

**Ann Arbor Downtown Development Authority
Policy for Utilization of Parking Lots for Events**

The Ann Arbor 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 lots 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 the Ann Arbor DDA has established the following policies and guidelines.

Policies & Guidelines

1. The Ann Arbor DDA requires 60 working days notice for events.
2. *Depending on location requested*, 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 Ann Arbor DDA for space rental should be simultaneous to the application to City. If alcohol will be served, documentation of the required permits from the Michigan Liquor Control Commission must be provided.
3. A comprehensive marketing plan must be provided to the Ann Arbor 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.
4. 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, the City of Ann Arbor, and PCI Municipal Services must be included as additional insured. The proof of this insurance coverage must be provided prior to the event.
5. 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 Ann Arbor DDA may choose to waive this deposit based on a lengthy history of successful large events by the event organizer.
6. Event equipment and paraphernalia of any kind may not be left on site overnight. The Ann Arbor DDA will not be responsible for safeguarding or securing this equipment.
7. Large trucks have a difficult time maneuvering on many of the sites and their limited turning radius may lead to damage. They should be avoided if possible.
8. Tents may not be staked into the surface of the site, including into planter areas or concrete.
9. 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 may be requested.

10. No water is available on site.
11. Electrical connections may be available. An electrical hook up fee of \$20 and a \$5/hour cost for electricity may be required. Temporary power generators are not allowed. Electrical cords must be secured and covered to prevent hazards to pedestrians.
12. If portable restrooms will be utilized, organizers must arrange for pick-up and clean-up on the day of the event. Since there is no water access on site, a clean-up plan for any spill must be provided by the event organizer.
13. Logistics information and a map showing the location of activities on the site must be provided.
14. 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.
15. The cost of rental shall be:
 - Meter bag cost- \$25 per space per day.
 - Depending on the type of event, an Ann Arbor DDA representative may be required to remain on site throughout the event. If needed, a \$18/hr fee will be charged.
 - Fees must be paid in advance of the event.
 - The Ann Arbor DDA may choose to waive some or all of these fees based on a lengthy history of successful large events by event organizers.
16. 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 Ann Arbor 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 use should be made in writing using the request form included with this policy. Requests form must be complete and contain all of the requested information. Where applicable, 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 parking@a2dda.org.

The Ann Arbor DDA may revisit and update this policy as necessary.

**Ann Arbor Downtown Development Authority
Request for Utilization of Parking Lots for Events**

Date received _____

Event Name: _____

Event Date: _____

Location Requested: _____

Requestor:

Name: _____

Email: _____

Telephone: _____

Event Day Contact:

Name: _____

Cell Phone: _____

Event Description: _____

Please attach to this application (*Mark "X" for included, "N/A" for non-applicable*)

- ___ 1. Comprehensive marketing plan
- ___ 2. Insurance certificate meeting requirements outlined in policy
- ___ 3. Copy of City Special Event Application (where applicable)
- ___ 4. Michigan Liquor Control Commission permits (where applicable)

I have read and understand the rules and requirements of the DDA Policy for Utilization of Parking Lots.

Name (Print): _____

Signature: _____

Date: _____