

DATE _____

**EVENT USE
APPLICATION**

PERMIT # _____

**CITY OF FLINT DOWNTOWN
DEVELOPMENT AUTHORITY**

502 Church Street
Flint, MI 48502
Phone: (810) 767-2297

**Daily Rates: Flat lot - \$750 Rutherford Ramp top deck - \$750
Riverbank Park \$250**

There will be a \$25 Application fee

**ALL EVENTS MUST BE COMPLETED BY 10:00 PM SHARP AND IF NOT THE DDA WILL
CHARGE (i) \$200.00 IN ADDITION TO ALL OTHER CHARGES IF THE EVENT IS NOT
COMPLETED BY 11:00 PM, AND (ii) \$200 FOR EACH ADDITIONAL FIVE MINUTES IF AN
EVENT CONTINUES AFTER 11:05 PM**

FACILITY/
LOCATION _____ ADDRESS _____

PURPOSE _____

DATES(S) FACILITIES REQUESTED

FROM/TO _____ STARTING/CLOSING _____
_____ TIME _____

OF PEOPLE EXPECTED _____ APPROX. AGE OF PEOPLE EXPECTED _____

NAME OF APPLICANT _____ ORGANIZATION _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE(S) _____

CELL PHONE _____

EMAIL: _____

Do you represent a non-profit organization? Yes: _____ No: _____

Is this event open to the public? Yes: _____ No: _____

Does this event involve fundraising or revenue generated activities? Yes: _____ No: _____

Will donations be solicited? Yes _____ No _____

Will food be served at this event? Yes _____ No _____

Will alcohol be served at this event? Yes _____ No _____

The Downtown Development Authority requires you to obtain personal liability insurance for the event.

For renting the DDA Flat Lot or the Rutherford Ramp you are required to added “Flint DDA” as an added insured and give copies of all such policies.

For renting Riverbank Park, you are required to name the “Flint DDA” and The City of Flint as additional insureds and give copies of all such policies. City of Flint needs the Following languages as “added Insured”:
“The City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers”

For renting Towers Park, you are also required to name: “The Flint DDA” and “Uptown Reinvestment Corporation, Inc” as an additional insured and give a copy of such policy.

*For alcohol at any event in any park, you need to send a copy of your alcohol insurance policy.

I acknowledge that I have received the Facility Use Policy and shall comply with all terms and conditions of the Facility Use Policy, and to all regulations, ordinances, and other laws of the DDA, City of Flint, State of Michigan and/or United States insofar as they may apply. Failure to comply with the terms and conditions of the Use Policy shall be a violation. If, upon expiration or termination of the reservation, it is determined that an applicant has not complied with the terms and conditions of the policy, or has violated any law, ordinance, statute or rule, then the following rules shall apply:

- (i) The applicant, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute, or rule, shall be jointly and severally liable for any additional sum necessary to correct or compensate the DDA and/or the City of Flint for such damages; and
- (ii) Neither forfeiture of any security nor payment nor recovery for such damages shall in any way relieve the applicant of civil or criminal liability arising from the violation of any law, ordinance, or rule.

I agree to be responsible for the conduct of our group, for damages to the Facility I am using and to leave the Facility in the condition it was found. I also acknowledge that I have received and have read the DDA’s Facility Use Policy and will abide by said policy. I understand that failure to comply with any of these obligations may result in cancellation of my reservation(s) and the future facility use privileges. To the fullest extent as permitted by law, I (individually and on behalf of the Organization) hereby agree to waive any and all claims against the DDA and/or City of Flint whether known or unknown related to the application for and/or use of the Facility and to defend, indemnify and hold harmless the DDA and/or City of Flint from any and all claims made against either the DDA and/or City of Flint related to use of the Facility if this application is approved.

Further, I certify that I am authorized to act on behalf of the Organization listed above and have provided organizational documents pertaining to the Organization to the DDA.

I acknowledge and agree that this Facility Use Request Form is an application/request only and that it is being made subject to the DDA’s written approve and may be denied, and for that reason I acknowledge and agree that if I expend any funds on planning, advertising or any other thing prior to receiving written approve of the use of the facility from the DDA, that I do so at my risk and waive any and all claims against the DDA.

Signature: _____

Date: _____

- For City of Flint Downtown Development Authority Use Only -

Availability of facility on date(s) requested: _____

Proof of insurance (insurer and insured information):

General Liability: _____

Alcohol Liability: _____

Casualty: _____

Additional Insured: _____

Proof of non-profit status: _____

Equipment required availability: _____

License(s) needed for event:

Solicitation: _____

Alcohol: _____

City of Flint Downtown Development Authority:

By: _____

Amount paid: _____ Paid on: _____
