

# FESTIVAL SQUARE

## Reservation Information

### **Purpose:**

The purpose of Festival Square is to provide a space for events and activities to be held in Downtown Cheboygan throughout the year. The motivation for construction of this facility is that events and activities will encourage event attendees to visit downtown businesses, specialty shops, and restaurants.

The City of Cheboygan encourages all entities planning community events to consider Festival Square and the Ice Pavilion as the primary venue to hold such events. The following fee structure and application has been created to facilitate the reservation process.

### **Application:**

All businesses, clubs, or organizations desiring to utilize Festival Square must first complete an application. A minimum of two weeks notice will be necessary to reserve the venue. All events will be reserved on a first come, first served basis. An annual calendar shall be maintained at the City and all events must be scheduled into the working calendar. The calendar and application form can be found on the City's website.

City sponsored and sanctioned events will take precedence over all other activities. These events currently include:

- Downtown Music Festival – fourth weekend in July
- Downtown Hospitality Night – first Thursday in December
- Downtown Trick-or-Treating – October 31
- Farmers Market – July-October (every Saturday from 8:00 am – 1:00 pm) This event will be moved to the Opera House parking lot for conflicting uses.

### **Groups:**

The following categories of organizations or groups who may request use of Festival Square are to be used to determine the fees to be charged under the schedule listed below. It shall be within the discretion of the City Manager to determine which category any given organization or group comes. Any user of the facility will be required to sign a hold harmless agreement.

The groups or organizations are defined as follows:

- **Nonprofit:** All nonprofit groups except groups or organizations that come within one of the other categories defined below.
- **Club:** This category includes groups and organizations typically known as service clubs or social clubs such as the Rotary Club, Kiwanis, Jaycees, Lions, and other such clubs.
- **Business:** These are business entities that are making use of Festival Square for business purposes and/or with the intention to generate revenue for profit.
- **Political:** This category includes events, gatherings or rallies organized, sponsored or put on by a particular candidate for public office, a group of candidates for public office, or a political party or other organization for the purpose of promoting, encouraging, publicizing or advertising a given candidate, group of candidates, or a social agenda, platform or position, and/or to recruit or solicit members for such group, party or organization. The grant of use by the City of Cheboygan does not mean that the City of Cheboygan is endorsing a candidate or party.
- **Private Events:** Persons interested in using the venue for such events should contact the City Manager.

- **Charitable:** This category is for groups whose sole purpose is charity. Such groups will pay a security deposit and service fees but no use fee.
- **Farmer's Market**

### **Fees:**

There are three categories of fees: security deposit/reservation fee, service fees and use fee.

Any group using the facility will be charged a security deposit/reservation fee, (unless waived by the City Manager) in addition to the service fees enumerated below and requested by the applicant.

No user will be charged a use fee except for Non-residents, Businesses, Political groups, and Private Events.

- Nonprofit, Club, or Charitable: There will be no use fee. Service charges will apply as requested by the user.
- Business, Political and Non-resident: All businesses or trade events or activities falling within the political category as defined above, or non-residents will be charged a flat fee of \$250.00 with additional charges for extra service items requested.
- Private Events: There will be a fee schedule for events that are not open to the public. City residents will be charged \$150/day; Non-residents will be charged \$250/day. (Please see Festival Square Private Event Policy).

### **Fees for Additional Service Items:**

- Stage Setup and Teardown: \$0
- Sound System/PA/Microphone: \$0
- Fencing Setup and Teardown: \$100
- Additional Trash Receptacles: \$20
  - *4 trash receptacles will be available at no extra charge, but anything over 4, will be subject to an additional charge.*
- Trash Dumpster: \$60.00 plus \$15.00 for removal

Department of Public Works provides these additional services must be completed during their regular hours Monday-Friday 7:00 am - 3:30 p.m. Any request after 3:30 pm is not guaranteed and will be charged an overtime rate.

### **Use of Amenities on Site:**

From May through October, Festival Square will have four garbage cans available at no additional charge. Everything must be removed from the parking areas and driveway(s) and Festival floor after the completion of the event or a \$150.00 clean up charge will be assessed. If parking area and drive(s) are requested to be closed for the event, cones and/or barricades are available. In the event that the cones are not returned, user will be charged a fee of \$13/cone.

### **Security Deposit:**

All users will be charged a security deposit/reservation/reservation fee in the amount of \$150.00 (unless waived by the City Manager). Deposit/reservation/reservation fee must be submitted when the date is reserved. All deposit/reservation/reservation fees are to be in the form of cash or check payable to the City of Cheboygan. Upon completion of use, deposit/reservation/reservation fee shall be returned in full, if there are no damages or delay in vacating the facility. If there are damages or delay in leaving the facility, the security deposit shall be used to offset the actual cost of repairs or overtime. An additional security deposit of \$200 is due when a renter is using the PA/Sound System.

To receive a full refund of your deposit, leave Festival Square in the same condition in which it was found. Make sure that everything is clean and in order when you leave.

**User Responsibilities:**

All users of Festival Square must insure that anything brought in by the user, i.e.: tables, chairs, etc. must be removed at the end of the event. Garbage removal is the responsibility of the user and any spoils must be cleaned up and removed before vacating the venue.

If users do not perform clean up, they will forfeit the deposit/reservation/reservation fee. Also, failure to perform clean up will result in the loss of future privileges of using this facility. Costs incurred by the City to repair any damages to Festival Square by the user must be paid for by the user.

**If alcohol is going to be consumed or sold on Festival Square grounds, the City requires that \$1 million insurance policy be obtained and the City of Cheboygan must be named as an additional insured.**

A Michigan Liquor Control Commission special license is required. A copy of the license and insurance policy must be presented prior to the event or service of alcohol will not be permitted.

**Any amusements or inflatable games must have \$1 million insurance policy by the vendor and the City of Cheboygan must be named as an additional insured.** A copy of this policy must be presented prior to the event or the amusement/inflatable games will not be permitted.

All events must be completed at the times as so stated on the application form. The City quiet ordinance requires all events to conclude by 11:00 p.m.