



Reservation Information

City of Gaylord – Downtown Development Authority

Effective Date: 03/04/2025

Purpose

Pavilion On Court serves as a central community venue in downtown Gaylord, providing a space for community events, gatherings and business activities. Events hosted at the pavilion aim to support local businesses, specialty shops and restaurants while fostering community engagement.

Reservation Policy

First-Come, First-Served Basis & DDA Priority

- Pavilion use is granted on a first-come, first-served basis and must be reviewed and approved by the DDA Board of Directors.
- DDA-sanctioned events take priority over all other reservations. If an event conflicts with a DDA-sponsored activity, the DDA event will take precedence.

User Group Categories:

- Private – Private gatherings that are not open to the public (i.e. member only events).
- Nonprofit – Tax-exempt organizations registered under the internal Revenue Code.
- Club/Community Groups – Service clubs (e.g. Rotary, Kiwanis) and community groups hosting events that benefit the public.
- Business – Private businesses or for-profit entities using the pavilion for commercial or promotional purposes.
- Political – Events held by political candidates, parties, or organizations to promote political causes or campaigns.
- 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.



Event Types

- Private Event – Closed to the public, typically member or personal gatherings.
- Public Event – Open to the public without restrictions, but a payment is required to participate.
- Community Event – A free event focused on community engagement and participation
- Fundraiser – Aimed at raising funds for a specific cause or organization

Winter Policy

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. 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. If determined beneficial for the community, users must take extra precautions for attendee safety in winter conditions. The DDA is not responsible for slips, falls or other weather-related incidents.

Reservation Process

To reserve the Pavilion on Court:

1. Submit an Application
 - a. Complete and submit the Pavilion Use Registration Form at least one week prior to the next DDA Board Meeting for review and approval.
 - b. Ensure all required documentation is attached to your application:
 - i. Proof of IRS Non-profit status (if applicable)
 - ii. Completed and signed copy of ***Pavilion on Court Hold Harmless Agreement & Insurance Requirements*** document.
 - iii. Proof of Insurance (see Hold Harmless & Insurance Agreement form for full details).
2. DDA Review and Approval
 - a. The DDA Board, which meets once per month, will review applications and assign the appropriate user category and fee schedule.
3. Confirmation
 - a. Applicants will receive notification of approval and any applicable fees via email.



Liability Waiver, Hold Harmless Agreement & Insurance Requirements

All users of Pavilion on Court must provide proof of general liability coverage, including:

- A certificate of insurance (COI) showing minimum coverage of \$1,000,000 per occurrence.
- The Gaylord Downtown Development Authority (DDA) and the City of Gaylord listed as additional insured parties on the policy.
- Proof of insurance must be submitted with the application. Applications without proof of insurance will not be considered.

User Responsibilities

- Cleanup – Users are responsible for cleaning Pavilion on Court after use. Failure to do so may result in additional charges or loss of future reservation privileges.
- Damage – Users are liable for any damage caused to the pavilion or its amenities.
- Adherence to Schedule – Events must follow the approved setup, event, teardown, and departure times specified in the application.

Waiver of Fees

- Organizations may request a fee waiver by submitting a written request to the DDA Board of Directors at: 305 E. Main St., Gaylord, MI 49735
- Requests will be reviewed at the next monthly DDA Board of Director's regular meeting.
- For further details or inquires, please contact the DDA office at 989-732-4060 or email tobinl@cityofgaylord.org

Payment Policy

Full Payment Deadline

- Full payment must be received no later than one week before the event date.
- Failure to submit payment by the deadline may result in cancellation of the reservation.



Payment Methods

- Payments must be made by check only and payable to: Gaylord Downtown Development Authority.

Payment Submission

- Checks can be mailed or dropped off in person (during regular business hours) at: City of Gaylord | 305 E. Main St., Gaylord, MI 49735
- Note: the DDA does not accept credit card payments or cash.

Important Notes

- The DDA reserves the right to cancel or reschedule any event if necessary.
- Events requiring city services (e.g., street closures, police presence) must coordinate with the City of Gaylord in advance.
- For the latest updates, visit <https://cityofgaylord.com>

Fee Structure – Schedule 1

Category	Utility Costs	Setup/Tear-Down Fee	Base Fee	Total Fee
Nonprofit	\$12/day	\$40/day	\$0	\$52/day
Club - Community	\$12/day	\$40/day	\$190	\$242/day
For-Profit/Political	\$12/day	\$40/day	\$290	\$342/day

Additional Service Fees

Service	Cost
Stage Setup/Tear Down per event	\$300 (Weekday**)/ \$600 (weekend/evening)
Picnic Tables (up to 10) per event	\$175 (weekday**)/\$450 (weekend/evening)
Additional Trash Receptacles – per event*	\$25 per set of 4*
Pavilion Sides per event (placement Up/Down)	\$300 (weekday**)/\$600 (weekend/evening)
Pavilion Heat	\$90 per day

*Four trash receptacles included in base fee, DDA will determine if additional are required based on event activities. | **Weekday rate applied (Monday – Friday before 3:30PM/Weekend & evening rates applied Friday after 3:30PM-Sunday)

RESERVATION FORM

Please complete and email to tobinl@cityofgaylord.org at least one week before the next DDA Board meeting for review and approval.



Term & Conditions

All use fees, user type classifications, policies, and guidelines for Pavilion on Court use are outlined in the *Pavilion On Court Information* document. Applicants are responsible for reviewing this document before submitting an application. By applying, you acknowledge and agree to comply with all stated policies and requirements.

Applicant Information

First and Last Name: _____

Organization/Business: _____

Address: _____

Phone Number: _____

E-Mail: _____

User Category (Check one)

- Private
- Nonprofit
- Club/Community Groups
- Business/ Political Group
- Other: (please specify): _____

Event Details

Event Name: _____

Date(s) of Event: _____

Setup Time: _____ AM/PM

Event Start Time: _____ AM/PM

Event End Time: _____ AM/PM

Departure Time (when pavilion will be vacated): _____ AM/PM

Estimated Attendance: _____

Type of Event (Check one):

- Private Event
- Public Event
- Community Event (free)
- Other: (please specify): _____
- Fundraiser

Facility Use Information (check all that apply)

Stage Heat Side Walls

Additional Trash Receptacles # _____

Tables # _____

Please provide a brief description of event activities:

Acknowledgment & Agreement

I have read and understand the ***Pavilion on the Court Information*** document, including all applicable fees, use policies, and guidelines. I agree to comply with all terms and conditions set forth by the City of Gaylord Downtown Development Authority (DDA). I understand that my events is not approved until I receive a final confirmation email from the City of Gaylord DDA.

Applicant Signature _____

Date: _____

For Office Use Only:

Application Rcvd on _____ Approved Denied Applicant Notified

Pavilion on Court

Hold Harmless Agreement & Insurance Requirements



Event & Application Information

Event Name: _____

Event Date(s) _____

Applicant Name: _____

Organization: _____

Phone Number: _____

Email Address: _____

1. Insurance Requirements

All users of Pavilion on Court must provide proof of general liability insurance coverage with the following requirements:

- A Certificate of Insurance (COI) with a minimum coverage of \$1,000,000 per occurrence.
- The Gaylord Downtown Development Authority (DDA) and the City of Gaylord must be listed as additional insured parties on the policy.
- Proof of insurance must be submitted with the application. Applications without proof of insurance will not be considered.

2. Hold Harmless Agreement

As a condition of using Pavilion on Court, I the undersigned, agree to the following:

A. Assumption of Risk

I acknowledge that using Pavilion on Court carries inherent risks, including but not limited to personal injury, property damage, and unforeseen incidents. I voluntarily assume all such risks on behalf of myself, and the organization and attest that I have full authority to sign this agreement on behalf of the organization.

B. Release & Indemnification

I, on behalf of myself, my organization (if applicable), and all event attendees, agree to release, indemnify, defend, and hold harmless the Gaylord Downtown



Development Authority (DDA), the City of Gaylord, their officers, employees, agents, and affiliates from any and all claims, liabilities, damages, expenses, or causes of action, including but not limited to:

- Any injuries, damages, or losses occurring before, during or after the event.
- Any claims arising from third-party vendors, contractors, or event participants.
- Any violations of local, state, or federal laws, including but not limited to alcohol service, noise ordinances, and required permits.
- Any claims resulting from equipment, structures, or facilities provided by the DDA or City of Gaylord.

C. Compliance with Laws & Policies

I agree to abide by all rules, policies, and procedures outlined in Pavilion on the Course Reservation Information Document and all applicable city, state, and federal laws.

- If alcohol is served, I understand I am responsible for: Obtaining all necessary permits from the Michigan Liquor Control Commission (MLCC).
- Ensuring responsible service and compliance with all liquor laws.

D. Event Setup, Cleanup & Damages

I agree that:

- I am responsible for the setup and teardown of my event within the approved time frame.
- I am responsible for cleaning up after the event and will leave the Pavilion on Court in the same condition as before the event. I understand that failure to do so may result in additional charges or loss of future reservation privileges
- I will be financially responsible for any damages to Pavilion on Court property, including but not limited to:
 - Structural damage
 - Electrical outlet damage
 - Furniture/equipment damage

3 Winter Use (if Applicable)

For winter events, I acknowledge that:

- The DDA and the City of Gaylord are not liable for slips, falls, or other weather-related incidents.
- Heating is available for an additional fee and must be requested and approved in advance.



4. Payment & Cancellation Policy

I acknowledge that:

A. Payment Deadline

- Full payment must be received no later than one week before the event date.
- Payment must be made by check payable to “Gaylord Downtown Development Authority”
- Payment can be mailed or dropped off in person at:
City of Gaylord – City Hall
305 E. Main St., Gaylord, MI 49735
- Failure to submit a payment on time may result in cancellation of my reservation.

B. Cancellation & Rescheduling

- If I cancel my event one week or less before the event setup date, the payment is non-refundable.
- The DDA will attempt to reschedule the event, but this is subject to Pavilion on Court availability.
- If a new date cannot be accommodated the payment remains nonrefundable.
- The DDA reserves the right to cancel or reschedule my event due to unforeseen circumstances, policy violations, or conflicts with city events.

Acknowledge & Signature

By signing this agreement, I acknowledge that I have read and understood this Hold Harmless Agreement & Insurance Requirement. I accept full responsibility for my event and agree to comply with all policies and conditions outlined above and outlined in the “*Pavilion on Court Reservation Information*” document.

Applicant Signature: _____ Date: _____

Printed Name: _____

Organization Name: _____



Four Office Use Only

Requirement	Status
Certificate of Insurance Provided?	
Additional Insured (DDA & City of Gaylord) Listed?	
Application Approved?	
DDA Board Meeting Date:	
Notes/Conditions	