

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	
Type of Permit:	



Hastings City Hall
201 E. State St.
Hastings, MI 49058
269-945-2468

Dan King
Community Development Director
dking@hastingsmi.org

APPLICATION FOR USE OF ENTERTAINMENT VENUE

PLEASE READ AND COMPLETE ENTIRE APPLICATION PRIOR TO SUBMITTAL.

PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.

PLEASE COMPLETE ENTIRE APPLICATION TO AVOID DENIAL OF REQUEST.

Please call with any questions!

Organization:	
Contact Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Venue TP or SP	TP = Thornapple Plaza SP = Spray Plaza Stage

Date of Event (Day of Week / Month / Date / Year):			
Start Time of SETUP for event:		EVENT Start Time:	
Stop Time for completion of TEAR DOWN:		EVENT Stop Time:	

Name & Complete Description of Event: <i>Provide map of event set up at least fifteen (15) days prior to the event.</i>			
Will entertainment be involved? <i>If yes, give details w/ # of groups, type of music, time of performance(s) etc.</i>	Any entertainment may need the approval of the City Staff and/or City Council – allow forty-five (45) days for approval.		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will other equipment be used? <i>(i.e. generator, tents, inflatables, etc.) If yes, give details. Certificate of Insurance may be required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will participants be asked for free-will offering? <i>If yes, provide detail of use for offering. Must receive City Council approval.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will admission be charged to the event?: <i>If yes, what is the cost? Must receive City Council approval</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51 – 200	<input type="checkbox"/> 201 – 500 <input type="checkbox"/> over 500
REQUIRED: Name & contact info for two (2) people with authority present during the event:	Name:	Phone:	
	Name:	Phone:	
Check any City assistance needed: <i>Additional fees may apply.</i>	<input type="checkbox"/> Public Bathrooms	<input type="checkbox"/> Electricity	

Entertainment Venue/City of Hastings
WAIVER AND FACILITY PERMIT

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Hastings, both prior to, and after the event in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Hastings and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to the User Responsibilities as attached to this document.

Witness the hand and seal of the User as of the date indicated below.

User: _____ Date: _____

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Written Name: _____ Phone: _____

PLEASE NOTE: APPROVAL IS REQUIRED FOR RESERVATION OF THIS FACILITY.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash Sec. Deposit \$ _____ <input type="checkbox"/> Check Staff: _____ <input type="checkbox"/> Credit <i>City Staff Approval:</i> _____ Date: _____ DENIAL - If denied, reason why: _____ _____	Forward to City Council? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Comments: <input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: Forward to City Council? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Comments: <input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial:

POLICY ON THE USE OF ENTERTAINMENT VENUES

The principle purpose of the City of Hastings Entertainment Venues is to provide a facility to house live outdoor concerts, plays, school functions, City functions, and weddings. Venues can be used by non-profit groups, or groups raising funds for a non-profit group. If raising funds for a non-profit group, the user must provide written confirmation from the non-profit that they are supporting the fundraising effort on their behalf.

1. To use the facility, an Application for Use of the Entertainment Venue must be submitted to the Community Development Department in accordance with the Department's Rental Policy.
2. The Venue is not to be used as a regular meeting place for any group or organization.
3. All events must be open to the general public.
4. The use of the Venue shall be limited to between the hours of 8:00 a.m. or dawn, whichever is later, and 10:00 p.m. or dusk, whichever is earlier unless special permission is granted by City Council.
5. No ground driven stakes are to be utilized on the site.
6. Non-profit organizations must have City Council permission to sell items, collect donations, or collect entrance fees.
7. Commercial, for-profit enterprises may use the Venue for special events. However, no financial transactions will be allowed including signing up for services to be completed at a later date or at a different venue, unless approved by the City Council.
8. Reservations shall normally be granted on a first come – first served basis. The City of Hastings reserves the right to reserve facilities or grant precedence to requests for facilities for programs funded by or officially sponsored by the City of Hastings.
9. Users shall at all times comply with the terms and conditions in Chapter 58 of the City of Hastings Code of Ordinances applying to Entertainment Venues.
10. The City staff may issue permits for the use of entertainment venues. The staff may restrict hours for performances under such permits to optimize the use of the facilities.

The City of Hastings welcomes the opportunity to serve you, as a rental patron, at the Thornapple Plaza and/or Spray Plaza. Both Plazas are considered Entertainment Venues per Chapter 58 of the City Code of Ordinances.

Please read these guidelines in their entirety for important information pertaining to rental use.

I. ADDITIONAL POLICIES FOR RENTAL OF THE THORNAPPLE PLAZA AND/OR SPRAY PLAZA STAGE.

It is the policy of the Community Development Department to encourage the rental of both the Thornapple Plaza and the Spray Plaza. Requests for rental may be made by submitting an Application for Use of the Thornapple Plaza/ Spray Plaza. Reservations shall normally be granted on a first come – first served basis, but events funded by or officially sponsored by the City of Hastings will always take priority over general reservation requests. Reservation requests for the venues will not be accepted any earlier than 12 months prior to proposed date of event. Requests may require meeting with staff to ensure efficient use of the plazas.

II. USER’S RESPONSIBILITIES:

Rental patrons are required to the following:

1. Set up as necessary. At the time indicated The City of Hastings staff will have the restrooms open and stocked and electrical outlets available. If lighting access is needed, special arrangement will need to be made with the Community Development Department.
2. Arrive and depart at the times specified on the rental permit. Leave all rented areas clean and free of trash. Please remove any personal items and leave the location in the same condition as it was found or better.
3. Make arrangements for delivery of special items such as tents, inflatable games, tables, chairs, etc. as follows:
 - Delivery of any items on any day and time other than those specified on Application is NOT permitted without prior written approval. All inflatable games, pop up tents, ground covering tarps, etc. are to be placed on concrete surfaces only. No ground stakes of any kind are to be used at the venue. Similarly, pickup of any items must be done within the time of the Application unless prior written approval is agreed upon. STAFF IS NOT RESPONSIBLE FOR SETUP OR TEAR DOWN. This is the sole responsibility of the renter.
 - Confine rental event to the spaces identified and approved on the facility permit. All restroom facilities at Entertainment Venues are for public use and not subject to reservation.
4. Insurance. Refer to Insurance Requirements Policy adopted 2002.

Failure to adhere to any or all of the above policies may result in the rental group(s) being asked to leave the facility, forfeiture of rental fee and/or loss of future rental privileges.

III. VEHICLES

- (a) *General operation.* No person shall:

- (1) Operate any vehicle in such manner as to create a noise nuisance, nor drive a vehicle at an unsafe speed for conditions, nor exceed the posted speed limit.
 - (2) Drive or park a vehicle anywhere except on established drives and parking areas, such parking areas to be designated by lines; and each vehicle shall park within the lines or marks so established and shall park in such a manner that the front bumper of the vehicle shall face away from the traveled roadway portion of the venue, it being unlawful to park in a parking space by backing therein.
- (b) *Parking.* Parking shall be in designated areas only and in accordance with posted directions. Violation of the parking regulations of this article together with the fines for violations of the parking provisions of this article shall be governed by the provisions of article III of chapter 78 of the City Ordinance.
- (c) Motorized vehicles are not allowed on the Riverwalk path. Driving on the path to access the stage area of the Thornapple Plaza is not permitted.

IV. PAYMENTS

Payment of the rental fee and refundable security deposit is required with application submission and will not be accepted without it. Please issue two separate checks for rental fee and security deposit. *RENTAL PAYMENTS ARE FORFEITED IF EVENT IS CANCELLED LESS THAN TWO (2) WEEKS PRIOR TO EVENT.* All events are rain or shine unless the City deems the area closed.

Fees: Fees are established annually by resolution of the City Council.

NOTE: Electric – Basic electricity is available at the Thornapple Plaza. Electrical service cannot be used for food vendors and/or inflatables. For larger electrical needs, contact the Community Development Department for further information.

V. CONCESSIONS

The Hastings Rotary and Kiwanis Clubs provide concession services as a fundraiser at the Thornapple Plaza. If you would like concessions at your event you must request through Community Development Department at least three (3) weeks prior to event. Concession profits are split between the service clubs and the City of Hastings on a basis approved by City Council.

VI. ALCOHOLIC BEVERAGES

THERE WILL BE NO ALCOHOL IN THE THORNAPPLE PLAZA OR SPRAY PLAZA WITHOUT PERMISSION OF CITY COUNCIL. Permission for sale of alcohol at an event must be granted by City Council. Liquor License and Liability Insurance must be provided with request.

VII. CANCELLATIONS / REFUNDS / RETURNED CHECKS

Events are rain or shine unless City staff deems unusable. Cancellation notices must be made in writing at least two (2) weeks prior to the event for a full refund. Any requests after that time will be dealt with on a case by case basis. Efforts can be made to possibly establish another date for a cancelled event if availability allows.

A \$30 collection fee will be assessed for any check returned by the bank.

VIII. MUSIC

Music by DJ's and/or live bands is permitted but must be included on the Application as requested but should not last longer than six (6) hours (See Item #4 of the "POLICY ON THE USE OF THE ENTERTAINMENT VENUES"). While music is being played, staff may monitor levels to rate if acceptable; if found to be unacceptable, the event organizer will be notified. Once the organizer has been notified and no steps to correct the situation appear to have happened, staff may have all music stopped.

IX. SIGNAGE

Temporary signage may be displayed per the City's Ordinance during the event only. If signage will be displayed, must coordinate with Community Development Department. All signage can only be displayed at the start of the event, must be removed at the conclusion of the event and cannot be attached to any location at the Entertainment Venues. Approval to attach any signage, decorations, ornamentations, or other material to the Entertainment Venue must be approved by City staff prior to the event.

X. REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL

The City of Hastings reserves the right to revoke a user's application and/or refuse rental for any or all of the following conditions:

1. Failure to pay rental fee when due;
2. Failure to submit required liability insurance;
3. Rental patrons are not conducting an event in an orderly manner;
4. Damage is done to the Entertainment Venue or City property;
5. The rental patrons do not adhere to the users' responsibilities;
6. If the City feels that a group's event is detrimental to the safety of staff, public and/or patrons.

This is a permit application, not a binding contract to rent a facility.

For facility reservations, please call 269-945-2468