The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the public parking system as a means to help it accomplish its mission. In some situations, use of parking facilities can be a necessary and beneficial part of successful downtown events that contribute to downtown economic health and vibrancy. In order to facilitate appropriate use of the parking facilities the DDA has established the following policies and guidelines.

Event organizers must be approved by the City of Ann Arbor for a Special Event permit, and all other related City and State permits. (See the City of Ann Arbor website for application requirements and cost.) Application to the DDA for space rental should be simultaneous to the application to City.

The DDA requires 60 working days notice for events.

A comprehensive marketing plan must be provided to the DDA with the application. This is to ensure that significant efforts will be made to market the event and draw a large audience. This marketing plan may include traditional and social media, banners, posters, email invitations, and more, and should document the individual(s) responsible for marketing and communications.

Evidence of commercial general liability insurance is required. Coverage must include blanket contractual coverage against claims for, or arising out of bodily injury, death or property damage occurring on the premises and shall have limits of coverage of $1M per occurrence and $2M per aggregate. The Ann Arbor Downtown Development Authority and Republic Parking Systems must be included as additional insured. The proof of this insurance coverage must be provided prior to the event.

Any damage to the site, including surface, landscaping, equipment, or fixtures, is the responsibility of the event organizer who will pay for any necessary repairs and restoration of the site. A deposit of $500 is required. The DDA may choose to waive this deposit based on a lengthy history of successful large events by the event organizer.

Event equipment and paraphernalia of any kind may not be left on site overnight. The DDA will not be responsible for safeguarding or securing this equipment.

Large trucks have a difficult time maneuvering on many of the facilities and their limited turning radius may lead to damage. They should be avoided if possible.

Tents may not be staked into the surface of the site, including into planter areas or concrete.

All event-related trash must be removed from the site immediately following the event and spills cleaned up thoroughly. A plan for post-event clean up and solid waste management must be provided.

No water is available on site.

Electrical connections may be available. An electrical hook up fee of $20 and a $5/hour cost for electricity would be required. Temporary power generators are not allowed. Electrical cords must be secured and covered to prevent hazards to pedestrians.
If portable restrooms will be utilized, organizers must arrange for pickup and clean up on the day of the event. Since there is no water access on site, a cleanup plan for any spill must be provided.

Logistics information and a map showing the location of activities on the lot or lane must be provided.

Application must include the name and contact information including cell phone number of a specific contact person who will be running the day-of-event operations and clean-up.

The cost of rental shall be:
- Meter bag cost- $20 per space per day.
- Depending on the type of event, a DDA representative may be required to remain on site throughout the event. If needed, a $12/hr fee will be charged.
- Fees must be paid in advance of the event.
- The DDA may choose to waive some or all of these fees based on a lengthy history of successful large events by event organizers.

Cancellation Policy
- A full refund will be issued for all cancellations received thirty (30) days or more prior to the date of the scheduled event. A 50% refund will be issued for cancellations received between 14-29 days prior to the scheduled event. No refunds or changes in rental dates will be granted with less than fourteen (14) days notice. Weather will not be considered a factor for refund or change in a rental date.

- The DDA reserves the right to cancel an event due to misrepresentation of information pertaining to any requirements set forward in this application or special event applications to the City of Ann Arbor.

Requests for facility use should be made in writing and should include all above requested information. Requests should include copy of special event application submitted to the City of Ann Arbor. Requests can be mailed to the Ann Arbor DDA, 150 S Fifth Ave, Suite 301 Ann Arbor MI 48104, or emailed to dda@a2dda.org.

The DDA may revisit and update this policy as necessary.