



# FREMONT

## Michigan

"NOW AND ALWAYS -- A Fine City • A Great Community"

### Application for use of Fremont Market Place Pavilion

1. **Date** of event: \_\_\_\_\_
2. **Time** of event: from: \_\_\_\_\_ to \_\_\_\_\_
3. **Name** (of organization requesting use): \_\_\_\_\_  
\_\_\_\_\_
4. Contact person and relationship to organization: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
5. Type of event to be scheduled: \_\_\_\_\_
6. Anticipated number of persons in attendance: \_\_\_\_\_
7. Trash: Please do not use refuse containers in the enclosures; these are for the use of Downtown Business Owners. Receptacles will be on site; however, trash that cannot be contained in the receptacles provided must be hauled away by the person or group in charge of the event.
8. The City of Fremont sound system/equipment is **NOT** for public use. If you have your own equipment, we do allow you to plug into the speaker system.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### OFFICE USE ONLY

Key # \_\_\_\_\_

Application reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Recommended for approval: Yes \_\_\_\_\_ No \_\_\_\_\_

(If paying by check – 2 separate checks) (Non-Refundable Usage Fee)

\$50 Deposit Paid \_\_\_\_\_ \$30 Usage Fee Paid \_\_\_\_\_

Cash or Ck# \_\_\_\_\_ Cash or Ck# \_\_\_\_\_

Cash Receipts # \_\_\_\_\_ (for usage fee)

Check or cash returned to: Signature \_\_\_\_\_

(Must be signed by person receiving cash or check)

Date: \_\_\_\_\_

Common/Forms/Park Reservation/Market Place Pavilion

# Rules governing use of the Fremont Market Place Pavilion

1. Pavilion hours are 5:00 AM to 11:00 PM daily.
2. **Reservations:**
  - a. Pavilion reservations must be made by filling out the "Application for Use".
  - b. Each year the Fremont Farmers Market will be given first priority when scheduling their annual event. Then any other "annual" community event will be taken into consideration next, in terms of scheduling. All other events scheduled for the Market Place Pavilion will be on a first come, first serve basis.
3. **General use of the Pavilion:**
  - a. **Usage Fee:** A \$30.00 non-refundable fee shall be charged to all Resident/Non-Resident/Organizations requesting special use of the pavilion and is deposited at the time the application is taken (Payment methods: Cash or Check) (If paying by check – 2 separate checks one for the usage fee and one for the deposit fee)
  - b. **Deposit Fee:** A \$50.00 refundable security deposit is required to be paid by everyone to ensure the pavilion is kept in a neat and clean condition for your event. The deposit is to be submitted in cash or check along with the application form. The City cannot hold checks for more than six (6) months.
  - c. The usage fee covers expenses for facility upkeep for the many events that take place at the pavilion. The deposit fee will be returned following post-event inspection/cleanup. If there are any direct costs related to repairs to the facility, due to your use, this will be deducted from the deposit.
  - d. Restrooms are open for Special Events only.
  - e. You must clean up your trash.
  - f. If emergency assistance is needed during usage of the Fremont Market Place Pavilion call the following:

Rick VanBoven      - Cell # (231) 638-1886  
Brian Hettinger    - Cell # (231) 349-4486