

**COMMUNITY DEVELOPMENT  
DEPARTMENT**



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

**Dan King**  
Community Development Director  
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Date of Application:	
Date Received:	
Date of Approval:	
<b>Date of Issuance:</b>	
<b>Type of Permit:</b>	

**APPLICATION FOR USE OF ENTERTAINMENT VENUE**

**PLEASE READ AND COMPLETE THE ENTIRE APPLICATION BEFORE SUBMITTING.**

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

**PLEASE COMPLETE THE ENTIRE APPLICATION TO AVOID DENIAL OF REQUEST.**

*Please call with any questions!*

Organization:	
Contact Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Venue (please circle)	Thornapple Plaza      Spray Plaza Stage

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

Name & Complete Description of Event: <i>Provide map of event set up at time of application.</i>				
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:		

*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.***

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

**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:  _____  _____

## 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.
11. If your organization will be asking for donations or charging an admission to your event, approval by City Council will be required.
12. It is the policy of the Community Development Department to encourage the rental of both the Thornapple Plaza and the Spray Plaza. Rental requests may be made by submitting an *Application for Use of the Thornapple Plaza/ Spray Plaza* form. Reservation requests for the venues will not be accepted any earlier than 6 months prior to the proposed date of event. Requests may require meeting with staff to ensure efficient use of the plazas.

**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.

## 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 arrangements 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.
5. 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.
6. 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.

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. PAYMENTS

Payment of the rental fee and refundable security deposit is required with application submission and will not be accepted without it. *RENTAL PAYMENTS ARE FORFEITED IF THE 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.

Thornapple Plaza - Refundable Security Deposit	\$300.00
Thornapple Plaza - Up to 4 hours (City Residents/Taxpayer)	\$200.00
Thornapple Plaza - Up to 4 hours (Non-residents/Non-resident Taxpayer)	\$300.00
Thornapple Plaza - Additional time (per hour)	\$50.00
Spray Plaza - Refundable Security Deposit	\$300.00
Spray Plaza - Up to 4 Hours (City Residents/Taxpayer)	\$100.00
Spray Plaza - Up to 4 Hours (Non-residents/Non-resident Taxpayer)	\$150.00
Spray Plaza - Additional Time (per hour)	\$25.00

A collection fee will be assessed for any check returned by the bank, per the city's then-current fee schedule.

#### **IV. 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 them through the Community Development Department at least three (3) weeks prior to the event. Concession profits are split between the service clubs and the City of Hastings on a basis approved by City Council.

#### **V. 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 the request.

## **VI. 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.

## **VII. 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.

## **VIII. 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 determines that a group's event is detrimental to the safety of staff, public and/or patrons.