

**City of Gaylord**  
**Downtown Development Authority**  
 305 E. Main Street  
 Gaylord, Michigan 49735  
 Telephone: 989-732-4060 FAX: 989-732-8266  
 franckowiakh@cityofgaylord.org

## Pavilion On Court Reservation Form



Business/Club/Group Name:

Address:

Contact Person: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email Address:

Event Description:

**EVENT DATE AND TIME:**

Event Setup Start Time: \_\_\_\_\_ Event Takedown Time: \_\_\_\_\_  
 (\* Pavilion will be cleared by this time)

Event Requirements: *(Be specific; attach additional pages if necessary.)*

	FEES	SECURITY DEPOSIT
<input type="checkbox"/> Nonprofit Event	-0-	
<input type="checkbox"/> Club Event	-0-	
<input type="checkbox"/> Business Event, Charitable Activities Taking Place	-0-	
<input type="checkbox"/> Business Event or <input type="checkbox"/> Political Event	\$250	
<input type="checkbox"/> Stage Setup and Take Down Weekdays (Monday through Friday before 3:30 pm) - \$350 Weekends (Friday after 3:30 pm through Sunday) - \$700	\$	
<input type="checkbox"/> Additional Picnic Tables and or Trash Receptacles <i>(fees include up to 6 additional tables or receptacles)</i> Weekdays (Monday through Friday before 3:30 pm) - \$200 Weekends (Friday after 3:30 pm through Sunday) - \$500	\$	# of tables _____ # of receptacles _____
<input type="checkbox"/> Pavilion Sides – Placement Down and Up Weekdays (Monday through Friday before 2:00 pm) - \$350 Weekends (Friday after 2:00 pm through Sunday) - \$700	\$	
<input type="checkbox"/> Pavilion Heat Weekdays (Monday through Friday before 3:30 pm) - \$100 Weekends (Friday after 3:30 pm through Sunday) - \$200	\$	

<b>Date Fees Paid:</b>	Total	\$	\$
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*Applicant agrees to leave the Pavilion in the same condition in which it was found. Applicant will insure that everything is clean and in order when leaving. Applicant further acknowledges and agrees that if the Pavilion is not left in good condition, and in the event damages are incurred during the time applicant is responsible for the Pavilion, applicant will pay cleanup fees and for the cost of any damages. Applicant is also aware that the Pavilion is reserved for a specific amount of time and must be vacated accordingly.*

*Applicant agrees to provide the City of Gaylord Downtown Development Authority (DDA) any required security deposit. Deposit must be submitted a minimum of ten (10) days prior to scheduled event. If deposit is not received, the City of Gaylord DDA holds the right to cancel event. All security deposits are to be in the form of cash or a check payable to the City of Gaylord DDA. Upon completion of use, security deposit shall be returned in full if there are no damages or delay in leaving the facility. If there are damages or delay in leaving the facility, the security deposit shall be used to offset the actual cost of repairs or over-time.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note that any and all event sponsors are subject to providing adequate health, safety and general welfare provisions for the general public.**