



# City Policy – Bandshell Rental

## **RESERVATIONS:**

It shall be the policy of the City of Plymouth to allow the rental of the City's Bandshell or Show Mobile. The priority for reserving the use of the Bandshell shall be as follows:

- ◇ Recurring City of Plymouth operated Special Events are automatically scheduled first.
- ◇ Second priority on a first come, first scheduled basis, is given to all new City of Plymouth operated events
- ◇ Third priority is given, on a first come, first scheduled basis to new Co-sponsored City Events
- ◇ Scheduled next, on an "as available" basis, are other non-profit events in the City of Plymouth
- ◇ Scheduled next, on an "as available" basis, are non-profit events outside of the City of Plymouth
- ◇ Scheduled next, on an "as available" basis, are other for-profit, company or private events.

## **FEES:**

- ◇ No Rental fees shall be charged for City of Plymouth operated events as approved under the City's Special Event Policy
- ◇ Six Hundred, Fifty (\$650.00) per day rental, plus set up and tear down expenses for organizations based in the City whose events take place in the City.
- ◇ Seven Hundred, Fifty (\$750.00) per day rental, plus set up and tear down expenses for all other organizations based outside the City or for events taking place outside the City. A \$250.00 deposit is required to reserve a date.
- ◇ Set up and tear down rates are per hour, per man, and are determined in accordance with the current Special Event Fee Schedule for Municipal Services Personnel; a minimum of two men are required for every event. Some events may require more than two people on the set up crew. Fees are portal to portal and start two hours before the event, run the entire length of the event and include two hours after.

## **REQUIREMENTS:**

- ◇ Site must be flat and accessible by large truck and Bandshell.
- ◇ Group using Bandshell must provide a valid Certificate of Insurance naming the City of Plymouth as an additional insured. Policy limits shall be one million dollars per occurrence for personal injury, bodily injury and property damage.
- ◇ Organization renting Bandshell shall provide written documentation indicating approval for use of set up site, detailed set up plan and a complete description of event including estimated number of attendees and goal or purpose of the event.
- ◇ Organizations renting the Bandshell shall be required to sign a written contract for use and a written indemnification agreement.
- ◇ Organization renting Bandshell shall be responsible for any and all damage to the unity and shall be responsible for the safety and security of the unit.
- ◇ Non-refundable scheduling deposit of \$250.00 is required to reserve the unit for a particular event date. All estimated fees are to be paid in full prior to the actual date of use.
- ◇ The City of Plymouth shall reject any request for rental at its sole discretion as determined by the Director of Municipal Services or his designee. This may include any Class II, II or IV event as defined by the City of Plymouth Special Events Policy.

Organizations renting the Bandshell shall be required to sign a written Indemnification agreement, a written contract for use and shall provide a detailed set up and event plan.

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