



City of Lapeer
576 Liberty Park, Lapeer, MI 48446
(810) 664-5231 phone / (810) 664-2610 fax

Present
Permit
Day of
Event

Farmer's Market Pavilion Application

Person in Charge: _____

Applicant (organization, club individual): _____

Address _____ City/ Zip: _____

Phone (Home) _____ (Work) _____

Activity Planned: _____

Activity Date: _____ Time: _____
(Include setup/cleanup time).

Expected number of participants _____ Is the General Public Welcome? _____

Will any admission fee be charged? _____ Will you be selling anything?
If yes, how much? _____ If yes, what? _____

Management Approval is required for: Groups of 100 and more – Public Events – Special Event

Additional Comments: _____

Facility Use Agreement

1. It is understood that this application is subject to ordinances and polices governing Lapeer City parks.
2. This agreement may be revoked for any violations, misrepresentations, or objectionable actions as deemed by the City of Lapeer. The use of the facilities may also be cancelled any time conflicts, hazards, or unforeseeable problems occur.
3. The applicant certifies that the information is true and correct.
4. The applicant has been authorized by the group/organization to represent it, and the applicant will be present at all times.
5. The applicant/organization agrees to assume all responsibility for damages or liability of any kind and further agrees to release, indemnify, and hold harmless the City of Lapeer, its boards, commissions, agents, and employees from any and all suits, claims, damages, costs and expenses of every kind in conjunction with this application and use of facilities and equipment, except that rising out of the sole negligence of the City of Lapeer.
6. A damage deposit or certificate of insurance naming the City of Lapeer additional insured may be required.
7. Permit must be obtained from the county to use the lawns at courthouse square.
8. Additional Comments

Applicant's Signature _____ Date: _____

Rental Fee: Residents of the City of Lapeer \$40.00
Non-Residents of the City of Lapeer \$50.00
Non Profit Organizations – No fee

Approval: _____ Date: _____

Receipt #: _____ Amount Paid: _____

Rules and Regulations

Facility Availability

- . The Farmer's Market Pavilion may be rented between the hours of 8 a.m. to 10 p.m.
- . Facilities will not be rented for any activity that may violate good morals, manners or taste; be injurious to people or property, or conflict with City of Lapeer principles.
- . Facilities are available under a "private party" use arrangement. The applicant/sponsor of the activity is responsible for their group's actions including any damages or losses caused to the Pavilion.

Reservations

- . Reservations should be made in advance and will be handled on a "first come" basis.
- . All application information must be filed and appropriate fees paid. The reservation time period shall include all preparations, activities, clean-up and restoration.
- . Reservations will be confirmed upon approval by the City of Lapeer.
- . Reservations will be considered up to one year in advance.
- . Organizations requesting a rental may be required to provide proof of liability insurance naming the City of Lapeer as "Additional Insured" for the event.

Preparations

- . All equipment, decorations and other needs shall be detailed in the application and approved in advance.
- . Decorations may be attached to the posts by utilizing tape, tying, thumb tacks (do not pound nails into posts) Decorations shall not alter or damage any surfaces.
- . Events may be catered by the caterer of the applicant's choice. Caterers will only be allowed use of the pavilion during the approved time period.
- . Security may be required at the discretion of the City of Lapeer. All costs are the responsibility of the applicant/renter.

Use

- . Guests must follow the established Rules & Regulations of the City of Lapeer. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental.
- . Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
- . Conduct shall not violate local, state, or federal laws and shall at all times be conducted in a mature and responsible manner.
- . Rentals shall not infringe or restrict on the use of other public or private groups.
- . City of Lapeer Commission staff will perform their regular assigned duties; they are not available for group supervision.
- . Entertainment, catering, or other agents of the group are the responsibility of the applicant.
- . Accidents occurring on the property must be reported to the City Managers Office (at City Hall) within 72 hours.
- . Selling merchandise, food, or other items requires prior approval.
- . Only music suitable for a public pavilion will be allowed. The volume is subject to control by the City of Lapeer and DDA.
- . The City of Lapeer is not responsible for personal property while a group is using the pavilion.

Clean-Up

- . Clean-up is performed during the approved rental time period.
- . Clean-up shall include, but not be limited to, (1) removal of all food, beverages, decorations, displays, equipment, or other materials; (2) wipe tables, chairs, etc.; (3) clean-up spills and sweep pavilion (4) deposit trash in available trash containers; and (5) any other clean-up necessary. Damage / Clean-Up deposits will be forfeited if the pavilion is not completely clean.

Fees

- . Fees will be according to current rental rates available at the City Manager's Office.
- . Fees shall be paid at the time of application.
- . Charges for damages may be assessed.
- . Refunds will be issued for all rentals reserving the Pavilion area for under 2 hours upon seven (7) days written notice subject to a rental cancellation fee.
- . Refunds will not be issued for rentals requiring a deposit. The deposit will be forfeited.