)
- YES___ NO___ Will you be requesting permission to display any off site signage? (Form 2)
- YES___ NO___ Will you be requesting permission to display a banner over Mitchell Street? (Form 3)
- YES___ NO___ Will you be requesting permission to hold Farmer's Markets? (Form 4)
- YES___ NO___ Will you be requesting permission to reserve the Rotary Pavilion? (Form 5)
- YES___ NO___ Will you be requesting permission to use any City Parks? (Form 6)
- YES___ NO___ Will you be requesting permission to have a parade? (Form 7)
- YES___ NO___ Will you be requesting permission to hold any races? (Form 8)
- YES___ NO___ Will you be requesting permission to serve alcoholic beverages? (Form 9)
- YES___ NO___ Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)

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. No additional requests other than those requested on these forms will be approved.

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 _____ Signature _____ Date ___/___/___