



## EAST PARK PERFORMANCE PAVILION USE POLICY

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The East Park Performance Pavilion, located on beautiful Round Lake in Downtown Charlevoix, is made available for public use based upon availability, approval of use and submission of use fee. The pavilion is not available for use during sanctioned festivals, shows and performances.

**Non-sanctioned Performance Pavilion use applicants are required to abide by the following policies:**

1. Requests for use must be made at least two (2) weeks in advance of requested use date.
2. Use is limited to two (2) hours and must end no later than 9:30 p.m.
3. Repeat users are limited to two (2) uses per calendar month and uses cannot be on sequential days.
4. Users must provide own equipment.
5. Performers are prohibited from charging admission or soliciting gratuities unless proper business licensing is obtained from the Charlevoix City Clerk. For more information, please contact the City Clerk by calling 231 547-3250.
6. A non-refundable reservation fee of \$50.00 for City of Charlevoix residents and \$100.00 for non-residents must be submitted to the City of Charlevoix within five (5) business days of applicant being notified of approved use. Pavilion use reservations will not be granted until reservation fee is received. The City of Charlevoix may waive or reduce this fee depending upon the nature of the proposed use.
7. Additional information may be required to properly evaluate the proposed use.

**In deciding whether to approve the application, the Charlevoix City Police Chief shall consider:**

1. Whether the applicant or anyone significantly associated with the applicant has been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty; and
2. whether the proposed event is likely to cause traffic or pedestrian congestion or parking problems.

In deciding whether to approve the application, the Charlevoix Downtown Development Authority Executive Director shall consider:

1. Whether the proposed event is likely to conflict with or detract from any other previously scheduled event taking place in the City on or about the time of the proposed event;
2. whether the proposed event will hinder or detract in the traditional uses of the park where the proposed event would take place;
3. whether the proposed event is likely to generate noise that would adversely affect persons who are not attending the event; and
4. whether the proposed event is sponsored by a non-profit entity and the non-profit status of the entity has been recognized by the State of Michigan, Federal Government or the City.