

FESTIVAL SQUARE RESERVATION APPLICATION

Telephone: (231) 627-9931 Fax: (231) 627-6351 www.cheboygan.org

Business/Club/Group Name:

Address:

Contact Person:

Phone Number(s):

Event Description:

EVENT DATE & TIME:

Event Setup Start Time:

Event Takedown Time:

*Festival Square will be cleared by user at this time.

Event Requirements: *(Be specific; attach additional pages if necessary.)*

ALL USERS MUST SIGN A HOLD HARMLESS AGREEMENT

TYPE OF EVENT	FEES	CHARGES
<input type="checkbox"/> Nonprofit/Club/Charity Event	-0-	
<input type="checkbox"/> Private Event - Resident	\$150	
<input type="checkbox"/> Private Event - Non-Resident	\$250	
<input type="checkbox"/> Business Event	\$250	
<input type="checkbox"/> Political Event	\$250	

ADDITIONAL SERVICES REQUESTED:	FEES	CHARGES
<input type="checkbox"/> Sound System/Microphone Date & Time requested:	\$0	
<input type="checkbox"/> Fencing Setup & Teardown Date & Time requested:	\$100	
<input type="checkbox"/> Dumpster Rental Date & Time requested:		

OFFICE USE ONLY:	FEES	CHARGES
<input type="checkbox"/> Clean Up Charge - <i>Charged only if event area is not cleaned up satisfactorily</i>	\$150	
<input type="checkbox"/> Cone Charge - <i>Charged only if orange cones/delineator posts are not returned</i>	\$15/cone	
Date Fees Paid:		
TOTAL		

SECURITY DEPOSIT/RESERVATION FEE: \$150, PA/SOUND SYSTEM DEPOSIT: \$200 TOTAL:

Date Received: _____ Check #: _____

Date Security Deposit Returned: _____ Notes: _____

Applicant agrees to leave Festival Square in the same condition in which it was found. Applicant will insure that all surfaces are broom clean and all waste removed. Applicant further acknowledges and agrees that if Festival Square is not left in original condition, or in the event damages are incurred during the time applicant is responsible for Festival Square, applicant will pay cleanup fees and for the cost of any repairs or replacements. Applicant acknowledges that Festival Square is reserved for a specific amount of time and must be vacated accordingly.

*Security deposit/reservation fee must be paid when venue is booked. The security deposit/reservation fee is to be in the form of cash or a check payable to the City of Cheboygan. Upon completion of use, the security deposit/reservation fee shall be returned in full if there are no damages or delay in vacating the facility. If there is damage or delay in leaving the facility, the security deposit shall be used to offset the actual cost of repairs or extended use. Any cost beyond the security deposit/reservation fee will be the responsibility of the user. **If the user cancels their scheduled event less than 30 days prior to the event, the security deposit/reservation fee will be forfeited unless the venue is re-rented.***

Signature _____ **Date** _____