



# Pavilion On Court Reservation Information

## ***Pavilion On Court – Downtown Gaylord’s Gathering Place***

The purpose of this report is to clearly identify the use and associated costs relative to the “Pavilion On Court” project. The idea for a protected area within the DDA district to be used for events was initiated in February of 2000 at a strategic planning session of the DDA Board of Directors. While the idea was initially considered to be somewhat of a pipedream, the concept of an area dedicated to special events targeted to draw additional visitors to the downtown was one that had solid merit in the eyes of the Board of Directors. A meeting was held with various public sector entities within the community to discuss the potential uses for such an area. It became obvious to all that the pipedream could soon become a reality. Outlined below is the intended use and proposed management plan for the “Pavilion On Court.”

## **Scope of Activities**

The pavilion area will be available for a wide range of events. The DDA Friday Night Concert Series, the DDA sponsored Oktoberfest, the Gaylord Downtown Farmers Market, the Antiques & Collectibles Show and Alpenfest are just a few examples of events that utilize the Pavilion On Court.

## **Purpose**

The purpose of the “Pavilion On Court” is to place events and activities in to the Alpine Village’s downtown. The thought is that such events and activities will bring attention to and encourage people to visit the wonderful businesses, specialty shops, and restaurants in our downtown.

The Gaylord Downtown Development Authority Board of Directors desires to encourage all entities planning community events to consider the “Pavilion On Court” as its primary meeting place. Therefore, the following application and fee structure has been created to assist in this mission.

*Individual or Family Events.* The “Pavilion On Court” is a community gathering place but it is not intended to be a place to hold private family get-togethers or picnics. Community parks are better locations for such events and their use is encouraged.

*Winter Events.* The “Pavilion On Court” is not intended to be a year-round venue for events or activities. It is better suited for Spring, Summer, and Fall events. There are much better venues located throughout the City that can accommodate people’s needs during the winter season. However, when events can be determined to be beneficial to the Downtown businesses certain exceptions will be considered. Events of this nature could include winter festivals or attractions.

## **Application**

All businesses or organizations desiring to utilize the “Pavilion On Court” must first complete an application form. A minimum of one-week notice will be necessary to reserve the area and all events will be reserved on a first come, first served basis. An annual calendar shall be maintained in the DDA office and all events must be scheduled into the working calendar. DDA sponsored and sanctioned events will take precedence over all other activities. These events currently include:

- Antiques & Collectibles Show
- Gaylord Downtown Farmers Market – May through November

- Alpenfest – July

### **Groups and Fees**

#### **Groups.**

The following categories of organizations or groups who may request use of the “Pavilion On Court” are to be used to determine the fees to be charged under the schedule listed below. The groups or organizations are defined as follows. It shall be within the discretion of the Executive Director to determine which category any given organization or group comes within.

- *Nonprofit.* All bonafide nonprofit groups who have tax exempt status under the Internal Revenue Code, except groups or organizations that come within one of the other categories defined below.
- *Club.* This category includes groups and organizations typically known as service clubs or social clubs such as the Rotary Club, Kiwanis, Knights of Columbus, Elks, and other such clubs.
- *Business.* This is business entities that are making use of the “Pavilion On Court” for business purposes and with the intention to generate revenue for profit.
- *Political.* This category includes events, gatherings or rallies organized, sponsored or put on by a particular candidate for public office, a group of candidates for public office, or a political party or other organization for the purpose of promoting, encouraging, publicizing or advertising a given candidate, group of candidates, or a social agenda, platform or position, and/or to recruit or solicit members for such group, party or organization.

#### **Fees.**

- *Nonprofit.* All bonafide nonprofit groups will be allowed access to hold events at the “Pavilion On Court.” No fees will be charged unless additional service items are required. Fees for additional service items will be charged as listed in Schedule 1 that follows.
- *Club.* No fees will be charged for business sponsored or club events if charitable activities take place. Charitable activities may include such things as food or beverage giveaways. This category also includes running, walking, and fitness events. If additional service items are required they will be charged based upon fees as listed in Schedule 1 that follows.
- *Business and Political.* All businesses or trade events or activities falling with Political as defined above, will be charged a flat fee of \$250 with additional charges for extra service items required. Fees for additional service items will be charged as listed in Schedule 1 that follows.

### **User Responsibilities**

All users of the “Pavilion On Court” must insure that removal of picnic tables and an orderly clean up of any and all rubbish and/or spoils does occur.

If users do not perform clean up, they will be charged for such clean up by the City of Gaylord. Also, failure to perform clean up will result in the loss of future privileges of using this facility. Costs incurred to repair or replace any City or Pavilion properties damaged by the user must be paid for by the user.

Also all events must be completed at the times as so stated on the application form.

## Schedule 1 Pavilion On Court

### **Fees for additional service items**

- Stage Setup and Take Down

Weekdays (Monday through Friday before 3:30 pm) – \$350  
Weekends (Friday after 3:30 pm through Sunday) –\$700

- Additional Picnic Tables and Trash Receptacles

Weekdays (Monday through Friday before 3:30 pm) –\$200  
Weekends (Friday after 3:30 pm through Sunday) –\$500

*\* Nine (9) picnic tables and six (6) trash receptacles will be available at no extra charge. Up to six (6) additional tables may be requested. Up to six (6) additional trash receptacles may be requested.*

- Pavilion Sides – Placement Down and Up

Weekdays (Monday through Friday before 2:00 pm) – \$350  
Weekends (Friday after 2:00 pm through Sunday) –\$700

- Pavilion Heat

Weekdays (Monday through Friday before 3:30 pm) – \$100  
Weekends (Friday after 3:30 pm through Sunday) –\$200

*\* All charges are for pricing per day whether it is one hour of use or eight hours of use. Heat will be turned on when event begins and turned off when event is over.*

### **Use of Amenities On Site**

From May through September, the pavilion has nine picnic tables available for use at no additional charge. Users of the pavilion may simply carry the tables to desired locations underneath the pavilion. All tables will need to be removed from the roadway at the completion of each event or a \$75 charge will be assessed.

Six trash receptacles also are situated near the pavilion and may be used for pavilion events. At the completion of the event, all trash receptacles must be returned to the location as found.

All users of the pavilion are responsible for trash collection and disposal. If additional trash bags are desired, they should be requested before the event.

If trash is left on site and receptacles not returned to their proper locations, a fee of \$75 will be assessed.

### **Waiver Of Fees**

An organization or group may request that the DDA Board of Directors consider waiving any and all fees for their event. The initial request for waiver of fees must be made in writing to the DDA Board of Directors, 305 E. Main Street, Gaylord, Michigan, 49735. The DDA Board of Directors will consider the request at a regularly scheduled meeting.

The DDA Board of Directors usually meets the first Tuesday of each month at 7:30 am.