

FESTIVAL SQUARE RESERVATION APPLICATION

Telephone: (231)627-9931 Email: pschneider@cheboygan.org

Business/ Club/ Group Name:

Address:

Contact Person:

Phone:

Email:

Event Description:

Event Date & Time:

Event Setup Start Time:

Event Takedown Time:

*Festival Square will be cleared by users at this time

Event Requirements: (Be specific, use extra pages if necessary) **All users must sign a hold harmless agreement**

TYPE OF EVENT	FEES	CHARGES
Nonprofit/ Club/ Charity	-0-	
Private Event – Resident	\$200	
Private Event – Non-Resident	\$300	
Business Event	\$300	
Political Event	\$300	
ADDITIONAL SERVICES	FEES	CHARGES
Sound System/ Microphone Date & Time Requested	\$25	
Fencing Setup & Teardown Date & Time Requested	\$200	
Dumpster Rental Date & Time Requested	*Inquire at time of reservation	
OFFICE USE ONLY	FEES	CHARGES
Clean Up Charge – charged only if event area is not cleaned up satisfactorily	\$150	
Cone Charge – charged only if orange cones/ delineator posts are not returned	\$25/ cone	
Date Fees Paid:		
Total		

Security Deposit/ Reservation Fee: \$200 (facility) \$200 (sound system) TOTAL:

Date Received:

Check#

Received by:

Date Security Deposit Returned:

Notes:

Applicant agrees to leave Festival Square in the same condition in which it was found. Applicant will ensure 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 or the cost of any repairs or replacements. Applicant acknowledges the 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:

Revised May 24, 2022

copy to DDA Director, City Manager, Parks & Rec Director

