CITY OF ST. JOHNS

SPECIAL EVENT AND/OR CITY FACILITIES USE APPLICATION

Check one or both:

___ Special Event Request
___ Facilities Rental Request (please indicate on reverse)

Name of Applicant (group or organization) ____________________________

Address: ___________________________________________________________ City Resident: Yes __ No __

Email Address: ______________________________________________________

Authorized representative: __________________________ Phone: ____________

Date of Requested Event/Facility Use: ____________, 20__, Expected Attendance: ________

Event description: __________________________________________________

INSTANCES WHERE FACILITIES ARE USED FOR EVENTS WHERE PEOPLE ARE GATHERED IN LARGE NUMBERS, PLEASE INDICATE THE PROVISIONS OF THE CITY’S EMERGENCY MANUAL WHICH ARE TO BE COMPLIED WITH:

__________ Health and Sanitation Facilities
__________ Noise Control and Abatement

IF SPECIAL EVENT REQUEST, SERVICES REQUESTED ARE AS FOLLOWS:

___ Police Protection
___ Fire Protection
___ Health and Sanitation Facilities
___ Medical Support (emergency vehicle and equipment)
___ Vehicle Access and Parking Facilities
___ Facilities for Waste Disposal
___ Noise Control and Abatement

IF SPECIAL EVENT REQUEST, CHECK CATEGORY (IF APPLICABLE) TO YOUR EVENT AND PROVIDE REQUESTED INFORMATION:

___ For Parades or Running Events, submit route map
___ Specify requested Street or Intersection for closure during event and time
___ Requested parking restrictions/prohibitions and time
___ Request for Sound Amplification Use/Describe Purpose and Time of Use
___ Will there be sales or solicitations of any kind
___ For food/beverage sales, provide proof of County Health Dept. approval

SEE PAGE 2 OF THIS FORM IF A PARTICULAR CITY FACILITY IS BEING REQUESTED FOR USE/RENTAL—IF YOUR EVENT AND/OR RENTAL IS APPROVED YOU MUST SIGN A SEPARATE USE AGREEMENT FORM.
CITY FACILITY REQUEST FOR USE/RENTAL

(*New Rates as of 07-01-2018)

___ MAIN PARK PAVILION (near Performance Shell; max. capacity: 250)
   ___ City Residents, weekdays, $20.00   ___ Non-City Residents, weekdays, $50.00
   ___ City Residents, weekends, $50.00   ___ Non-City Residents, weekends, $80.00

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___ ROTARY PAVILION (Next to Volleyball Court) max. capacity 100
___ HAINER PAVILION (Next to Fantasy Forest) max. capacity 100
___ ZEEB PAVILION (Next to Smith Hall) max. capacity 100
   (Rates for the above three pavilions are the same)
   ___ City Residents, weekdays, $15.00*   ___ Non-City Residents, weekdays, $30.00*
   ___ City Residents, weekends, $25.00*   ___ Non-City Residents, weekends, $60.00*

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___ PERFORMANCE SHELL (City Park) ($300.00* refundable deposit required)
Rental rate for this facility is $30.00* per hour, unless a non-profit organization.
Rental period confirmed ___________ a.m./p.m. to ___________ a.m./p.m.
___ I/we will require use of chairs.   ___ I/we will require use of sound equipment.
** Chairs and all equipment must remain on stage**

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___ DEPOT PAVILION (Downtown)
Rental rate for this facility is by half day or full day. Please allow enough time within your rental period for setup, decorating, teardown and cleanup.
   Resident rate for ½ day (4 hours) is $35.00 (double the rate for non-resident)
   Resident rate for full day (8 hours) is $70.00 (double the rate for non-resident)
RENTAL CONFIRMED FROM ___________ a.m./p.m. to ___________ a.m./p.m.

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___ RAILROAD DEPOT BUILDING (Downtown) ($50.00 refundable deposit required)
Rental rate for this facility is by half day or full day. Please allow enough time within your rental period for setup, decorating, teardown and cleanup. Setup on evening prior to rental is not allowed without paid rental.
   Resident rate for ½ day (4 hours) is $50.00* (85.00* for non-resident)
   Resident rate for full day (8 hours) is $100.00* (175.00* for non-resident)
RENTAL CONFIRMED FROM ___________ a.m./p.m. to ___________ a.m./p.m.
CITY OF ST. JOHNS

SPECIAL EVENT AND/OR FACILITIES RENTAL

USE AGREEMENT

This Agreement is made on the _____ day of ____________, 20___, between the City of St. Johns, hereinafter referred to as “City” and __________________________, hereinafter referred to as “User”.

Through this agreement the City grants to User a limited license for use of those city-owned public facilities known as __________________________ and hereinafter referred to as the “Premises”.

- This Use Agreement shall be for a single term of ____ hours, to commence on this date: ___________ beginning at ______________ am/pm and ending at ______________ am/pm the same date.

- This Agreement shall permit User to occupy the Premises for the following limited purpose:

______________________________________________________________________________________

- User shall be solely responsible for the safety and well-being of any and all of its guests, agents, servants, employees, invitees, licensees or contractors in connection with any and every use and occupancy, intended or otherwise, by User.

- User further agrees to indemnify City and hold it harmless from and against any and all claims, actions, damages, liability, and expense, including actual attorney’s fees and court costs in connection with the loss of life, personal injury, damage to property or any act or omission, arising from any occurrence in or about the Premises or from the occupancy or use by User of the Premises or resulting, in whole or in part, from any act or omission of User, its guests, agents, servants, employees, invitees, licensees or contractors.

- If the City deems that additional insurance is required to secure User’s performance under the preceding paragraph, the City will require that User obtain and maintain at all times of use of the Premises a policy of general liability insurance in the following amount: $______________, per occurrence. The City shall be named as an additional insured. Said insurance shall be issued by an insurance company licensed to do business in the State of Michigan.

- This Use Agreement cannot be assigned to another entity or individual.

- User agrees not to make any alterations, changes or repairs to the Premises without the prior written consent of the City.

- User agrees to return the Premises to its same condition as before use and agrees to reimburse and indemnify the City for any costs or expenses incurred by the City to place the Premises in its previous condition.

- User agrees to properly and immediately after the event dispose of all refuse and remove all signs, banners, decorations or other items from the Premises and surrounding area.
• User shall not use nails, staples or any metal fasteners to adhere decorations or signage to the structures comprising the Premises.

• User acknowledges that City is not responsible for the theft, loss or damage of any items that were placed in or around the Premises for the event.

• The City authorizes / does not authorize (circle one) SOUND AMPLIFICATION at the Special Event. The City authorizes / does not authorize the USE OF FIREWORKS at the Special Event.

• The User is permitted to bring chairs, tables and other movable items to the Premises as needed. All such items must be removed from the Premises immediately after the event.

• ALCOHOLIC BEVERAGES ARE PROHIBITED FROM BEING POSSESSED OR CONSUMED ON THE PREMISES OR SURROUNDING AREA PER CITY PARK RULES AND LOCAL ORDINANCE. The City may, in its discretion, suspend this alcohol prohibition for use of the Premises by: 1) non-profit organizations, or 2) community service clubs. (Separate application for alcohol use by such organizations must be completed and returned with the Special Events application).

• The User acknowledges and agrees that each provision of this Agreement is consideration for the limited license to use the Premises and that a violation of any provision herein shall be grounds for the immediate termination of this Agreement and the use of Premises in the City’s sole discretion and without prior notice. Any waiver of a breach of one provision of this Agreement by the City does not constitute a waiver of any other breach of other provisions.

• This is the entire Agreement between the parties. This Agreement can only be modified by written amendment agreed to and signed by User and City representative.

IN WITNESS WHEREOF, the parties have executed this Agreement by signature below.

CITY OF ST. JOHNS

By: Clerk (or other City Representative)

User Name: ______________________________ (or name of group or organization)

User / representative signature

Witness signature

Witness name printed