

## PALMER COMMONS FACILITY RENTAL POLICY

### *City of Chelsea*

- 1) Any party wishing to reserve the Palmer Commons facility must first complete a rental application form available at the Chelsea City Office or on [www.city-chelsea.org](http://www.city-chelsea.org) . Facilities are typically available from May 1 through October 1. Palmer Commons will be reserved annually for existing festivals and events.
- 2) The Reservation includes exclusive use of the concrete stage area, the center grass field, the west parking area and the north parking area including the sidewalk. Other common areas including the restroom and south parking will remain first come, first served.
- 3) All rental fees must be paid in full at the time of application. Checks should be made payable to the “City of Chelsea”.
- 4) All applications for income producing events must be approved by City Council.
- 5) Rental Rates are a minimum for each rental period from one to four hours. Each additional hour can be requested, with a \$50 per hour charge. \*All holidays charged at weekend rate\*.

#### Weekend Rental (Friday, Saturday and Sunday)

City Resident:	\$150 / 4 hours
Non-Profit Organization	\$150 / 4 hours
Non-Resident:	\$300 / 4 hours
Private Organization	\$500 / 4 hours

#### Weekday Rental (Monday, Tuesday, Wednesday and Thursday)

City Resident:	\$100 / 4 hours
Non-Profit Organization	\$100 / 4 hours
Non-Resident:	\$150 / 4 hours
Private Organization	\$250 / 4 hours

**City Council may authorize a reduced rate for Chelsea non-profits that utilize the space multiple times for events that are free and open to the public.**

- 6) Refunds will not be given for inclement weather or for any other reason beyond our control. If an applicant cancels a reservation for any reason, a refund will be given based on the following:
  - 1 year or more prior to event – full refund minus a \$25 administrative fee
  - 6 months to 1 year prior to event – 75% refund
  - 1 to 6 months prior to event – 50% refund
  - Less than 30 days prior to event – No refund
- 7) Renters are responsible for leaving the facility as clean as it was prior to your arrival. Damages to the facility as a result of rental will be the responsibility of the renting party. A copy of the applicant’s driver’s license is required to be kept on file.
- 8) Insurance coverage may be required for activities or events.
- 9) Electricity is available and must be pre-approved with rental agreement.
- 10) All activities must end by 10:00 PM, except with prior approval from City Council.

- 11) Attaching banners, signs or decorations to any structure with tape, adhesives, tacks, nails, staples, or by any other means that may leave marks, holes, residue or damage the structure in any way is prohibited. All decorations and attachments must be removed prior to departing. T h e C i t y must approve any other decorating requirements.
- 12) The sale of alcoholic beverages is prohibited, unless prior approval is given by City Council. The renter is responsible for any damages, claims, and liabilities related with alcohol consumption in association with this event. Proper insurance coverage and licensing for groups distributing alcohol must be presented prior to event.
- 13) Parking and all motorized vehicles are restricted to designated areas.
- 14) Placing directional signs in the City without approval is prohibited. This is a violation of the City sign ordinance.
- 15) Any variations to the above listed rules must be approved in advance by City Council.
- 16) Use of tents, canopies, inflatable bouncers, and all rental equipment, is permitted ONLY with prior permission from the City of Chelsea. Renters must file a Certificate of Liability naming the City of Chelsea as an additional and endorsed insured, for \$1,000,000 per occurrence of accident or injury. Insurance certificate must be submitted at least seven working days prior to the facility rental. If the insurance liability form is not received and accepted by the City of Chelsea, the City has the right to ask renters to remove the tent, canopy, inflatable bouncers, and all rental equipment immediately.
- 17) Uses of this facility are covered by the City Non-Discrimination Ordinance.

*The City of Chelsea reserves the right to deny any application for the use of this Facility.*