



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 at least 60 days before a HIGH IMPACT 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 7342 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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## Cadillac Rotary Performing Arts Pavilion Reservation Request Form

*Please Submit 60-days Prior to Event Date  
for HIGH IMPACT EVENTS*

Event \_\_\_\_\_

**Special Requests: Please Circle**

**Electricity**

**Water**

**Wind Screens**

**Sound System**

**Movie Screen/Projector System\*\***

\*\*Weather Dependent\*\*after dark only\*\*

**Usage Rules**

1. Profanity and offensive language are 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 Pavilion, 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. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is [www.swank.com](http://www.swank.com). MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. **No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary unloading/loading of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.**
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. **Sound System Fees** - \$20 per hour for use of our sound board and sound technician. (MUSICAL PERFORMANCES)

**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**

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.

**Form must be mailed/emailed or delivered to Cadillac City Hall 200 N. Lake Street in Cadillac, MI 49601 or [javila@cadillac-mi.net](mailto:javila@cadillac-mi.net)**

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