



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

EVENT PLANNING COVER PAGE

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 7328 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 _____

Please check the facility requested (see related reservation form):

Market at Cadillac Commons

Rotary Pavilion

City Park

Cadillac Commons Plaza

Beginning Date: _____ Ending Date: _____ Reoccurring: YES NO

1st Day _____ Set-up _____ Start _____ End _____ Clean-up _____

2nd Day _____ Set-up _____ Start _____ End _____ Clean-up _____

3rd Day _____ Set-up _____ Start _____ End _____ Clean-up _____

4th Day _____ Set-up _____ Start _____ End _____ Clean-up _____

Please answer the following: If you answer YES to any of the below, 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

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 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?

Forms can be mailed or delivered to the above address or emailed to: mvandermeulen@cadillac-mi.net

All events require liability insurance: Required MINIMUM general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured