



EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event

Date of proposed use

Time of proposed use

Start

End

Expected number of attendees

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☐ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☐ No

If yes, indicate name of associated event

If applicant is a performance act, please provide three references.

Name

Telephone

Briefly summarize your proposed use

CONTACT INFORMATION

First Name

Last Name

Email Address

Mailing Address

City

State

ZIP

Telephone Number

Mobile Number (day of event)

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☐ No

Signature of Applicant

Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Downtown Development Authority at 231 547-3257 with any questions.

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Chief of Police

Date

DDA Executive Director

Date

Approved

Denied

Approved

Denied

Fee

Receipt No.

Date