

Notice
City of Traverse City and Charter Township of Garfield
Recreational Authority Board of Directors
Regular Meeting

7:00 p.m.

Wednesday, January 6, 2016

Second Floor County Training Room, Governmental Center
400 Boardman Avenue
Traverse City, MI 49684

Posted: 12-30-15

The Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

Recreational Authority Board of Directors
Matthew Cowall, Executive Director
324 Munson Avenue
Traverse City, MI 49686
(231) 929-3696 TDD: (231) 922-4412
<http://www.traverscitymi.gov/recauthority.asp>
mcowall@liaa.org

Agenda

Roll Call.

1. Election of officers for 2016. (Matt Cowall)
2. Consideration of approving the minutes of the regular meeting of December 2, 2015. (Matt Cowall)
3. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Dec. 1 Quarterly Reports from Botanic Garden and SEEDS
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
4. Consideration of Annual Goals for the Management Entities at Historic Barns Park. (Matt Cowall, Botanic Garden, SEEDS, TC Community Garden)
5. Consideration of new rental packet documents for the Cathedral Barn at Historic Barns Park. (Matt Cowall, Brianna Bidwell)
6. Report regarding payment of expenditures. (Matt Cowall)
7. Public Comment.
8. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: ELECTION OF OFFICERS FOR 2016

Election of officers takes place annually. The following officers were elected to serve for 2015:

Ross Biederman, Chair
Mike Groleau, Secretary
Tim Hughes, Treasurer

The following is the procedure to elect officers:

1. The Chair opens the floor for nominations for the Office of Chair.
2. Nominations can be made individually for each office, or for a slate of the Chair, Secretary and Treasurer. Any member may nominate and no second is needed.

Sample: **I nominate _____ as Chair.**

Sample for slate: **I nominate _____ as Chair, _____ as Secretary, and _____ as Treasurer.**

3. After all nominations for the office have been made, the Chair calls for a motion to close nominations, or nominations can be closed if there is no objection and sufficient time has elapsed.

(continued)

A Director could make the following sample motion:

I move that nominations be closed.

Or, the Chair could say:

It there are no other nominations and no objection, I will close the floor for nominations.

Or the motion to close nominations can be combined with a unanimous ballot to be cast if only one nomination per office.

Sample: **I move that nominations be closed and that a unanimous ballot be cast for _____ as Chair.**

Sample for slate: **I move that nominations be closed and that a unanimous ballot be cast for _____ as Chair, _____ as Secretary, and _____ as Treasurer.**

4. The vote needs to be called in the order in which nominations were made.

Sample wording for calling the vote by the presiding officer:

**All those in favor of _____ for Chair, please say “aye.”
Those opposed say “no.”
The ayes have it and _____ is elected Chair.**

5. The first candidate receiving a majority vote is then declared elected for 2016.
6. Follow the same procedure for electing the Secretary and Treasurer.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of December 2, 2015.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of December 2, 2015, be approved.

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Minutes

The City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors

December 2, 2015

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 7:00 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary; Tim Hughes, Treasurer; Molly Agostinelli; Gary Howe; Mattias Johnson; and Matt McDonough.

The following Directors were absent: none.

Chair Biederman presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the regular meeting of October 7, 2015,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Agostinelli, that the minutes of the regular meeting of October 7, 2015, be approved.

CARRIED.

2.

The next item being “Reports,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Tom Vitale, GTCD

Brianna Bidwell, Two B Events
Karen Schmidt, BGHBP
Jenee Rowe, SEEDS
Tom Emmott, TCCG
Inara Kurt, TCCG

No action was taken.

3.

The next item being “Consideration of the First Amendment to the Agreement for Management of Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Hughes, that the First Amendment to the Agreement for Management of the Historic Barns Park be approved.

CARRIED.

4.

The next item being “Discussion/update on shared trail planning at Hickory Hills and Hickory Meadows,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Todd Vigland, Hickory Hills Advisory Committee
Eileen Ganter, Hickory Meadows Advisory Committee
John Nelson, Hickory Meadows Advisory Committee

No action was taken.

5.

The next item being “Consideration of issuing a letter in support of reducing the speed limit on Randolph Street adjacent to Hickory Meadows,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director
Eileen Ganter, Hickory Meadows Advisory Committee
Tom Bensley, Grand Traverse County Sheriff

Moved by Howe, seconded by Groleau, that the Chair be authorized to execute a letter supporting a 25 mile per hour speed limit, both by law and by design, on Randolph Street adjacent to Hickory Meadows.

CARRIED.

6.

The next item being “Consideration of insurance renewal for 2016,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Paul Olson, Municipal Underwriters of Michigan

Moved by Hughes, seconded by Agostinelli, that the Recreational Authority’s liability and property insurance policy with Municipal Underwriters of Michigan be approved for the period of December 15, 2015, through December 15, 2016; and that payment in the amount of \$3,286 be authorized, with funds available in the Operating Fund, Insurance & Bonds Line Item.

CARRIED.

7.

The next item being “Report regarding payment of expenditures,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

8.

The next item being “Public Comment,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Tom Emmott
Nicolle Girard

There being no objection, Chair Biederman declared the meeting adjourned at 8:31 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
- Dec. 1 Quarterly Reports from Botanic Garden and SEEDS
- Any reports from Board members
- Executive Director's report and possible verbal updates

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QUARTERLY REPORT SUMMARY

October 1- December 31, 2015

The Conservation District completed the following activities as part of the Resource Management Services Contract with the Joint Recreational Authority.

ADMINISTRATION

- Coordinated monthly meetings with the Hickory Meadows Advisory Committee (HMAC).
- Met with CC Power and sub-contractors daily during remediation of TCL&P utility corridor.
- Reported on plans and progress of utility work to Matt Cowall and HMAC.
- Re-contracted Popp's Excavating for snow plowing services at the M-72 trailhead.
- Reviewed and walked a conceptual trail design between the Hill's and Meadow's property with the Hickory Hills Advisory Committee and HMAC.
- Requested bids from contractors for upcoming trail improvement project through East Meadow.

REGULAR MONITORING AND VOLUNTEERS

- Visited trailheads weekly to refresh dog bags, pick up trash, and check for maintenance needs.
- Cleared and pruned trails of over-grown and down trees/shrubs.
- Repaired erosion at Randolph St. trailhead due to drainage issues off parking lot.
- Removed an abandoned illegal camp near seasonal creek between East and West Meadow.
- Updated public notices for TCL&P "West Transmission Line Upgrade" project at kiosk stations.
- Repaired damaged kiosk station at the Commons (Barns Trailhead).
- Cleared several down trees up from the Barns trailhead at the Commons.
- Rotated seasonal displays in information stations to reflect winter topics at various trailheads: Characteristics of Snow (Randolph St), Animal Tracks (Wayne St.), and Winter Weeds (M-72).

GRANTS

- Awarded \$6,000 from the TC Track Club Endowment through the Community Foundation for match funds to extend a 6' wide crushed limestone path through East Meadow to Wayne St.

ANNUAL WORKPLAN PROJECTS**General park maintenance \$3,200.00**

- Trail maintenance (monthly trimming, mowing, and trail upkeep) - *Ongoing*
- Materials and equipment to repair surface and spread gravel of trail leading into southern meadow- *Ongoing*
- High-weed mower rental to mow along trails within meadows – *June 2016*
- Dog waste bag refills- *Ongoing*
- Snowplowing for M-72 trailhead- *Winter 2015/16*
- Garbage removal for all trailheads- *Ongoing*

TCL&P utility line upgrade – GTCD Field Inspector \$2,400

- Met with contractors and monitored daily work and activity on TCL&P utility corridor upgrade to ensure compliance of best practices – *Completed (70.5 hrs accrued - 10.5 hrs over the 60 hrs agreed upon)*

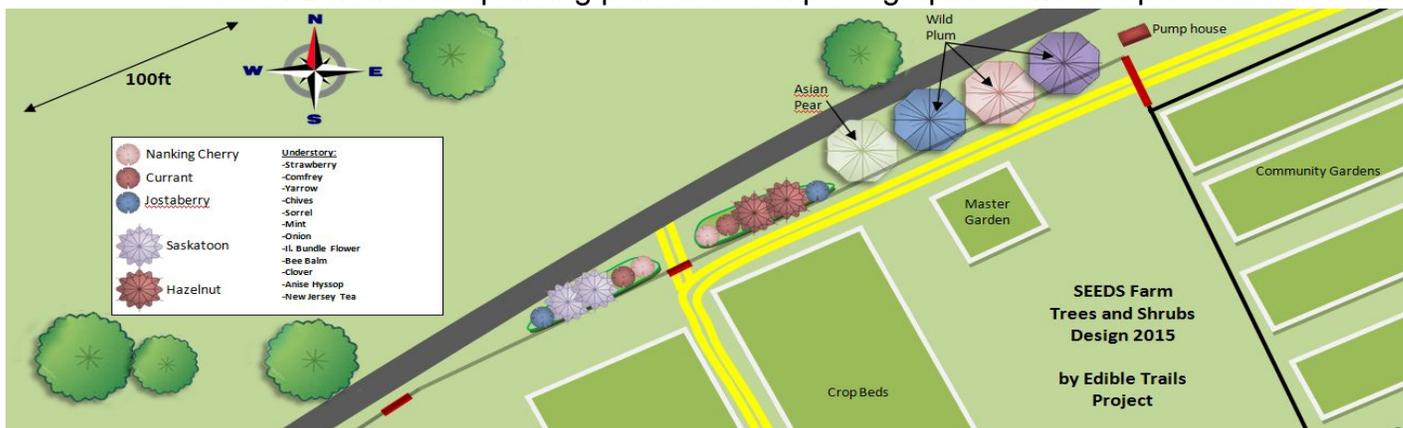
Habitat improvement/ Invasives prevention \$2,500

- Control wild parsnip on ~5 acres – *June 2016*
- Control and monitor leafy spurge along Randolph St. and M-72 – *June 2016*
- Survey, pull, and dispose of garlic mustard throughout natural area – *Spring 2016*
- Follow-up treatment of glossy buckthorn and Japanese barberry from 2012 – *Completed - 2015*



SEEDS at the Historic Barns Park: Fourth Quarter 2015

1. *Work proactively and cooperatively.*
 - a. MOU partners have been communicating well over the busy fall season. The fall MOU mtg regarding formally adding TCCG to the management agreement was useful and we look forward to the years ahead together.
 - b. Mike Davis, MSU Master Gardener has decided to leave the site. He expressed deep gratitude for the educational farming space and due to personal matters, has decided to finish the season and clean-up his area. He has left the soil better for his efforts.
 - c. SEEDS staff assisted in digitizing the property feature such as wetlands, paved trails, existing roads and management partners boundaries into GIS layers. The effort lead to the updated boundary map overall on an a current aerial image. SEEDS also printed a large format map for our Board Strategic Planning meeting. Importantly, the digital data is now easy to update as property plans evolve.
2. *Create and maintain beautiful borders in order to add to the visual interest and ecological diversity on the property.*
 - a. The SEEDS Farm Youth Corps efforts at plant propagation were successful and yielded a nice diversity of fruiting trees and shrubs. The plants were installed this fall along the trail as an “edible trail” for the public and wildlife to enjoy. More than 20 volunteers assisted in the effort. Below is the planting plan and then photographs of the completed installation.



3. *Support the development of a comprehensive energy plan.*
 - a. The Solar Panel Ribbon Cutting on Sept. 25th was a success. We were proud to have great attendance by partners, energy entities and the media.
 - b. We would like to provide a summary presentation of the Energy Plan in early 2016 to MOU Partners and Rec Authority. The final product is headed to the printers shortly. The plan focuses on the strategic framework suggested by our advisers refined by real data and the priorities provided by Park partners. Framework Strategies include:
 1. A conceptual design phase is the time to *think big*.
 2. Aim for *triple-net-zero*.
 3. The flow of energy and power should *be transparent* to visitors.
 4. Prioritize reaching the *K12 audience*.



4. *Continue to develop the quality of the educationally focused farm operation.*
 - a. Final Harvest: With the help of the Youth Conservation Corps program, SEEDS harvested over 1000 pounds of produce from the farm this season. This produce is used in a number of ways. Produce was used to feed kids in SEEDS summer camps and The Quest 2015, it was sold to local food trucks, bought by individuals in the area, and saved for SEEDS After School culinary programs. It was a great season to see what a crew of 4 (all women) could accomplish and we hope to increase our yield and reach next season.
 - b. Partnership with Career Tech Center's Agri-science Program: SEEDS worked with students in the Career Tech Center's Agri-science program this October on a seed saving curriculum. The students saved seeds from a variety of fruits and vegetables harvested at the SEEDS farm including melon, tomatoes, beans, garlic, broccoli and peppers. The seeds will be used to plant vegetables next year at the farm as well as in the Agri-science program's garden beds.
 - c. Best in Show Award at ISLAND's Annual Garlic Auction Benefit: SEEDS is proud to be the 2015 Recipient of the Best in Show Award at ISLAND's Annual Garlic Auction Benefit. Garlic grown on the SEEDS Farm at the Historic Barn Park by a SEEDS' Youth Conservation Corp was chosen out of 18 submissions from Northwest Michigan. SEEDS winning garlic is a hard neck variety called "music". Music garlic is a very cold tolerant, spicy variety and has very large cloves. The Youth Corps farm crew worked hard this summer to grow beautiful produce and is proud to receive recognition for their garlic.



5. *Continue building educational programming in relation to the site by prioritizing the development of high quality, long term program relationships with select students.*

- a. Our farm crew of our farm manager and three high school girls – Maya, Anna, and Rachel who all attended the TBA-ISD’s Career Tech program in Agriculture & Natural Resources – have gone back to school after spending the summer working on the SEEDS Farm learning all aspects of growing a diverse spread of fruits and vegetables. And by also managing the Downtown Traverse City Sarah Hardy Farmers Market, the young women learned skills from farm to market to table! They amended soils, planted, weeded, harvested and built fences and trellises. They had formal opportunities to improve their cooking skills through the critically acclaimed Cooking Matters™ curriculum, learned to can produce with MSU Extension and Oryana, were involved in completing business transactions with produce sales and food assistance benefits managing the Traverse City Farmers Market.

6. *Dedicate fundraising and friend-raising capacity specifically toward investment in Historic Barns Park.*

- a. Panoramic Electric donated \$5000 worth of services toward the grid-connected redesign and installation of the solar irrigation system. NMC donated \$2230 worth of solar panels.
- b. A blend of public and private funding sources have supported Youth Corps work at the SEEDS Farm including the Biederman Family Foundation, the Grand Traverse Band of Ottawa and Chippewa Indians and others.
- c. SEEDS is helping incubate the Edible Trails Project and has provided garden and nursery cultivation space at the SEEDS Farm.



Big Thanks goes out to Archangel Ancient Tree Archive for donating the tools and techniques that were used for plant propagation and to Anna Blight with the Career Tech Center’s Ag Science program for housing cuttings in their propagation room.

- d. The Oleson Foundation has a tradition of investment in HBP including \$30,000 recently awarded to SEEDS specifically to help with Phase I renovations of Building 223. The soffits around the entire building have been repaired or replaced and painted, siding installed, a few windows replaced. More window replacements are planned for 2016. The basement flooding has become an obstacle to future investment in the building. Water run-off from the current road and parking areas are funneling into the basement with each rain event, weakening the structure. Staff plan to seek grant funds to bring in a structural engineer and architect to propose long-term solutions. We will continue to work closely with the Rec Authority and city engineer to find a solution to this increasingly urgent issue.



- e. The collaborative Putting Down the Roots event in October yielded great public engagement, volunteerism and many first time visitors to the Historic Barns Park. Many partners worked together including, SEEDS, Botanical Garden Society, Neahtawanta Center, Taste the Local Difference, ISLAND, Edible Trails Project and others. Keynote speaker, Severine von Tscherner Fleming spoke to the public about the next generation of young farmers followed by a panel discussion. Additional activities included tours of HBP, planting garlic at the SEEDS Farm, tree planting and other perennial landscaping, pruning techniques and safety, food preservation demonstrations and cider pressing.





December 1, 2015

Matt Cowall
LIAA Communications & Development Director
Executive Director - City of Traverse City and
Charter Township of Garfield Recreational Authority
324 Munson Avenue
Traverse City, MI 49686

Dear Matt,

I am delighted to submit the Quarterly Report from The Botanic Garden at Historic Barns Park, for the period of August 31 to November 30, 2015 and share our progress with you and the Recreational Authority. As you know, the BGHBP board utilizes a Strategic Planning Process to determine its annual and 3-year goals. Each Quarterly Report presents the progress we have made in the current year's goals over that three-month period. The twelve goal areas for 2015 are: to establish a long-term lease, to explore Executive Director options, to contract for identified accounting services, to assist and support efforts for future road design & construction in the park, to develop a comprehensive marketing plan, to implement the 2015 fund development plan, to provide exciting and enjoyable experiences to visitors of the Garden through the completion the Walled Garden, completion of the Silo Pool & Fountain, replacement of the Wagon House roof, renovation of Building 223's exterior, and expansion of the present garden plantings, and to build the board through the recruitment of new board members.

This quarter we also attached a summary of the progress of the Garden over the past 3 years - an opportunity for all of us to celebrate and be thankful.

Sincerely,

Karen Schmidt,
Botanic Garden Board Chair



Mission: Public gardens have a powerful and positive impact on the health, environment and economy of a region. They make it a better place to live. The mission of BGHBP is to design build and manage a year-round botanic garden in Northwest Michigan for the purposes of botanical and environmental preservation, education and research, and the enjoyment and renewal of citizens and visitors

Quarterly Report

December 1, 2015

GOAL #1 – LONG TERM LEASE – Because donors, members and board directors need an assurance that their investment in the Garden will be protected across time: By December 2015 a long-term lease will be in place:

- a. There is a temporary delay in the completion of a long-term lease until the Recreational Authority receives clarification from the state on the language regarding transfer of the site should the Recreational Authority no longer be the site's owner and manager.
- b. The Botanic Garden's attorney continues to coordinate with the Recreational Authority's attorney to finalize this goal.

GOAL #2 – EXECUTIVE DIRECTOR – Because the needs and responsibilities are expanding as the garden develops, by January of 2018 a Botanic Garden Executive Director will be hired.

- a. During the fourth quarter, work continued on the exploration of the roles and responsibilities of an Executive Director for the Garden, with input from the American Public Garden Association.
- b. This quarter the board continued to explore possible funding sources for this position. The board determined that grants are not an ideal source for primary funding for this position, since they are temporary in nature and partial in funding. The board is focusing, instead, on

building a stronger financial base to fund this future position, with an emphasis on expanded revenue generation in the areas of memberships, venue rentals, donor development and events.

GOAL #3 – CONTRACTED ACCOUNTING SERVICES – Because accounting responsibilities continue to accrue as the expanding Garden’s revenues and expenditures increase, by December 2015, The Botanic Garden will have hired the services of a professional accounting firm for items such as the 990 report, an audit/financial review, etc.

- a. During the third quarter, Dennis, Gartland & Niergarth worked to complete a financial procedural review for the Garden, which is now in place.
- b. During the fourth quarter the board’s Financial Committee reviewed recommendations made by Dennis, Gartland & Niergarth for adjustments in our financial procedures.
- c. During the fourth quarter a new board member was recruited with a financial background as a certified public accountant.

GOAL #4 – ROADS, LIGHTING AND SIGNAGE – Because the Botanic Garden and the Historic Barns Park are both negatively impacted by the poor condition and placement of the present roads, limited parking, and the lack of lighting and signage: By December 2015 a formal group, made up of The Botanic Garden, the Recreational Authority and other supportive parties will address shared infrastructure issues, including roads, storm-water control and diversion, parking, lighting and signage, and assist each other in pursuing funding and design work for that infrastructure.

- a. During the fourth quarter, the Botanic Garden continued to pay for the design services of the Nelson Byrd Woltz team for road design work.
- b. The Botanic Garden’s Landscape Committee reviewed a variety of Donor Recognition and Garden Identification sign styles and is presently finalizing recommendations that will be shared with the BG and RA boards this winter. Design and construction of the following signs will be completed in time for spring installation: The Robert and Anne Tucker Allee, Lucille’s Garden, The Native Plant Garden, and The Ruth and Scott Koeze Walled Garden. Additional signs for 2016 will be The Ross and Brenda Biederman Visitor Center, The Rhea and Michael Dow Hall, and a naming-rights sign for the Pavilion.
- c. Lack of outdoor lighting continues to be a serious issue at the park and garden. Thanks to a generous donation from a very special individual, the Pavilion will be electrified this winter, with several different lighting options (night lights, festival lights and pillar lights) as well as electric outlets.

GOAL #5 – MARKETING – Because the Garden needs to increase public awareness, support and participation: By December of 2015, The Botanic Garden will draft and complete a comprehensive marketing plan, while continuing present marketing efforts.

- a. During the fourth quarter a BGHBP board member, who is co-owner of New Era Social Media, continued to improve and expand our Facebook platform, introduced event options, videos and ads and began updating information on our website. Her Facebook ads resulted in a significant increase in class and event attendance.
- b. During the fourth quarter BGHBP marketing efforts resulted in additional television and radio features and newspaper coverage.
- c. During the fourth quarter, BGHBP designed and purchased ads through the MyNorth Wedding issue and Discovery Maps to increase awareness of the Garden as a wedding venue and visitor destination.
- d. During the fourth quarter a special open house and tour was held for businesses in the green industry (nurseries, landscape companies, etc.), increasing awareness of the Garden and ways the green industry might partner with the Garden.

GOAL #6 – FUND DEVELOPMENT - Because a diverse and strong revenue source is critical to the operation and growth of the Garden: By December of 2015, The Botanic Garden will implement the fund development plan recommended at the November 2014 Strategic Planning Session. The development plan implementation will address each of the elements (membership, annual giving, planned giving, grants, endowments, donations, events, newsletters, marketing) using the timeline defined in the development calendar. Donor Perfect On-line software will be implemented to support a number of these elements.

- a. During the fourth quarter, through the website, Facebook and personal contacts, the Garden continued to focus heavily on new memberships and membership renewals. Two special member open-house events, with 20% gift shop discounts for members, were held. Thanks to assistance from our volunteers, regional visitors who signed our guest book received personal thank-you letters and membership information.
- b. During the fourth quarter, grant application work continued, with a focus on funding for an expanded irrigation system, handicap accessibility, and tree purchases.
- c. During the fourth quarter, the Garden's administrator and a skilled volunteer continued work expanding the Donor Perfect software system, evaluating the donation and membership components and the link to our website.
- d. Venue rental continues to be an important source of revenues for the Garden. During this quarter we continued to see a significant increase in rentals of the visitor center meeting room and garden areas (see attached list).
- e. During the fourth quarter, four fee-based workshops were offered, with an excellent attendance rate. In addition, a large number of new workshops, classes and events were designed and scheduled for 2016 by the Program Committee.

GOAL #7 – WALLED GARDEN – Because the Walled Garden will bring a whole new level of beauty and function to the Botanic Garden and the park, to be enjoyed by thousands, its completion is an important goal: By December of 2015, the design and initial construction of the Walled Garden will be completed, including walkways, plantings, fences and screens.

Additional features (fountain, main gate, etc.), including the adjoining Secret Garden, are scheduled for completion in 2016. NOTE: the terrible storm of summer 2015 overwhelmed landscape companies and tree services, putting them well behind schedule and delaying much of the fall work on the Walled Garden, which will now be completed in the spring. However:

- a. During the fourth quarter, the chain link fence was removed around the outer walls, allowing for exterior landscape work, and a temporary safety fence was erected.
- b. Irrigation lines were run down to the Walled Garden and installed throughout the Garden.
- c. Over 2,000 tulip and daffodil bulbs were planted in border beds in the north end of the Walled Garden.
- d. This quarter, Nelson Byrd Woltz worked with the Garden's Landscape Committee to finalize plans for the Walled Garden's entrance gate and cedar fencing. The gate will be constructed this winter for spring installation, as will the 7' cedar walls that will enclose the two openings facing the Blacksmith Garage. The Walled Garden's walkways, consisting of stabilized crushed stone will be firm (wheelchair accessible) but permeable. We have sent out bid requests to a number of landscape firms for the Walled Garden's walkways, with the goal of December or early spring construction, depending on weather conditions.
- e. This quarter, our contracted horticulturist, Laurel Voran, worked with Nelson Byrd Woltz to finalize the plant selections for the Walled Garden. Those shrubs and perennials will be ordered and planted in the spring, with additional bulbs going in next fall.

GOAL #8 – SILO POOL AND FOUNTAIN – Because a water feature in the footprint of the historic silo is a wonderful addition to the Visitor Center courtyard and will add to the experience of visitors: By December of 2015, the silo pool will be completed and landscaped, including the mechanics of the pump and waterfalls, and the planting of the model 'constructed wetland' in the upper tier.

- a. This quarter, the fountain continued to be maintained by Lightning Turtle Landscape. The pool was drained and winterized in November and river-rock stones will be placed on the floors of the two lower basins in the spring, enhancing the appearance of the fountain.
- b. This quarter, BGS planted a number of native *Camassia* bulbs in the Native Garden around the pool, which will provide additional spring bloom.
- c. This quarter the Silo Pool, Fountain and Rose Conversation Circle became popular spots for senior school pictures and wedding photography.
- d. This quarter the Garden continued writing and submitting grants for the funding of a v-shaped accessible ramp that will connect the lower level pool area to the upper level pavilion, so visitors with wheelchairs, walkers, etc. can easily access both levels of the Garden and park. Nelson Byrd Woltz completed the design work for the ramp and we have obtained a cost estimate (\$27,000) for grant purposes. Munson Medical Center, the Pavilions, NW MI Council of Governments, The Disability Network, and the Munson Rehabilitation Department have all written letters of support. We hope that success with these grants will allow us to make the Garden more accessible. In addition, a grant was

submitted for an automatic door opener for the upper level of the Visitor Center, similar to the one at the lower level entrance.

GOAL #9 – WAGON HOUSE ROOF – Because the old roof of the Wagon House contained asbestos and was removed as part of the environmental decontamination work by Northern A1, and because the Garden's goal is to restore that structure as a classroom and venue space: By December of 2015, the Wagon House roof will be replaced and the exterior walls painted.

- a. During this past quarter, Hallmark Construction completed reinforcement of the Wagon House rafters, Springfield Roofing installed a new membrane roof, and Mike Schmerl of Panoramic Electric installed 64 solar panel stanchions to hold future panels on the Wagon House roof. The Development Committee is writing and submitting grants to fund solar panels on both the Wagon House and the Visitor Center roofs and Mike Schmerl has assisted in costing out these efforts. It is our goal for the two buildings to generate all of their own electricity in the future. Grant work is also focusing on funds for installation of two green roofs on the Wagon House to control storm water run-off and provide additional insulation to the building.
- b. During this quarter BG had two downspouts constructed on the Wagon House to drain any water that comes off the two flat roofs, knowing that once the green roofs are in place there would be only limited run-off. We are monitoring run-off to see if it is necessary to install rain gardens at the base of these downspouts. In addition, BGHBP volunteer Kurt Schmidt built and installed 7 temporary windows to replace those removed by Northern A1.

GOAL # 10 – BUILDING 223 & 221 – Because the exterior of Building 223 (the 95-year-old Blacksmith Shop) was in extremely poor condition, with peeling lead-based paint, rotting eaves and soffits, and badly deteriorated garage doors, and because this building's appearance had a negative impact on the park and Garden itself, the goal was to collaborate with SEEDS to repair and repaint the building and replace the garage doors (this was completed during the third quarter).

- a. During this quarter BGHBP received a DNR grant which provided a large dumpster for removal of trash and non-usable items left behind in Building 221 and Bays 7 & 8 of 223. Volunteers cleaned out the two areas and filled the dumpster which was then hauled away for recycling and garbage disposal.
- b. During this quarter the Site Committee explored window replacement options for 223

GOAL #11 – BOARD CAPACITY – Because a diverse and robust board, with clear guidelines and policies, bring strength to an organization: By December of 2015, the capacity of the Botanic Garden board will be increased through the addition of at least four new board members, and the review and revision of present by-laws and board policies.

- a. During the fourth quarter, the board continued the recruitment of new board members, with an emphasis on individuals with strengths in the areas of development, administration, finance and programming. The board welcomed four new board members this quarter. Helen Grove has an extensive background in Development and grant writing in her roles as a University administrator. Kati Flees is a certified public accountant with an excellent knowledge of Quick Books and non-profit accounting. Patti Travioli heads up Central Michigan University's Fabiano Botanic Garden, as well as CMU's greenhouses and botanic laboratories, bringing an amazing knowledge of public garden management. Sharon Scranton, a dedicated BG volunteer, uses her background in education to assist the Program Committee in class and workshop selections. Together, these four new board members increase the organizational capacity of the Botanic Garden board with their knowledge and experience.
- b. Work on the updates to the Garden's by-laws and policies has been rescheduled for later this winter, when the board is not as heavily scheduled with summer and fall events and projects.

GOAL #12 – EXPANSION OF PRESENT GARDEN PLANTINGS - Because the heart of a botanic garden lies in the plants themselves: By December of 2015 the Botanic Garden will expand the number of both container plants and in-ground plantings.

- a. During this quarter, the Garden replaced the summer plantings in 14 containers, bringing in floral designer Cindy Frost to create fall and winter container gardens in their place. Constructed of all natural materials (evergreens, magnolia leaves, curly willow, holly, etc.) the containers bring seasonal beauty to the Visitor Center's upper and lower entrances.
- b. During this quarter, the south, west and north borders of the Pavilion were landscaped with a variety of shrubs, grasses, perennials and bulbs. To protect those plantings, the area was staked and enclosed in snow fencing for the winter.
- c. During this quarter, volunteers planted over 2,000 tulip and daffodil bulbs in the Walled Garden as well as a large number of allium and camassia bulbs in other areas of the garden.
- d. A small new garden was developed this quarter bordering the mailbox and parking lot area south of the Visitor Center entrance. This curved border garden was planted with shrubs that are being trialed through our partnership with MSU's Horticulture department.
- e. This quarter a 280' long by 30' wide area was surveyed and graded in preparation for the installation of the Robert and Anne Tucker Allee – a long promenade of sugar maple trees that will run from the parking lot parallel to the front of the Visitor Center and north to the Labyrinth entrance. The native sugar maples will be installed either this month or early spring, depending on weather conditions. Planting plans for the 10' wide beds where the trees will be established have been completed and fundraising has begun for almost \$20,000 for the purchase of thousands of bulbs and hundreds of perennials that will be added to those beds (hopefully in 2016). Eventually, when the new road is constructed at

the park, the sugar maple allee will be extended all the way down to the labyrinth to the north, and all the way to the far end of the Historic Barn to the south.

ADDITIONAL ACHIEVEMENTS FOR THE THIRD QUARTER OF 2015:

1. From April 1st of this year through the end of this quarter, over 11,500 people have visited the garden. Our guest book shows that visitors came from 42 states and 16 countries, representing every continent but Antarctica!
2. During this quarter, daily tours were given to countless individuals and small groups by our volunteer docents. In addition, the following large groups scheduled and enjoyed tours of the Botanic Garden, frequently utilizing the garden's tractor and wagon for parts of the tour.
 - Northport Women's Club (9/1/15)
 - Master Gardeners of NW Michigan Association (9/1/15)
 - First Freedom (9/2/15)
 - Leland Garden Club (9/23/15)
 - Inland Sea Education Association (9/28/15)
 - Evergreen Cottage (9/28/15)
 - Michigan Barn Preservation Association (10/4/15)
 - Grand Traverse Green Industry (10/25/15)
 - Friendly Garden Club (11/1/15)
 - Grand Traverse Cub Scouts (11/23/15)
3. This quarter the Botanic Garden was asked to present at the NMC Fall Campus Day (11/20/15)
4. The Botanic Garden was awarded the President's Award by Keep Michigan Beautiful (10/16/15).
5. This quarter the Garden was featured on TV 9 & 10 (9/15/15), WTCM (10/15/15), and TV 7 & 4 (11/6/15)
6. There were a number of venue rentals at the Garden this quarter, providing important revenues to cover cost of utilities, insurance, etc. and more scheduled for December
 - Sept 5 – Garden wedding
 - Sept 6 – Park-wide wedding (barn and garden)
 - Sept 17 – Birthday Party (visitor center)
 - Sept 19 – Memorial Service (visitor center)
 - Sept 25 – Rehearsal Dinner (visitor center)
 - Sept 26 – Park-wide wedding (barn and garden)
 - October 10 – Park-wide wedding (barn and garden)
 - October 18 – Oryana Annual retreat (visitor center)
 - October 21 – Advocates for Seniors – social – (visitor center)
 - October 30 – Birthday Party (visitor center)
 - November 1 – Garden Club reception (visitor center)
 - November 6 – Rehearsal dinner (visitor center)
 - November 7 – Memorial Service (visitor center)
 - November 14 – Holiday Party (visitor center)
 - December 5 – Christmas Party (visitor center)

- December 11 – Christmas Party (visitor center)
- December 24 – Christmas Breakfast (visitor center)
- December 24 – Christmas evening party (visitor center)
- December 28 – Retirement party (visitor center)

7. The Botanic Garden offered a number of classes and workshops this quarter:

- 10/15/15 – “Gardens of England”
- 10/24/15 – “Fall Make-It-Take-It”
- 12/5/15 – “Holiday Centerpiece Make-and-Take Workshop”
- 12/1/15 – “Wreath and Swag Workshop”
- On October 6, sixty sixth graders from West Middle School spent the day at the park, rotating through three experiences (tour, tree identification, history lesson of hospital & farm).

The Program Committee has planned a great number of classes, workshops and events for 2016, including such topics as vegetable gardening, growing hops and making beer, flower arranging, botanical drawing, botanic fused glass design, “Peepers” preschool programs, landscaping with native plants, and much more.

Make-It-Take-It Workshop



Giant Bird Nest - Eagle Scout project by Nick Costello – giant blue eggs will be 'laid' this spring!



Lautner workers installing irrigation in Walled Garden



Irrigation for the sugar maple allee, tent lawn and Walled Garden is now in place, including the central controller for this and future irrigation installations. A recent \$3,000 donation from the Friendly Garden Club will allow us to add to the irrigation system next spring, extending irrigation to the south Native Plant Garden, the front Visitor Center garden (Lucille's Garden), and the Pavilion landscape plantings. This state-of-the-art irrigation system utilizes water conservation strategies such as drip irrigation, rain sensors, and a tie-in to the 1,000 cistern. Gardening strategies such as mulching and the incorporation of organic materials in the soil will further enhance water conservation.

2013 Through 2015

THREE YEARS OF PROGRESS

GROWING THE GARDEN



THE
BOTANIC GARDEN
AT HISTORIC BARNS PARK

PROGRESS REPORT – 2015
The Botanic Garden at Historic Barns Park

Over the past three years, significant progress has been made in the establishment of a Botanic Garden at Historic Barns Park. This progress has been made possible by so many: the untiring work of the Botanic Garden's board, administrator and volunteers, generous donors and granting organizations, in-kind work from local businesses, EPA and DNR funds, and the support of the Recreational Authority and the Garden's members.

Milk-house (208) and Garage (228):

- These two buildings that had environmental contamination issues and were located in garden areas were removed.

Granary building (211) converted to the Visitor Center:

- The building was renovated into the Botanic Garden Visitor Center that includes an upper level meeting/classroom and rental venue and a lower level welcome center and gift shop, a lighted tunnel with an ironwork gate, a 1,000 gallon cistern to collect rainwater from the roof for irrigation and galvanized steel pergolas over the front and back entrances.
- The Visitor Center rental space has been in use for meetings, planning sessions, classes, workshops, presentations, birthday parties, bridal and baby showers, marriage celebrations, memorial celebrations, and women's winter event.
- The lower level of the Visitor Center is now open seven days a week (April through October), featuring docent-led tours of the park and gardens and a gift shop featuring the work of many local artists and artisans (including month-long displays by selected artists and writers).
- Revenues from the Visitor Center Hall rentals and gift shop profits have, in turn, covered the operational costs of the Center.

Silo foundations:

- One of the old farm silo foundations was adapted as a seating circle featuring a bluestone rose mosaic floor. The other has been converted into a three-tier pool/fountain water feature with underwater lighting and featuring native water plants. These features are now popular gathering places for the public.

Granary Root Cellar building (226) converted to the Pavilion:

- The upper level of the root cellar has been converted into an open Pavilion with a waterproof sealant on the floor, a new waterproof roof membrane, gutters with drainpipes, upper cedar trim and stairs, cedar and metal cow stanchions fashioned into safety railings and the exterior painted to match the south wall of the Visitor Center and twelve folding all-weather picnic tables. A collaborative

effort with the Recreational Authority, the Pavilion is now enjoyed by the public on a regular basis.

Horse Barn foundation converted to the Walled Garden:

- The old stone horse barn foundation was cleared of its roof, the stone walls had paint removed, were restored and the concrete floor was removed. This summer a green roof was installed over the Walled Garden's tack room. Temporary safety fencing has been erected around the walls and the chain-link fence was removed, soil and compost were brought in, drip irrigation lines were installed and 2,000 bulbs were planted in our Walled Garden. Late winter or early spring work will include the installation of walkways, gates and cedar fencing.

Wagon House (221) to be converted to future classroom and event space:

- The Botanic Garden submitted a proposal for adaptive re-use of this building to the Recreational Authority. We have been granted management rights to the Wagon House for future improvements and use.
- The building has been painted by Home Depot volunteers, temporary replacement windows have been installed, the roof has been reinforced, and a new roof membrane with provisions for green roofs and solar panels has been installed.

Garage/Blacksmith Shop (223) --> Storage, grounds & maintenance service center:

- The Botanic Garden uses the south two garage bays as a workshop and for vehicles (golf cars, mowing tractors, tour wagon and tractor) and tools and equipment storage.
- The roof-line fascia and soffits have been rebuilt by SEEDS, the building was painted, and four new overhead garage doors were installed.
- Two mowing tractors were donated by BG board members.
- A tour wagon was acquired and is pulled by a donated restored vintage '57 Ford tractor. A 4-wheel drive utility vehicle was also donated.

26.8-acre Management Area --> gardens and parkland:

- The large concrete slab north of the Visitor Center was removed and a grassy tent lawn was created.
- The DNR Trust Fund trail was completed and runs the length of the park.
- A mown walking labyrinth was created in the north future healing gardens area.
- The first gardens were planted to the south, east and north of the Visitor Center and around the Pavilion.
- The MaMeNeSewong Garden Club adopted the south Visitor Center garden and helped to plant it with native Michigan perennials
- The Garden is collaborating with MSU's Horticulture Department in plant test trials.

- Many planting work-bees have ensued, and we now have an organized team of garden work volunteers.
- An Eagle Scout candidate has created our first woodchip woodland trail and installed a giant wattle-nest in the woods behind the Visitor Center as a feature for children's use.
- The first phase of our irrigation system has been installed, including the main controller, with lines in place for the sugar maple allee, the Walled Garden and Secret Garden.
- The area that will form the main allee of the gardens has been graded for the planting of the double row of sugar maple trees.
- Our landscape designers have completed detailed plans for the park's roadways and our future gardens, taking into account wetlands, surveying, engineer's grading decisions and input from the GT Metro Fire Dept.
- A plant accession spreadsheet was created to document and catalog our plant collections.
- Daily, starting in April and continuing through October, many groups and individuals have been given docent-led tours of the site to inform them of the history of the area, the garden accomplishments so far, and our future plans and needs. Over 11,500 visitors enjoyed the Garden this year, from 42 states and 16 different countries.

General site clean-up:

- The area around the service garage (223) was cleaned up through adoption of a visual clutter policy.
- An EPA grant paid for the decontamination cleanout of the Historic Barn (206), the removal of the lead paint and windows from the garage and wagon house and the asbestos-containing roof material of the wagon house as well as removal of several contaminated soil areas.
- A DNR grant provided a large dumpster for the cleanout of an accumulation of left-over and un-needed materials from the garage and wagon house.

These accomplishments were made possible thanks to:

- Above all, the efforts of our hard-working, all-volunteer, past and present board of directors and administrator.
- A positive working relationship with the Recreational Authority.
- Successful completion of a joint Recreational Authority & Botanic Garden three-year capital campaign.
- Facilitated strategic planning sessions every three years.
- Our many donors – individuals and organizations, capital campaign and other.
- Volunteers – docents, garden workers and event helpers.
- Volunteer training sessions and appreciation events.
- Fundraising, grant-writing, donation solicitation.
- Membership drives, renewal reminders, mailings.

- Moving our membership and donor records to Donor Perfect software.
- Contracted services for Visitor Center and Gift Shop management, building maintenance.
- Contracted services for Development and Horticultural professionals.
- Landscape architecture services.
- Branding design services.
- Website and social media (Facebook, Instagram) development.
- Program planning for events, classes, programs and open houses.
- Rental of event spaces – upstairs room, Pavilion, Tent-lawn.
- Staffing the Visitor Center during operational hours and venue use.
- Docent-led tours.
- Traveling to give presentations to garden clubs, Rotary groups, etc.
- Gift shop vendor selection, merchandise selection and display.
- Artist (& Writer) of the month.
- Planting work-bees.
- Partnering with the Master Gardeners Association of Northwest Michigan and the ArtCenter TC (now the Crooked Tree Art Center)
- Local businesses' donations of in-kind services.
- Grounds maintenance – mowing, watering, pruning, weeding, invasive plant removal, etc.
- Vehicle and equipment maintenance and repair.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF ANNUAL GOALS FOR THE
MANAGEMENT ENTITIES AT HISTORIC BARNS PARK

Per the Management Agreement for Historic Barns Park, the Management Entities prepare annual goals and benchmarks for the Board to review and approve at the beginning of each calendar year. These goals give all involved a stated trajectory for the coming year and give the Board ways to measure performance and progress. Annual goals for all three Management Entities are attached for your review and comment, and of course representatives will be in attendance to address any questions you may have.

If it pleases the Board, the following motion to adopt the goals would be appropriate:

That the 2016 annual goals and benchmarks for the Botanic Garden at Historic Barns Park, SEEDS and TC Community Garden be adopted.

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GOALS AND BENCHMARKS

2016

Year Two of the 2015-2018 Strategic Plan

The Botanic Garden at Historic Barns Park has established a series of Goals and Benchmarks that support the 2015-2018 Strategic Plan, which was completed November 8, 2014. The strategic plan acts as a rudder for the Garden. It orients the organization to a particular direction and helps to focus change. These strategic priorities provide the framework for annual goal setting, tactical planning, resource allocations and committee work. All Quarterly Reports and Annual Goals and Benchmark reports reflect the Garden's goals, and progress within those goals.

The strategic priorities over the next three years fall into two distinct areas – garden development and board governance. Specific goals have been developed in each of these strategic priorities to support their success.

Strategic Priority #1 – Complete elements that will enable the Garden to function as an established attraction that is poised for completion.

Goal #1 – **A series of gardens and building renovations** will be completed to the extent possible based on successful revenue acquisition.

Goal #2 – A collaborative effort will resolve issues and develop a working plan to **complete shared infrastructure**, including roads, lighting, parking and signage.

Goal #3 – **A working marketing plan** will be established that builds brand awareness and reputation at the state and national levels.

Goal #4 – **Features and programs** that attract audiences and support our mission of education will be developed.

Strategic Priority #2 – Insure that a thriving Board of Directors with solid governance and leadership is in place, along with professional level staffing that provides effective management for the Garden.

Goal #1 – **Organizational stability** will be demonstrated by an empowered Board with sustainable policies and practices in place.

Goal #2 – **A long-term lease** will be finalized for The Botanic Garden at the Historic Barns Park.

Goal #3 – **A robust development program** that generates sustainable revenue streams and builds an endowment to fund operations in perpetuity will be in place.

Goal #4 – **Professional staff** that enables the organization to conduct its business and enables continued development and maintenance of the Garden and the programs will be in place.

Goal #5 – **The use and integration of technologies** that enable productivity and the achievement of operational, funding, and marketing goals will be in place.

GOALS AND BENCHMARKS FOR 2016

Based on the 2015-2018 Strategic Plan

1. Because donors, members and board directors need an assurance that their investment in the garden will be protected across time: By July 2016, a long-term lease will be in place:
 - a. During the first quarter, The Botanic Garden will continue conversations with the Recreational Authority Board and Garfield Township to finalize long-term lease options for the Garden, based on ownership and management of the Historic Barns Park, under control of either the Recreational Authority or an identified alternative legal owner.
 - b. During the second quarter a long-term lease agreement will be finalized and approved by all parties.

2. Because the needs and responsibilities are expanding as the garden develops: By January of 2018 a Botanic Garden Executive Director will be hired.
 - a. During the first quarter, the present job description, outlining the roles and responsibilities of an Executive Director, will be reviewed by similar small public gardens for input.
 - b. Since it is recognized that consistent operational revenues are necessary to successfully fund the permanent position of an executive director, and that grants do not provide those long-term revenues, alternate funding options must be developed and expanded. During 2016, a strong emphasis will be placed on increasing revenues in the areas of membership, venue rental, gift shop profits and workshop tuition to increase the organization's revenue capacity to the point where it can adequately support the position of an executive director.
 - c. During this period, the board chair will continue to fill the role of an executive director.
 - d. During 2016, supplementary grants to assist with the salary of an executive director will continue to be explored, with the understanding that the organization must have the capacity to fund that position without grants if necessary. Should grants be successfully procured, budgeted internal funds could then be applied to other operational needs.

3. During the 2015 calendar year, the Botanic Garden hired the services of an accounting firm to complete a financial review. The results were very positive, showing that the Botanic Garden has been conducting its financial procedures in an acceptable manner. During 2016, the Botanic Garden will address any recommendations made by the accounting firm and adjust procedures as necessary. A board member, who is a certified public accountant, will work with the treasurer and administrator to oversee any adjusted procedures.

4. Because The Botanic Garden and the Historic Barns Park are negatively impacted by the poor condition and placement of the present road, limited parking, and the lack of lighting and signage, The Botanic Garden will continue to work with the Recreational Authority to address these issues.
 - a. **ROADS:** Throughout 2015, The Botanic Garden coordinated with the Recreational Authority, Garfield Township, Nelson Byrd Woltz Associates, Jozwiak Consulting, and other stakeholders in the design of a new road for the Historic Barns Park. The Botanic Garden covered almost all of the cost of the design and engineering work. As the Recreational Authority begins to explore funding for the actual construction of those roads, The Botanic Garden is willing to help the RA explore grants and other funding sources for road construction.
 - b. **LIGHTING:** Because lighting continues to be a serious need at the park and garden, during 2016 The Botanic Garden will explore solar lighting options throughout the garden areas.
 - c. **SIGNAGE:** Up to this point, The Botanic Garden has focused on repairing, restoring and repurposing many of the State Hospital Farm's early structures (Granary, Wagon House, Horse Barn Foundation, Silo Foundations, Blacksmith Garage exterior, Root Cellar, etc.), and establishing the first gardens and plantings. The Botanic Garden has identified four critical areas of signage that will inform those areas: Historic Informational Signage, Directional Signage, Donor Recognition Signage, and Plant and Garden Identification Signage. During 2016, The Botanic Garden will:
 - 1) Design, purchase and install signs that reflect donor naming rights, including the Anne and Robert Tucker Allee, Lucille's Garden (Mrs. Judith Groleau), the Ruth and Scott Koeze Walled Garden, the Biederman Visitor Center, the Rhea and Michael Dow Hall, and the Susie and Bill Janis Secret Garden, as well as plaques for benches and trees.
 - 2) Design, purchase and install signs that illustrate the history of a specific feature, including original photographs (i.e. horse barn, granary, silos, etc.) to educate and inform the public of the site's past.
 - 3) Design, purchase and install signs that illustrate a present feature of the Garden (i.e. Native Plant Garden, Labyrinth, Green Roof, etc.).
 - 4) Select, purchase and install plant identification labels, possibly with a QR code that matches our plant accession database.
 - 5) Assist the Recreational Authority in obtaining a directional sign for the Historic Barns Park and Botanic Garden at the Silver Lake and Silver Drive intersection (possibly through the Pure Michigan Program).
 - d. **PARKING** – Because parking continues to be a major challenge for the Historic Barns Park and The Botanic Garden, we will continue to work with the Recreational Authority during 2016 to address parking issues, including signage, shuttles, and design.

5. **MARKETING:** Because the Botanic Garden wishes to increase public awareness and participation: Throughout 2016 The Botanic Garden will continue implementation of its comprehensive marketing plan.
 - a. The marketing committee will continue to utilize social media options, keeping the website, Facebook and Instagram updated on a regular basis. 'Facebook Events' will be utilized to advertise classes and workshops as well as other garden events.
 - b. The Botanic Garden will continue to advertise in the Discovery Map (located in all state visitor centers and most of our region's hotels and restaurants, and whose website lists all our Facebook Event items) and MyNorth's Wedding publication.
 - c. Botanic Garden rack cards will continue to be featured at the Traverse Area Visitor Center as well as other selected sites, including Building 50, the Grand Traverse Resort, and selected nurseries.
 - d. Special events at the Garden will be made available to local media

6. **DEVELOPMENT:** Because a diverse and strong revenue source is critical to the operation and growth of The Garden: During 2016, The Botanic Garden will continue to implement its fund development plan. The development plan implementation addresses each of the elements (membership, annual giving, planned giving, grants, endowments, donations, events, newsletters, marketing) using the timeline defined in the development calendar. Donor Perfect On-Line software will continue to support these elements.

7. **FEATURES AND PROGRAMS:** In order for the Garden to achieve its mission to provide botanical and environmental preservation, education and research, and the enjoyment and renewal of citizens and visitors, the Garden recognizes the need to establish beautiful spaces, trial and ornamental gardens, and attractive buildings and hardscapes, as well as educational opportunities for both adults and children.
 - a. **FEATURE - SILO POOL:** During 2015 the south silo foundation was converted into a stunning 3-tier fountain. During 2016 a base of stones will be placed in the middle and lower basins for visual interest, further plantings will be added to the area around the fountain and a new walkway will be constructed in the front of the fountain. The fountain area has become one of the most popular gathering spaces in the Garden.

 - b. **FEATURE – SUGAR MAPLE ALLEE –** The 'Super Storm' of the summer swamped landscapers and tree service businesses with tree removal and repair work, putting them months behind schedule. Although the

grading work will be completed this month on the long double allee (running from the lower visitor parking lot, across the tent lawn and up to the road by the labyrinth entrance) and the irrigation system installed, there is a chance the sugar maple trees may not be planted until early spring, depending on the onset of winter weather. During 2016, the 10' wide beds in which the trees are planted will be filled with bulbs and summer perennials and mulched.

- c. FEATURE – WALLED GARDEN: Because the Walled Garden will bring a whole new level of beauty and function to the Botanic Garden and be enjoyed by thousands, its completion is an important goal. During 2015, the final design work was completed on the Walled Garden's layout and plantings, the sand was removed from the floor of the Walled Garden and replaced with compost and topsoil, the chain link fence was dismantled and removed, a green roof was installed on the roof of the attached tack room, and the first batch of bulbs were planted along the interior north wall, with irrigation installation scheduled for this month. By December of 2016, the final design and construction of the Walled Garden will be completed, including walkways, plantings, fences and screens.
- d. FEATURE – WAGON HOUSE: During 2015, the Wagon House was painted, the roof rafters were reinforced, and a new membrane roof was installed, which included blocking for a green roof feature and 64 stanchions to support future solar panels. Temporary windows were built and installed and the interior of the building cleaned. During 2016, the existing garage doors will be painted and plans will be made for two small rain gardens along the south wall where the rain spouts exit. The Botanic Garden will explore a variety of granting sources for the purchase of solar panels and installation of a green roof on the Wagon House.
- e. FEATURE – BLACKSMITH GARAGE: During 2015, the Botanic Garden procured funding and volunteers for four new garage doors and exterior painting on all of Building 223. During 2016, we will install a new ceiling in Bay 7 of 223 and new windows on Bay 7 & 8.
- f. FEATURE – VISITOR CENTER GIFT SHOP: Part of the experience of visiting the Botanic Garden is a stroll through the Garden's Gift Shop, which features a wide variety of garden and nature-themed items, many of which are crafted by local artisans. Each month, April through October, a local artist and/or author is featured, with an evening reception and month-long exhibit of their works. While enhancing the visitor's experience the Gift Shop also provides an important source of operational revenues to the Garden. In 2016, seven new Michigan artists

and/or authors will be featured and a variety of new nature-themed items will be added to the Gift Shop inventory.

- g. PROGRAM – Preschool Peepers in the Park – In 2016 The Botanic Garden will partner with the Grand Traverse Conservation District to provide the preschool ‘Peepers’ program at the Botanic Garden. The program introduces preschool children to nature and gardens through stories, hands-on projects and outdoor experiences.
 - h. PROGRAM – K-8 Environmental Education – During 2016, The Botanic Garden will partner with the Michigan Department of Natural Resources to provide environmental education experiences at the site for elementary and middle school students through the Project Learning Tree Program. Activities that teach and reinforce core grade-level science concepts will be led by DNR staff and Botanic Garden volunteers, making field trips to the Botanic Garden not only fun, but an important learning experience.
 - i. PROGRAM – Adult Education Opportunities – The Programs and Education Committee is presently designing and scheduling a wide variety of classes and workshops geared to adults as well. The schedule of classes will be posted by January of 2016.
8. Because a diverse and robust board brings strength to an organization, The Botanic Garden focused on building the capacity of the Botanic Garden board in 2015 through the addition of seven outstanding new board members, recruited to meet the identified areas of marketing, finance, security, garden design and management, and development. New board members include a financial planner, a certified public accountant, a retired State Police officer, a marketing executive, a social media business co-owner, a landscape business co-owner, and a retired university administrator with a strong background in grant writing. Two additional board candidates will be voted on this month – one is the manager of Central Michigan University’s Fabiano Botanic Garden and the other is a retired educator with a background in educational planning. During 2016, the board will provide additional training and orientation to the new board members.
9. As the Garden continues to evolve, with new features and programs, the need for new or revised policies and procedures evolves as well. This fall the By-Laws Committee will reconvene to review the Garden’s present by-laws, policies and procedures and develop a list of suggested changes. During 2016, the by-laws will be approved by the board, published and implemented.
10. TECHNOLOGY – As the Garden grows, there is an increasing need for improved technology in a variety of areas. This year the Garden purchased the Donor

Perfect software that tracks all of our membership and donation data. A computer was acquired for a demonstration slideshow for the Visitor Center, programmed to continually play. We are exploring two technology projects for 2016 – one is a touchpad unit that allows visitors to sign in and share their contact information electronically. The other is BG-BASE, an extensive plant accession software program that would serve as a database of every plant acquired, with a GPS component that identifies each plant's location. We are presently using Excel as a plant accession database, but as we rapidly add more and more plants we will need a more robust and sophisticated system. We will be updating our Point of Sale and card reader in the Gift Shop in 2016 as well.

STRATEGIC PLAN SUMMARY REPORT

**Botanic Garden at Historic Barns Park
Strategic Planning Retreat
November 8, 2014**

Our Vision and Strategy: Imagining 2018

The shared vision of accomplishment describes the collective aspirations of those who have a stake in the future of the organization. The practical time period for implementing a strategy to achieve the results envisioned is the next three years. The vision is intended to serve as a description of the desired future that motivates engagement and compels people to take action.

The vision and descriptive statements that follow were developed through a consensus process on November 8, 2014 with participation of twelve board members and volunteers from the community. These statements are representative of the dialog that took place that day in response to the following focus question:

What specific accomplishments would you like to see in place by January 2018 that would demonstrate the Botanic Garden at Historic Barns Park has made significant progress toward the our long-term vision of a completed, LEED certified, sustainable public garden that is functioning as the #1 year-round attraction in northwest Michigan?

The Shared Vision of Accomplishment

Three years from now multiple established gardens and renovated historic buildings, along with a committed Board of Directors and professional staff will have positioned the Botanic Garden at Historic Barns Park as a recognized, respected brand with the components in place to flourish for decades to come.

Strategic Priorities for Action over the Next Three Years Include:

The strategic directions act like a rudder. They orient the organization and volunteers to a particular direction and help to focus change. The strategic priorities provide the framework for annual goal setting, tactical planning, resource allocation and committee work.

1. Complete elements that will enable the Garden to function as an established attraction that is poised for completion.

Specific accomplishments will include:

- Completed gardens and building renovations that are built out to the extent possible within limitations of the MOU and shared site components.
- Resolution of issues and a working plan to complete shared infrastructure including roads, parking and signage.
- An established, working marketing plan that is building brand awareness and reputation at the state and national levels.
- Features and programs that attract audiences such as shops, dining, transportation for tourists and educational programming.

2. Insure that a thriving Board of Directors with solid governance and leadership, along with professional level staffing that provides effective management for the Garden are in place.

Specific accomplishments will include:

- Organizational stability as demonstrated by an empowered Board with sustainable policies and practices in place, along with a long-term lease for the property and formal relationships with experts who can guide and sustain the organization.
- A robust development program that generates sustainable revenue streams and builds an endowment to fund operations in perpetuity.
- Professional staff in place that enables the organization to conduct its business and enables continued development and maintenance of the Garden and its programs.
- The use and integration of technologies that enable productivity and the achievement of operational, funding, and marketing goals.

Issues to Consider

Obstacles, barriers or roadblocks may prevent realization of the vision and implementation of the strategic priorities if not considered in action planning. Participants in the planning process identified the following potential issues that should be considered in developing the strategy for action.

- Competition for donors with other worthy non-profit organizations and projects
- Volunteer burnout, many are working at this like a full-time job or more

- Make-up of, and potential changes in the Rec Authority Board could impact ongoing discussions about areas of shared responsibility
- Garfield Township, City politics could influence outcomes
- With other entities operating on the property, we need to be sensitive to impact of our actions and work collaboratively to address concerns
- Opening the barns for events (13 weddings next summer) will have an impact on the Garden
- Usage issues, potential conflicts with other Park users
- The pool of influential leaders to assume responsibility in the future is only so big. There is competition for these people.

Leslie and Russ Knopp

November 9, 2014



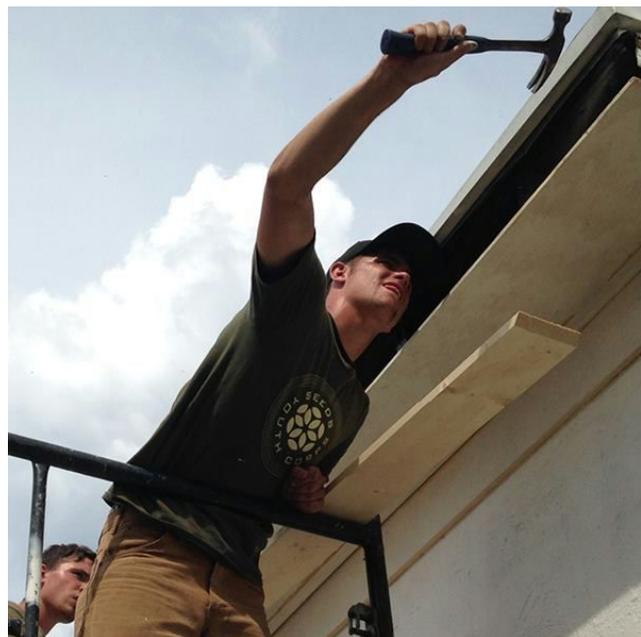
SEEDS at the Historic Barns Park: 2016



As we map the trajectory toward our 10th anniversary in this landscape, we will continue to create unique and effective pathways for the public to engage with HBP. Our work with youth and our capacity to share this property with them will only grow. We will focus our work with those who are in close proximity and also deepen our work with youth considered to be ‘vulnerable’ whether because of past academic or behavior performance, or simply because of the low-income bracket of their family. SEEDS is uniquely positioned to help the next generation create lasting memories by offering consistent opportunities to be of service to their community. We develop self-confidence by having kids build real things with their hands.

During our seventh year of collaboration we intend to:

1. Develop the strategic direction for SEEDS management areas and building 223 through our Board process.
 - a. Develop a project scope and funding needs for phase one. Share our maps, designs, case statement and goals with our partners.
2. Revitalize Building 223.
 - a. **Quantify the number of square feet improved and number of square feet maintained.**
 - b. Design perennial garden beds in areas near and around Building 223.
3. Work proactively and cooperatively with BGS, TCCG and the RA.
 - a. Maintain open lines of communication and engage with park-wide



- communications infrastructure as it develops, especially as relates to events.
 - b. Remain open to, and cultivate as appropriate, new onsite partnerships and ventures including but not limited to formal events coordination.
4. Create and maintain beautiful borders in order to add to the visual interest and ecological diversity on the property including:
- a. Perennial garden beds especially along the concrete trail and the fence line.
 - b. Work with partners to identify storm water management strategies and fixes for known flooding trends.
 - c. **Quantify the number of square feet improved and number of square feet maintained.**

5. Keep up our momentum for the development of the Energy Park.



- a. Provide extensive technical expertise, open access to our network of thought leaders **and a presentation which synthesizes the energy report** that adds to the mutual benefit of interested parties at HBP.
 - b. **Install educational signage for the geothermal system and the new solar powered pumping** for the irrigation well located just below the two barns.
 - c. Leverage our relationship with NMC and with the TBA-ISD and its Career Tech Center for the creation of additional energy related educational opportunities at HBP.
6. Continue to develop the quality of the educationally focused farm operation.
- a. Improve the fertility of the cultivated soil by continuing to rotate annual crops and amending soils using organic methods.
 - b. Continue to leverage season extension capacities. **Quantify ft2**
 - c. **Expand the income generated** from farm products subject to the following priorities and limitations:
 - i. Providing food **to educational settings and under served** populations.
 - ii. Focusing on wholesale outlets rather than retail.
 - iii. When retail, charging parity pricing based on comparable products available in the local market at a similar time.

7. Continue building educational programming in relation to the site by prioritizing the development of **high quality, long term program relationships with select students** over simple quantity of youth on-site.
 - a. Regularly engage youth in farm related activities.
 - b. Leverage our relationship with the Agricultural Science/Natural Resources students of the Career Tech Center to the advantage of HBP.
 - c. Invest Youth Corps hours in agricultural workforce development training on the farm.



TC Community Garden
2016 GOALS

MISSION STATEMENT FROM TCCG BYLAWS:

The mission of the TC Community Garden is to provide a place for members of the community to gather and share a common interest in organic gardening in an urban setting, to provide educational opportunities to the community that foster an appreciation for sustainable growing practices, and to grow fresh produce for distribution to local food banks.

2016 will be the fourth growing season that the community gardens at the Historic Barns Park is managed by TCCG, a Michigan non-profit organization and is a federally recognized 501©3 tax exempt organization.

I. PRIMARY GOALS

From Bylaws "...a place for members of the community to gather and share a common interest in organic gardening..."

This is our primary function. For 2013 we had 40 gardeners, in 2014 this increased to 60 with each available plot connected to a member. In 2015 we had 44 half plots and 23 full plots. Each gardener connected to family and friends multiplying the number of individuals benefiting from the Park and the produce.

2016 Primary Goals

1. Full occupancy of all available plots.
2. Limiting new membership to 12 x 30 plots as needed to include as many new members as possible from the waiting list.
3. Discuss the possibility of quarter sized plots.
4. Photographs and videos of garden in various seasons
5. Partner with a community organization to provide access for differently-abled community members to garden such as raised beds.
6. Create a brochure for placement at the Botanic Gardens Visitor Center.
7. Improve walkways between plot rows.
8. Ongoing maintenance of the two garden paths at both entrances.
9. Better communication among the volunteer groups.
 - a. Establish a coordinator who will communicate with all leads ensuring that people have been contacted
 - b. Establish a well-defined task list for people to sign up at the kick-off meeting

10. Investigate the potential for NMC to build a green roof shed for the Fall 2016 semester
11. Establish a membership of national designation, for our garden, exposure
12. FENCE PROJECT, need to enhance west end fence,
Add a high wire on top of black locust posts, and add stronger wires
13. Plant more annuals.
14. T-shirts

Long Term Primary Goals through 2018:

1. Ongoing improvement of walkways and paths
2. Increase plots to the west at the SEEDS and Master Gardener site
3. Construct a raised bed 4x8 in the Master Gardener area 2017

II. EDUCATION

From Bylaws: **“...to provide educational opportunities to the community that foster an appreciation for sustainable growing practices...”**

1. Hold two classes at the beginning of season for soil prep and planting.
2. Hold one class in the fall for winter preparation of the soil.
3. Arrange tours:
 - a. Bring school field trips into the garden.
4. Utilize Bulletin Board for increased communication
5. Create a one page flyer or brochure for placement at Botanic Garden visitor’s center
6. Enhance use of Facebook and TCCG Web page as communication and education vehicle.
7. Photographs and videos of garden in various seasons

Long Term Educaion Goals through 2018

1. Develop outdoor classroom (partner with SEEDS/Botanic Garden)
2. Increase collaboration with additional outside organizations such as Northwest Michigan Community Action Agency, GROUNDWORK

III. DONATION GARDEN

From Bylaws "...to grow fresh produce for distribution to local food banks..."

2016 Goals:

1. Possible modification of the donation garden plot
2. Maintain a 1,200 lb. donation for the Food Rescue
3. Involve more member gardeners in the donation program.
4. Begin clearing of the area west of our fence line to prepare soil for 2017 additional plots

Long term Donation Garden 2018 Goals

1. Increase donation pounds by 20%

IV. **Park Support:**

We are neighbors allowed to utilize a beautiful park. Our intention is to enhance the aesthetics, attract park users and partner with our site neighbors in joint endeavors.

2016 Goals:

Continue coordination with Botanic Gardens.

Long Term Goals through 2018

1. Plant trees consistent with site Management Plan
2. Collaborate with other entities in development and use of shared spaces as designated in the site Master Plan
3. Develop a gathering picnic area within the designed garden.
4. Develop a master plan with SEEDS for proper fencing.
5. Budget and plan for irrigation for the expanded, west side plot area

V. Finances.

1. Conduct an analysis of anticipated costs and revenues to determine if a plot fee increase is warranted.
2. The Fundraising committee will use the 2016 goal to establish fundraising priorities for Board approval.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF NEW RENTAL PACKET DOCUMENTS
FOR THE CATHEDRAL BARN AT HISTORIC BARNS PARK

The attached Park Event Policy and Application for Permit are the current core documents for Cathedral Barn event rentals. Based on the first year of operations, user feedback and her own professional experience, Venue Manager Brianna Bidwell has been working to update and enhance the information presented to renters and vendors of the Cathedral Barn. As part of her monthly report, she will present these new materials on Wednesday night. We seek any input the Board may have, which will then be followed by a review from counsel. The following motion would be appropriate to approve the use of the new materials:

That the 2016 Cathedral Barn Rental Packet be approved, contingent upon review and approval of counsel.

K:\recreationalauthority\packetcommunications\20160106.docx

**CITY OF TRAVERSE CITY AND
CHARTER TOWNSHIP OF GARFIELD
RECREATIONAL AUTHORITY**

HISTORIC BARNS PARK

PARK EVENT POLICY

Historic Barns Park is a public park with 56 acres of rolling meadows, woodlots and wetlands in the southwest corner of the Grand Traverse Commons, a sea of green located in the heart of northern Michigan’s most populated urban center. The site was the agricultural production area for the former State Hospital, feeding patients and staff from the 1880s into the 1950s. The site is still dominated in its center by its namesakes, two majestic barns that have come to be known as the Historic Barn (built in 1900) and the Cathedral Barn (built in 1932).

The Cathedral Barn and an adjoining natural “Amphitheater” space will be available for Events beginning in 2015. The current interior renovation of the Cathedral Barn is focused on the upper loft level, with anticipated posted space for 450 people (or approximately 200 at round tables). The renovation will include the addition of utility services, restrooms, catering space, heating and cooling.

All reservations and permits for Events are subject to this Policy and other rules and policies of the City of Traverse City and Charter Township of Garfield Recreational Authority. Please review this Policy prior to completing an Application for Permit.

The Historic Barns Park is a public park and is therefore subject to public access and activities. By applying for a permit for a space within the Park, the Applicant and Permit Holder indicates an understanding and acceptance of this setup. Use of other areas of the Park make take place before, during or after the Event.

Section I. Definitions.

“Applicant” means the person or organization requesting to use a Site.

“Event” means a planned activity to use a portion of the Park.

“Park” means the Historic Barns Park.

“Permit Holder” means the person or organization authorized to use a Site.

“Recreational Authority” or “Authority” means the City of Traverse City and Charter Township of Garfield Recreational Authority.

“Site” means the portion of the Park the Applicant requests to use in the application.

Section II. Permit Required.

An Event shall not be held or announced as going to be held at the Park unless and until a Historic Barn Park Permit is issued pursuant to this Policy. By accepting a permit issued under this Policy, the Permit Holder agrees to this Policy.

Section III. Permit Application.

A Permit Application in the form approved by the Recreational Authority must be completed and approved by the Executive Director of the Recreational Authority before an application will be considered accepted. By signing and returning the application, the Applicant agrees to this Policy.

Applications shall be filed at least six (6) weeks before an Event and shall be accompanied by a fee in the amount of 50% of the total fee established by the Recreational Authority for use of the space requested in the Application.

Section IV. Priority of Applications.

Applications for Events shall be considered and decided on a first come-first serve basis as of the date they are filed and deemed complete in writing by the Executive Director of the Recreational Authority.

If an Applicant wishes to hold an Event on a recurring basis, after it is successfully held for the first time, an Applicant may request that dates be reserved for subsequent Events. Reservation requests may be granted if a prior Permit has not been violated, the Applicant has fulfilled all obligations to the Recreational Authority, and the Event has not created any unreimbursed expense or unreasonable disturbance. A non-refundable reservation fee shall accompany the application for a reservation request. An accepted application for a reservation shall be given preference over all other applications for the dates requested. If the Applicant does not submit an application for a permit within six (6) weeks of the date of the Event, the reservation will be void.

Section V. Scope of Permit.

Authorization to use the Cathedral Barn includes customary use of any existing furniture, restrooms, kitchen, and serving space. All other items, including tables, chairs, kitchen supplies, serving utensils, linen, cutlery, and plate service must be provided by the Applicant.

The Permit Holder shall have access to the Site reserved for the period of time and for the purpose approved in the Permit. Any necessary early entry for setup or rehearsal purposes or additional time needed for cleanup should be built into the period of time requested on the application. Doors will open at such time as requested on the Application and will be locked at the conclusion of the time requested on the Application.

The Permit Holder acknowledges that other areas of the Park may be open to the public during the Event.

The Recreational Authority, its officers, agents, contractors, employees, directors, or volunteers shall have full access rights during the Event.

Section VI. Standards for Approving a Permit.

The following standards must be met in order for a Permit to be granted:

1. The Event is consistent with the character of the Park.
2. The event will not unreasonably interfere with or detract from the public's enjoyment of the Park.
3. The Event will not unreasonably disturb normal activity on surrounding private land.
4. The Event does not cause a violation of any federal, state, or local law, ordinance, rule, or regulations.
5. The site has not been reserved for other use on the date and hour requested in the application.
6. The Event will not cause damage to the Park.
7. The Event shall not occur so soon before or after another Event that it creates a burden on the Park facility or that it unreasonably impedes the primary general public use of the Park.
8. The Event complies with all other provisions of this Policy.

Section VII. General Conditions.

1. Cleanup. The Applicant and the Permit Holder shall promptly and completely cleanup and restore the Site immediately following the Event.
2. Damage. Damage to Recreational Authority properties or the Recreational Authority's cost incurred in cleanup and repair shall be the responsibility of the Applicant and the Permit Holder. Payment of any such costs shall be due upon receipt of the invoice. The use of nails, pins, tacks, staples, glue or tape on walls, floors, doors, windows or the ceiling is strictly prohibited.
3. Tents. If tents are to be used, the tent material shall be composed of noncombustible and flame-resistant fabric in accordance with the Charter Township of Garfield Fire Code and erected to meet wind load requirements of the State Construction Code.
4. Toilets and Trash Receptacles. Portable toilet and trash receptacles shall be provided as necessary for all outdoor Events based on the anticipated size of the Events at the expense of the Permit Holder. The number, type and location of all receptacles and toilets shall be listed on the Application. At least one portable toilet must be ADA compliant/handicap accessible.
5. Motor Vehicles and Parking. No motor vehicles are allowed at the Park except in designated parking lots or except those conveying specialized equipment for the Event and allowed in the

Permit. If desired, shuttle services or other arrangements to accommodate offsite parking are the responsibility of the Applicant and the Permit Holder.

6. Outdoor Lighting. Outdoor lighting shall be in compliance with local ordinances.
7. Signs. No property, equipment or signs are to be used in the park except as allowed in the Permit.
8. Audiovisual Equipment. The Permit Holder may elect to bring audiovisual equipment; the Permit Holder shall be responsible for loading or setup of the Permit Holder's equipment.
9. Food and Beverages. The Recreational Authority does not offer food or beverage service. Onsite food preparation cannot be accommodated; however, kitchen counter space is available for limited food assembly or presentation. All food and beverages are to be consumed within the Site. Permit Holders may serve light refreshments and prepared foods or employ a caterer to provide delivery of commercially prepared food.
10. Insurance. Unless waived by the Recreational Authority, all Permit Holders shall provide insurance as follows (we recommend sharing this section with your insurance provider):
 - A. Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance and coverage as may be required for special activities. The certificate must list the following as certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.
 - B. The policy shall name the "City of Traverse City and Charter Township of Garfield Recreational Authority" as an additional insured in the policy coverage and shall include an endorsement to the policy naming the Recreational Authority as additional insured.
 - C. The duration of the insurance shall encompass the total length of time of the Event or the length of time any equipment is placed on the Recreational Authority property, whichever is longer. The insurance shall provide that the Recreational Authority shall be given not less than 30 days' notice in the event that it is cancelled.
 - D. Proof of insurance as required by this policy shall be submitted to the Executive Director at least two weeks prior to the Event taking place or the Permit shall be revoked.
11. Alcohol. Alcohol may be sold or served provided the following conditions are met and the person selling or serving the alcohol has a current Michigan liquor license to satisfy state laws governing such service and is in full compliance with such license (we recommend sharing this section with your alcohol provider).
 - A. Sold. Alcohol may be sold provided that the entity serving the liquor provides a Certificate of Liquor Liability Insurance in the amount of \$1,000,000 per occurrence, naming the "City of Traverse City and Charter Township of Garfield Recreational

Authority” as additional insured. The certificate must list the following as certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.

- B. Served but not sold. Alcohol may be served provided that the entity serving the liquor provides a Certificate of Host Liquor Liability Insurance in the amount of \$1,000,000 per occurrence, naming the “City of Traverse City and Charter Township of Garfield Recreational Authority” as additional insured. The certificate must list the following as certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.
- C. Proof of insurance as required by this policy shall be submitted to the Executive Director at least two weeks prior to the Event taking place or the Permit shall be revoked.

12. Security. The Recreational Authority cannot be held responsible for loss, theft or damage to property belonging to event participants. The Authority reserves the right to inspect and control all events held on the premises. Liability for damages to the premises and conduct of the guests in attendance will be the responsibility of the Applicant and the Permit Holder.

The Authority may require security for weddings, concerts and other social events that relate to large numbers of guests and/or the sales and service of alcoholic beverages. The fee for additional security will be determined during the planning process of the event and will be the responsibility of the Applicant and the Permit Holder.

13. Indemnification. Permit Holder and Applicant agree to defend, indemnify, reimburse, and hold harmless the Recreational Authority, its officers, agents, and employees from and against any and all claims, liabilities, losses, damages, actual attorneys’ fees and settlement expenses for injury or death of any person and damage or loss of any property allegedly or actually resulting from or arising out of any negligent act or omission, or willful or intentional act, of Permit Holder, Applicant, or their employees, officers, agents, contractors, volunteers, guests, and invitees. This indemnification agreement shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the Recreational Authority in an action against it.

The Recreational Authority reserves the right to select its own counsel in defense of any matter arising, because of any negligent act or omission, or willful or intentional act, of Permit Holder, Applicant, its officers, employees, agents, contractors, volunteers, guests, or invitees, and no payment or acknowledgment of liability, loss, fine, penalty, or charge shall be made against the Authority without its express written consent. This indemnity and duty to defend shall survive the termination of the Permit.

The parties expressly acknowledge and agree that this indemnification agreement provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full force and legal effect.

14. Waiver. The Applicant and Permit Holder voluntarily and in consideration of allowing the use of the Park hereby agrees to release, discharge, hold harmless, and waive all claims for damage or loss to their person or property that may be caused by any act, or failure to act by the Recreational Authority and each and all of its elected and appointed officials, employees, volunteers, representatives and agents in connection with or arising out of the activity. This waiver binds the Applicant and Permit Holder and their heirs, executors, and assigns.

15. Copyrights. The Permit Holder agrees, represents, and warrants that nothing contained in any program, performance, or exhibition in connection with the Event shall violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm, or corporation and that they have been duly licensed or otherwise authorized by the owner of such works or representatives thereof. For any movie to be shown at an Event where the general public is invited, proof of public performance rights from the Motion Picture Licensing Corporation, SWANK Motion Pictures, Inc., or similar licensing entity shall be provided to the Recreational Authority prior to the Event date. If special equipment is required it must be provided by the Permit Holder and approved by the Recreational Authority. Proof of public performance rights as required by this policy shall be submitted to the Executive Director at least two weeks prior to the Event taking place or the Permit shall be revoked.

16. Endorsement. Use of the Park does not imply the Recreational Authority's endorsement of the views, opinions, policies, or activities of the Applicant or Permit Holder. Any announcement implying such endorsement is prohibited.

17. Smoking. Smoking is prohibited within the indoor spaces of the Park.

18. Weather. It is your responsibility to rent the necessary shelter in case of rain, hot sun, etc., or make alternative arrangements. Normal charges will apply to use the Park in case of rain during an outdoor Event.

19. Taxes. The Permit Holder or Applicant shall be responsible for any taxes that may be levied by the state, federal government, or any local governmental agency as a result of the Event.

20. Animals. Except for certified aide animals, animals are not allowed within the indoor areas of the Park.

21. Site Usage. The Permit Holder shall observe the Fire Marshal regulations with respect to maximum occupancy. A site plan for outdoor Events involving the setup of equipment or other items is required. The site plan must demonstrate that ADA accessibility requirements are met as well as a 20-foot fire entrance lane for emergency vehicle access. You must contact the Grand Traverse Metro Fire Marshal at 231-947-3000 to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection at least seven (7) days before the Event. An additional permit may need to be obtained from the Fire Marshal.

22. Indoor Spaces. All Events requiring tables, chairs, display spaces, booths, equipment or other additional set-up indoors must adhere to all local, state and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with. Fire doors must not be propped open at any time.

23. Pyrotechnics/Fireworks. Any Event requiring fireworks, pyrotechnics, flash pots, etc., must obtain an application and permit for usage from the Fire Marshal.

24. Sound. Sound from music, entertainment, public address and similar systems may not be audible beyond the Site of the Event, and must be in compliance with all local ordinances (currently a 10 p.m. Eastern Time cutoff for outdoor events). The Recreational Authority retains the right to prohibit any sound amplification it determines to be disturbing to Park guests.

25. Flowers and Vegetation. The Permit Holder is responsible for providing all floral arrangements. Naturally occurring blooms or other vegetation shall not be cut or removed from the Park. Destruction of or damage to the landscaping and naturally occurring blooms or other vegetation shall result in damage charges.

26. Compliance with Laws. Applicant and Permit Holder shall comply with all applicable federal, state, or local laws or regulations while using the Park for the Event.

Section VIII. Billing.

Final payment is due one week prior to the Event date. Any additional charges from the Event will be billed to the Permit Holder and the Applicant, who shall be jointly and severally liable for payment. The total balance will be due upon receipt of the invoice.

Section IX. Cancellation or Change.

1. By the Recreational Authority. A Permit or a reservation request may be revoked in writing at any time by the Executive Director if it is determined that the holding of the Event authorized by the Permit or reservation requested is no longer in the best interest of the Recreational Authority or necessary due to emergency or other conditions beyond the Recreational Authority's control, such as construction or development activities at the Park or the elimination or reduction of resources needed to service the Event, or there has been a misrepresentation in the application or any material misstatement by the Applicant, or there has been a failure to follow this Policy, or other ordinance or law, or any condition attached to the Permit. The Applicant or Permit Holder whose Permit or reservation request is revoked may appeal to the Recreational Authority Board in writing within three days. All activities under the Permit will be suspended pending such appeal. Anyone acting pursuant to a Permit or reservation request that has been revoked or suspended shall be deemed to be trespassing and may be removed by the County Sheriff and may be charged with criminal trespass.

If the Recreational Authority revokes a Permit or reservation request, return of all non-refundable monies paid is the sole and exclusive remedy of the Permit Holder and Applicant and the Permit Holder and Applicant waive all consequential and other damages.

2. By the Permit Holder. If the Applicant or Permit Holder cancels, notice must be provided not less than 10 days prior to the Event. Any deposit is non-refundable. If in lieu of cancellation, the Permit Holder or Applicant desires to change an existing reservation the Recreational Authority may work with the Applicant or Permit Holder to find an acceptable and available alternative date. Only one date change will be allowed and such change will be subject to rates currently in effect. If notice is not provided as required, Applicant and Permit Holder shall be responsible for the full fee.

Section X. Permit Denials.

Any person denied a Permit or reservation request may appeal to the Recreational Authority Board in writing, stating the reasons why the Permit or reservation request should be granted, within three (3) days from the date of the denial. The Board may grant the Permit or reservation request after a public hearing at the next available Board meeting if it determines that the Event meets the standards sets forth in this Policy, and such decision shall be final.

I hereby certify that the above Policy was adopted by the Recreational Authority Board at its meeting of September 3, 2014.



Michael Groleau, Secretary

APPLICATION FOR PERMIT

THIS IS AN APPLICATION FOR A PERMIT TO HOLD AN EVENT WITHIN A DESIGNATED LOCATION INSIDE THE HISTORIC BARNS PARK (the “Park”). The Park is owned and operated by the City of Traverse City and Charter Township of Garfield Recreational Authority, a municipal authority (hereafter “Recreational Authority”).

WHEREAS, the Recreational Authority owns certain property known as the Historic Barns Park;

WHEREAS, Applicant desires to hold an event in the Park (hereinafter referred to as “Event”);

WHEREAS, the issuance of a Permit to hold an Event within the Park is within the sole discretion of the Recreational Authority;

WHEREAS, applicant (hereinafter referred to as “Applicant”) agrees that should the Recreational Authority issue the permit for which this application is made, then in that event Applicant shall comply with the terms and conditions set forth herein;

WHEREAS, should the Recreational Authority determine to issue a permit, then the term “Permit Holder” shall be used interchangeably with the term “Applicant” unless otherwise indicated on the Permit;

WHEREAS, Applicant submits the following information in support of its Application for Park Event Permit:

Applicant: _____

Event Date: _____

Address of Applicant: _____

Telephone: _____ Cell Phone: _____

E-mail: _____

Number of Guests: _____ *(If over 300 people, please note that Garfield Township approval will also be required.)*

Event Description: _____

Start Time: _____ End: _____ *(Setup is generally same day unless otherwise approved)*

Location/Site: _____

Name of Permit Holder: _____

Permit Holder Telephone: _____ Cell: _____

Permit Holder Email: _____

City of Traverse City and Charter Township of Garfield Recreational Authority

1. Are you setting up any outdoor equipment such as tables, portable toilets, trash receptacles, public address systems, chairs, tents, etc.? Yes No. *If yes, please provide a site plan. An additional permit may need to be obtained from the Grand Traverse County Fire Marshal.*
2. Are you staking any tents, or driving anything into the ground? Yes No. *If yes, you must provide a map of the Park showing where these items will be located, and contact MISS DIG (1-800-482-7171) at least five (5) days prior to such staking. It is the Applicant/Permit Holder's sole responsibility to ensure this is done and that all staking is removed immediately following the Event.*
3. Will you be utilizing any signs at the event? Yes No. *If yes, additional approval may be required by Garfield Township. Please note the location of the signs on your site plan.*
4. Will alcohol be served? Yes No. *If yes, the entity serving the liquor is required to provide Liquor Liability Insurance as required by the Recreational Authority Historic Barns Park Event Policy in the amount of \$1 million per occurrence, naming the Recreational Authority as additional insured. The certificate must list the following certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.*

Additionally, if the entity that will be serving the alcohol is different from the Applicant, please provide the following information:

Contact person's name: _____
Organization name: _____
Organization mailing address: _____
Contact telephone number: _____

5. Will there be any food served or vendors present? Yes No. *If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office.*
6. Will there be any entertainment or amplified music? Yes No. *If yes, you must comply with the applicable Noise Ordinances (currently 10 p.m. Eastern for outdoor events).*
7. Will there be movies shown where the general public is invited? Yes No. *If yes, you must provide the Authority with a copy of the license to show the movie from the Motion Picture Licensing Corporation, SWANK Motion Pictures, Inc., or similar licensing entity prior to the Event.*

Deposit (50%): \$ _____
Remaining Permit Amount: \$ _____

TOTAL: \$ _____

City of Traverse City and Charter Township of Garfield Recreational Authority

By signing this Application, you are agreeing to all terms and conditions contained within the City of Traverse City and Charter Township of Garfield Recreational Authority's Historic Barns Park Event Policy, which by reference is made a part hereof.

IN WITNESS WHEREOF, this Application has been submitted as of _____, 20__.

Applicant(s) Signature(s)

By:

Application Accepted By (if different from Applicant):

Permit Holder Name: _____

Permit Holder Address: _____

Permit Holder Telephone: _____ E-mail: _____

Date Signed: _____

Application Approval/Denial

Application Accepted _____

Application Approved _____ Application Denied _____

Additional conditions of Permit: _____

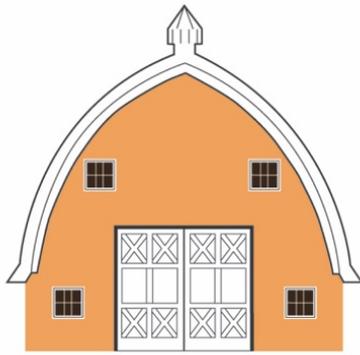


MONTHLY BOARD REPORT

Wednesday, January 6th, 2016

2015 Barn Updates:

- NEW sales documents to include a contract/rental packet, a contract addendum, a cancellation notice, and catering guidelines (see attached)
- NEW directional signage for event parking (see attached)
- NEW wedding ad for MyNorth (see attached)
- NEW digital thermostat installed
- NEW pictures uploaded on the website (visit historicbarnspark.com)



CATHEDRAL BARN
AT HISTORIC BARNS PARK



historicbarnspark.com



Approximate capacity: 200+ seated, 300+ standing
Not to scale

Floor Plan

Event Space

1500 Red Drive
Traverse City, MI 49684

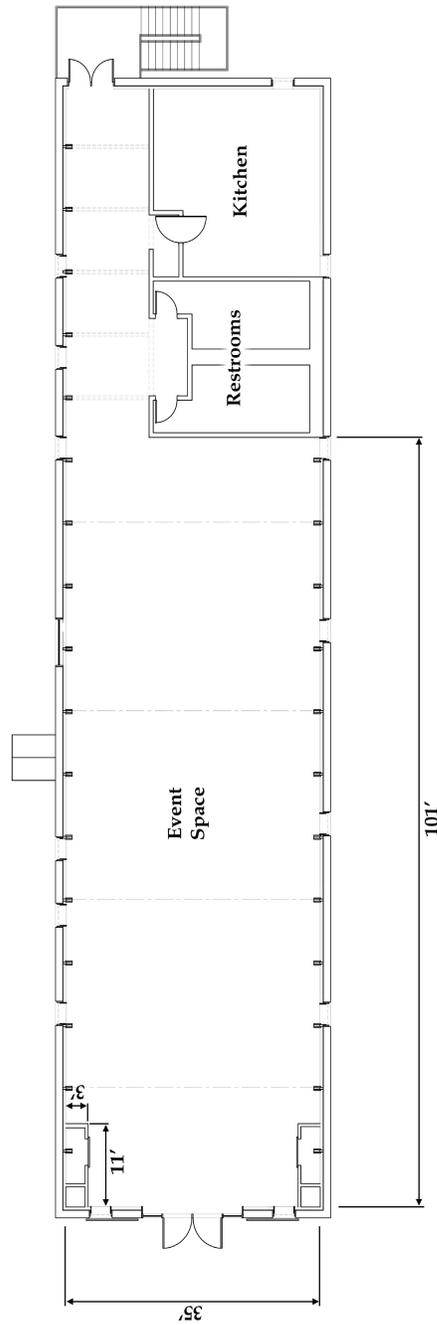
Mailing Address

City of TC/Charter Township of
Garfield Recreational Authority
PO Box 4441
Traverse City MI 49685

Venue Manager

Brianna Bidwell
brianna@historicbarnspark.com
Ph. 231-342-1526

historicbarnspark.com



**Event Space**

1500 Red Drive
Traverse City, MI 49684

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PO Box 4441
Traverse City MI 49685

Venue Manager

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Ph. 231-342-1526

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Catering

Catering by Kelly's

231-938-3663 | cateringbykelly's.com

Uptown Catering

231-357-1691 | uptowntc.com

Grandview Catering

231-932-9713 | grandviewcateringtc.com

Graystone Catering

231-632-3663 | uptowntc.com

With a Twist Bartending

231-642-1922 | twistbartendingservice.com

Rentals

GJ's Rentals

231-943-0700 | gjsrentals.com

Monstrey MacDonald

231-631-1804 | monstreymacdonald.com

Sweet Seats

231-631-7000 | sweetseatschaircovers.com

Entertainment

2 Bays DJs

231-649-2718 | 2baysdjs.com

Platinum Sound

231-620-8235 | platinum-sound.com

Floral & Décor

Sweet Themes

231-715-0700 | sweetthemesmi.com

Darling Botanical

231-421-8440 | darlingbotanical.com

Lilies of the Alley

231-360-3620 | liliesofthealley.com

Preferred Vendors

Preferred Vendors



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Photography

The Compass Points Here

734-223-0698 | compass-weddings.com

Dan Stewart Photography

231-715-1125 | danstewartphotography.com

Siri Salonen Photography

231-499-9975 | unforgettableimages.biz

Sarah Brown Photography

231-883-7481 | sarahbrown-photography.com

Photography by Scarlett

231-357-1123 | photobyscarlett.com

Oden & Janelle Photography

231-645-7446 | odenandjanelle.com

Transportation

Celtic Transportation & Logistics

231-947-5458 | celticshuttles.com

Blue Lakes Charters and Tours

231-922-0100 | bluelakes.com

Traverse Bay Tours

231-342-7274 | traversebaytours.com

Accommodations

Park Place Hotel

231-946-5000 | park-place-hotel.com

Great Wolf Lodge

231-941-3600 | greatwolf.com

Grand Traverse Resort and Spa

231-534-6000 | grandtraverseresort.com

West Bay Beach, a Holiday Inn Resort

231-947-3700 | westbaybeachresorttraversecity.com



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Venue Manager

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Ph. 231-342-1526

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2016 Rental Pricing

Peak Rates:

May 1st – November 15th

Monday – Wednesday

Day rental 8am – 4pm | \$500

Night rental 5pm – 11pm | \$750

Thursday and Sunday

Daily | \$2,000

Friday, Saturday, and Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,000

Non-Peak Rates:

November 16th – April 30th

Monday – Wednesday

Day rental 8am – 4pm | \$250

Night rental 5pm – 11pm | \$500

Thursday and Sunday

Daily | \$1,500

Friday and Saturday

Daily | \$2,000

Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,000

Rental Rates for Non-Profit Events:

A 20% discount will be offered for weekday rentals. No discount will be offered for weekend events. Proof of determination will be required. 100% of the proceeds must benefit the non-profit renting the space.

To rent the Botanic Garden's event space in combination with the Cathedral Barn, please contact the Visitor's Center at 231-935-4077 for additional rates and details.



Event Space

1500 Red Drive
Traverse City, MI 49684

Mailing Address

City of TC/Charter Township of
Garfield Recreational Authority
PO Box 4441
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Venue Manager

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brianna@historicbarnspark.com
Ph. 231-342-1526

historicbarnspark.com

2017 Rental Pricing

Peak Rates:

May 1st – November 15th

Monday – Wednesday

Day rental 8am – 4pm | \$750

Night rental 5pm – 11pm | \$1000

Thursday and Sunday

Daily | \$2,250

Friday, Saturday, Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,250

Non-Peak Rates:

November 16th – April 30th

Monday – Wednesday

Day rental 8am – 4pm | \$500

Night rental 5pm – 11pm | \$750

Thursday and Sunday

Daily | \$1,750

Friday and Saturday

Daily | \$2,250

Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,250

Rental Rates for Non-Profit Events

A 20% discount will be offered for weekday rentals. No discount will be offered for weekend events. Proof of determination will be required. 100% of the proceeds must benefit the non-profit renting the space.

To rent the Botanic Garden's event space in combination with the Cathedral Barn, please contact the Visitor's Center at 231-935-4077 for additional rates and details.



This is a contractual agreement ("Contract") between the client ("Client") and the City of Traverse City and Charter Township of Garfield Recreational Authority ("Recreational Authority").

Event Information

Client name:	
Billing Address:	
Phone number:	
E-mail:	
Event date:	
Event type:	
Number of guests:	
Event location:	<p>The Cathedral Barn and adjoining lawn space</p> <p><i>* To rent the Botanic Garden's event space in combination with the Cathedral Barn, please contact the Visitor's Center at 231-935-4077 for additional rates and details.</i></p>
Rental time(s):	<p>Initial access (no earlier than 8am day of):</p> <p>Event start time:</p> <p>Event end time (must conclude by 11pm day of):</p>
Venue contact:	<p>Brianna Bidwell, Venue Manager Ph. 231-342-1526 brianna@historicbarnspark.com</p>

Rental rate:	
Optional setup (day before):	
Optional teardown (day after):	
Security fee (refundable):	
Grand total:	
Deposit upon signing (50%):	
Balance due (60 days prior):	

*** For Wedding Use Only ***

Bride:	
Phone Number:	
E-mail:	
Groom:	
Phone Number:	
E-mail:	
Wedding Planner (if applicable):	
Phone Number:	
E-mail:	



History and Background

Historic Barns Park is a public park with 56 acres of rolling meadows, woodlots and wetlands located in the southwest corner of the Grand Traverse Commons. The site was the agricultural production area for the former Traverse City State Hospital, feeding patients and staff from the 1880s into the 1950s. The site is still dominated in its center by its namesakes, two majestic barns that have come to be known as the Historic Barn (built in 1900) and the Cathedral Barn (built in 1932).

The Cathedral Barn and an adjoining natural "Amphitheater" space became available for events beginning in 2015. The first interior renovation of the Cathedral Barn focused on the upper loft level, and has space to accommodate 200+ for seated events and 300+ for standing receptions. The renovation included the addition of utility services, restrooms, catering space, and heating and cooling.

Event rentals are subject to the terms set forth in the Sales Contract and other rules and policies mandated by the City of Traverse City and Charter Township of Garfield Recreational Authority. Please review all of the terms and conditions outlined in this document prior to making a commitment.

Since Historic Barns Park is a public park, it is subject to public access and activities. By renting space within Historic Barns Park, the Client indicates an understanding and acceptance of this setup. Use of other areas of the Park may take place before, during, or after the scheduled event.

Terms and Conditions

Standards for Approval

- The event must be consistent with the character of Historic Barns Park.
- The event will not unreasonably interfere with or detract from the public's enjoyment of Historic Barns Park.
- The event will not unreasonably disturb normal activity on surrounding private land.
- The event will not cause a violation of any federal, state, or local law, ordinance, rule or regulation.
- The event space has not been reserved for other use on the date and time requested.
- The event will not cause damage to Historic Barns Park.
- The event will not occur so soon before or after another event that it creates a burden on the facility or that it unreasonably impedes the general public's use of Historic Barns Park.

General Conditions

Event Space

The Cathedral Barn at Historic Barns Park consists of an unfurnished room with floor space measuring 101' x 35', a large prep kitchen for catering purposes, restrooms, lighting, heating and cooling. Based on its capacity, the event space can accommodate approximately 200+ persons for seated events and 300+ persons for standing receptions.

Access

The Client and/or the vendors will be granted access to the space as early as 8am on the day of the event. All events must conclude on or before 11pm that same day. At 11pm or upon the conclusion of the event, ninety (90) additional minutes will be allotted for teardown purposes. It is the sole responsibility of the Client to schedule with the Venue Manager, in advance, the specific time (8am or later) at which entry to the space will be needed. Unless access times are coordinated ahead of time, the facility will remain unopened as hours of operation are based on the need for that particular event. Access to the space on a day other than the contracted event date will be based on availability and subject to additional fees. Please refer to the section below pertaining to optional setup and teardown usage.

Optional Setup and Teardown

Access to the space for additional setup and/or teardown on a day other than the contracted event date will not be permitted unless additional days are rented at least 72 hours in advance. Additional days needed specifically for setup/loading in and/or teardown/loading out will be subject to the following rates:

Additional setup/loading in (day before):

Greater than three (3) weeks before the event date | 50% off the contracted rental rate, per day

Less than three (3) weeks before the event | \$500 per day

Additional teardown/loading out (day after):

Greater than three (3) weeks before the event date | 50% off the contracted rental rate, per day

Less than three (3) weeks before the event | \$500 per day

All rental rates are charged per day, not per hour. Additional setup and teardown must occur between the hours of 8am to 5pm daily. The Client will be responsible for scheduling with the Venue Manager, in advance, access to the space.

Billing

The total amount due will consist of the rental rate, setup and teardown fee(s), if any, and the security fee, which will be paid in two installments.

- The first installment/deposit consists of 50% of the rental rate, a \$500.00 security fee, and setup and/or teardown fees, if any. The Contract will not be approved until the deposit has been received.
- The second installment/balance consists of the remaining 50% of the rental rate and any remaining setup and/or teardown fee(s), if any. The balance must be received no later than sixty (60) days prior to the event date and will be due upon receipt of an invoice.

All payments must be made by check; credit cards or other types of payment will not be accepted. In the event a check is returned for insufficient funds, the Client will reimburse the Recreational Authority for any and all returned check charges, plus a \$50.00 processing fee.

Default

Failure to make timely payments as required herein will constitute a Default. If the Client fails to cure the Default within five (5) days after the Venue Manager provides written or electronic-mail notice of such Default to the Client, the Recreational Authority will have the option to terminate this Contract without further notice to the Client. If the Recreational Authority terminates this Contract for Default, the first installment/deposit will be retained by the Recreational Authority.

Security Fee

The \$500.00 security fee is to guarantee the return of the facility to the same or better condition as when accepted by the Client, reasonable wear and tear excepted. Satisfactory compliance with this section includes removing all of the Client's and/or vendor(s) trash and belongings. Furthermore, the Client is individually and severally liable and otherwise fully responsible for any and all Client and/or vendor caused damages incurred to the facility, including, but not limited to all adjacent structures and facilities, throughout the entire duration of the event. The Client agrees to pay for any and all losses, breakage and/or damage that should occur. The Client will be charged for the full cost of repair and/or full replacement, including labor and materials and removal and disposal, plus taxes and surcharges, as applicable.

Should the Client and/or vendor(s) be responsible for damage and/or loss of value to the facility greater than the value of the security fee, the Client agrees to reimburse the Recreational Authority for such loss immediately upon the presentation of an invoice for any and all damages and/or losses.

The Recreational Authority will return the security fee, if any, to the Client within thirty (30) days upon the conclusion of the event, along with an itemized statement as to the deductions, if any.

Insurance

The Client must provide the Venue Manager with a Certificate of Insurance to include the following coverage levels. In an effort to ensure proper coverage is obtained, it is strongly recommended that this section be shared directly with your insurance provider.

Comprehensive General Liability Insurance (Client to provide):

- \$1,000,000 per occurrence and additional coverage, as may be required for special activities.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

Traverse Bay Area Intermediate School District **(or the legal address of any alternate location used for parking)**
1101 Red Drive
Traverse City, MI 49684

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Alcohol (Caterer to provide):

- Any person/entity selling or serving alcohol must hold a current Michigan liquor license as required by the State of Michigan. The license must satisfy state laws governing such service and be in full compliance with such license.

Certificate of HOST Liquor Liability Insurance for alcohol served:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Certificate of Liquor Liability Insurance for alcohol sold:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
 c/o Executive Director
 324 Munson Avenue
 Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
 c/o Executive Director
 324 Munson Avenue
 Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Equipment Rental

The Recreational Authority is not a provider of tables, chairs, display spaces, booths, or any additional setup indoors and/or outdoors on behalf of the Cathedral Barn. The Client may rent equipment and/or any additional setup needed from any vendor of their choice. The Recreational Authority does not require the Client utilize any vendor exclusively. All vendors supplying equipment or any setup indoors must adhere to all local, state, and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with, and fire doors must not be propped open at any time.

The Client must remove all rented equipment from the premises no later than ninety (90) minutes upon the conclusion of the scheduled event. The Recreational Authority will not assume liability for any items left in or around the Cathedral Barn or any items left in or around Historic Barns Park.

The vendor providing tables and chairs may deliver their equipment the day before and pick up the day after the contracted event date based solely on availability. The Client will not be responsible for any additional fees as a result of this service. Client fully understands this access is strictly for equipment delivery and pickup, and Client will **not** have access during these times for any setup and/or teardown unless reserved with the Venue Manger, in advance, as outlined in "Optional Setup and Teardown." Delivery and pickup must be coordinated with the Venue Manager, in advance, to determine an acceptable date and time. Any deliveries dropped off and/or picked up without prior consent will not be accepted. All other vendors must deliver and pick up their items on the day of the event, unless the Client pays for additional setup and teardown.

Catering

The Recreational Authority is not a provider of food and/or beverage on behalf of the Cathedral Barn. Catering services, including the preparation or distribution of any food or beverages, may be performed by any licensed caterer of the Client's choosing. The caterer will be responsible for abiding by the terms and conditions outlined in the Catering Guidelines (provided separately) along with a proof of host liquor liability insurance (refer to insurance - Pg. 11, 12, 13).

Alcohol

The Recreational Authority is not a provider of any alcoholic beverages on behalf of the Cathedral Barn. Alcohol may be served during an event within the event space provided the necessary insurance requirements are adhered to by both the Client and the caterer/entity serving the alcohol (refer to insurance - Pg. 11, 12, 13).

Lighting

Indoor lighting is provided. In addition to the standard lighting system, which provides various settings (dimming controls, etc.), the event space also includes permanent string lighting that may be utilized per the Client's discretion. The string lights are currently affixed in place and must not be removed. The Client and/or a vendor may add additional lighting of their choosing to enhance the event space, i.e.; paper lanterns, additional string lights, etc. Note - uncontained candles and any other open flames are strictly prohibited indoors.

Outdoor lighting is not provided. Any outdoor lighting provided by the Client and/or a vendor must be in compliance with local ordinances.

The Client will be held solely responsible for installing and disassembling any additional lighting indoors and/or outdoors, to include the necessary ladders and/or equipment needed.

Display and Decorations

Uncontained candles are not permitted inside of the event space. The use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, windows, or the ceiling, and the use of helium balloons and/or confetti are strictly prohibited. In the event this is done without the Venue Manager's authorization, and any damage or inconvenience is caused, the cost of repair and/or replacement will be billed directly to the Client.

The Client will be responsible for any damages done to the facility by the vendor during the period of time they are under your control, or the control of contractors hired by the Client and/or the organization. Should your vendor leave without cleaning up properly, the Client will be held responsible for any additional labor charges, at an hourly rate of \$125 per hour, to restore the facility to its prior condition.

Sound

Sound from music, entertainment, public address and similar systems may not be audible beyond the site of the event, and must be in compliance with all local ordinances. Local ordinances state that sound must be cut off at 10pm local time for all outdoor activity. For all indoor activity, the sound must be cut off on or before 11pm local time. The Recreational Authority retains the right to prohibit any sound amplification that it determines to be disturbing to any guests and/or visitors at Historic Barns Park.

Audio Visual Equipment

The Recreational Authority is not a provider of any audio/visual equipment on behalf of the Cathedral Barn. The Client may rent equipment and/or any additional items needed from any vendor of their choice. The Recreational Authority does not require the Client utilize any vendor exclusively. The Client must remove all rented equipment from the premises no later than ninety (90) minutes upon the conclusion of the scheduled event. The Recreational Authority will not assume liability for any items left in or around the Cathedral Barn or anywhere else around Historic Barns Park.

WIFI/Internet

The Recreational Authority does not provide WIFI and/or standard internet services on behalf of the Cathedral Barn.

Trash Receptacles and Garbage Disposal

The Client and the catering company are responsible for providing indoor and/or outdoor trash receptacles (with liners) for the event, as needed. Any trash (to include boxes) generated as a result of the event must be removed from the building upon the conclusion of the event and disposed of off-site. Each party is responsible for removal of their own trash, with the exception of trash specific to the restrooms. It is suggested that the Client provide one or two trash receptacles for the event floor.

Cleanup

The Client agrees to leave the indoor and outdoor event spaces in the same condition they were in prior to the event. Should any of the vendors leave without cleaning up properly, the Client will be held responsible for any additional labor charges, at a hourly rate of \$125 per hour, to restore all indoor and/or outdoor spaces to prior condition.

Vendor List

At least thirty (30) days prior to the scheduled event date, the Client must provide to the Venue Manager a list of vendors who will be making deliveries and/or entering the space to perform any services during the event. It is the responsibility of the Client to coordinate with the vendors of their choosing in regards to access times based on the event times specified in the Contract (refer to equipment rental - Pg. 13)

Parking

Staff and vendor parking:

- Parking at Historic Barns Park is only available in designated areas set forth for staff and vendors. Vehicles carrying equipment and/or materials to be used during the event may be loaded and unloaded at an appropriate area and time approved with the Venue Manager, in advance. These vehicles will not be permitted to park in that area after loading or unloading unless special arrangements have been made with the Venue Manager, in advance. Any vehicles in violation may be towed.

Guest parking:

- Guest parking anywhere on property at Historic Barns Park is strictly prohibited for guests attending an event. Nearby parking areas are available, but it is the responsibility of the Client to coordinate parking options with the Venue Manager prior to the event as well as communicate this to the guests. Any vehicles in violation may be towed.

Shuttle service and transportation:

- Transportation is required for all event parking. The Client will be responsible for hiring a transportation company to provide shuttle service to transport their event guests to and from the designated guest parking areas located off-site. For recommendations regarding the type of shuttle and/or the number of shuttles needed, please contact the Venue Manager for assistance. A list of preferred vendors will be provided upon request.

Parking signage:

- Directional signage for parking purposes will be provided, at no extra cost, for all events held at the Cathedral Barn. The Client will be responsible for providing a specific start time to ensure the signage is in place prior to the start of the event.

Parking staff:

- Parking staff will be provided, at no extra cost, for all events held at the Cathedral Barn. The Client will be responsible for providing a specific time in which guests will arrive to ensure proper staffing is in place.

*****REMOVE UNLESS PARKING STAFF IS HIRED ON OR BEFORE SALES CONTRACT IS FINALIZED**

Tents

All tents supplied by a vendor must be composed of noncombustible and flame resistant fabric in accordance with the Charter Township of Garfield Fire Code and erected to meet wind load requirements of the State Construction Code. MISS DIG must be called five (5) days in advance to any tent installation and is the responsibility of the Client.

Pyrotechnics/Fireworks

Any Event requiring fireworks, pyrotechnics, etc., must receive written approval from the Venue Manager and obtain an application and permit for usage from the Fire Marshal.

Smoking

Smoking inside the Cathedral Barn is strictly prohibited.

Weather

The Client is solely responsible for arranging a backup location, in advance, for any event or any portion of an event that will be held outdoors in case of any inclement weather conditions. Rental of additional indoor space as a weather backup will be subject to current rental rates and availability.

Animals

Animals are not allowed within any of the indoor areas at Historic Barns Park, with the exception of certified aide animals.

Flowers and Vegetation

The Recreational Authority is not a provider of any floral arrangements on behalf of the Cathedral Barn. The Client may provide floral arrangements from any vendor of their choosing. The Recreational Authority does not require the Client utilize any vendor exclusively. Naturally occurring blooms and/or other vegetation cannot be cut and/or removed from any area of Historic Barns Park at any time. Destruction of and/or damage to the landscape and/or naturally occurring blooms and/or other vegetation will result in damage charges.

Force Majeure

If, for any reason beyond the Recreational Authority's or the Client's control, including, but not limited to, acts of God, government regulations, civil unrest, acts of war or terrorism, either party is unable to perform the obligations under this Contract, then such party may terminate the Contract and all payments made by the Client will be refunded in full.

Damages

The Recreational Authority will not be held responsible for loss, theft and/or any damage to property belonging to the Client, vendor(s), and/or event participants. The Recreational Authority reserves the right to inspect and control all events held at the facility. Liability for damages to the facility and conduct of the guests in attendance will be the sole responsibility of the Client.

Security

The Recreational Authority may require security for weddings, concerts and other social events that relate to large numbers of guests and/or the sale or service of alcoholic beverages. The fee for additional security will be determined based on the scope of the event and will be the responsibility of the Client.

Indemnification

The Client agrees to defend, indemnify, reimburse, and hold harmless the Recreational Authority, its officers, agents, and employees from and against any and all claims, liability, loss, damage, cost, or expense, including reasonable attorneys' fees, attributable to personal injury, illness, or death of any person and damage or loss of any property allegedly or actually resulting from or arising out of any negligent act or omission, or willful or intentional act, of the Client, or their employees, officers, agents, contractors, volunteers, guests, and invitees. This indemnification agreement will not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the Recreational Authority in an action against it.

The Recreational Authority reserves the right to select its own counsel in defense of any matter arising, because of any negligent act or omission, or willful or intentional act, of the Client, its officers, employees, agents, contractors, volunteers, guests, or invitees, and no payment or acknowledgment of liability, loss, fine, penalty, or charge will be made against the Recreational Authority without its express written consent. This indemnity and duty to defend will survive the termination of the Contract.

The parties expressly acknowledge and agree that this indemnification agreement provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance will, notwithstanding continue in full force and legal effect.

Waiver

The Client voluntarily and in consideration of utilizing the Cathedral hereby agrees to release, discharge, hold harmless, and waive all claims for damage or loss to their person or property that may be caused by any act, or failure to act by the Recreational Authority and each and all of its elected and appointed officials, employees, volunteers, representatives and agents in connection with or arising out of the activity. This waiver binds the Client and their heirs, executors, and assigns.

Copyrights

The Client agrees, represents, and warrants that nothing contained in any program, performance, or exhibition in connection with the event will violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm, or corporation and that they have been duly licensed or otherwise authorized by the owner of such works or representatives thereof. For any movie to be shown at an event where the general public is invited, proof of public performance rights from a licensing entity will be provided to the Recreational Authority prior to the event date. If

special equipment is required, it must be provided by the Client and approved by the Recreational Authority in advance. Proof of public performance rights as required by this policy will be submitted to the Venue Manager at least sixty (60) days prior to the event taking place or the Contract will be revoked.

Endorsements

Use of Historic Barns Park does not imply the Recreational Authority's endorsement of the views, opinions, policies, or activities of the Client. Any announcement implying such endorsement is prohibited.

Compliance with Laws

Client will comply with all applicable federal, state, or local laws or regulations while using Historic Barns Park for the event.

Cancellation/Date Change

All rental fees, with the exception of the \$500.00 security fee, are non-refundable.

Cancellation by the Recreational Authority:

- The Contract may be revoked in writing at any time by the Recreational Authority if it is determined that the event is no longer in the best interest of the Recreational Authority or necessary due to emergency or other conditions beyond the Recreational Authority's control. This includes, but is not limited to, construction or development activities at Historic Barns Park, the elimination or reduction of resources needed to service the event, or a misrepresentation by the Client in the Contract. If the Recreational Authority revokes a Contract or reservation request, the return of all non-refundable fees paid is the sole and exclusive remedy of the Client and the Client will waive all consequential and other damages.

Cancellation/Date Change by the Client:

- If the Client submits written notice of cancellation at least thirty (30) days prior to the event date, the Recreational Authority will refund the security fee.
- In lieu of cancellation, one (1) date change is allowable provided the Client and the Venue Manager are able to determine an acceptable and available alternative date and rental rate.

Acceptance

Please sign and return a complete copy of this Contract and the first installment/deposit. Receipt of the signed Contract and the first installment/deposit will hold the reserved space for the specific event date requested.

We look forward to hosting your event at the Cathedral Barn at Historic Barns Park, and will make every effort to accommodate your needs to ensure a successful event.

Accepted and Agreed to:

Name (printed)

Signature

Date

Brianna Bidwell
Venue Manager
Cathedral Barn at Historic Barns Park

Date

The Cathedral Barn at Historic Barns Park Guest Parking Map



Client Venue Checklist

This Checklist is being provided as a guideline for the Client to ensure that the Contract deadlines are met as it relates to renting the Cathedral Barn at Historic Barns Park for an event.

Please note that the Venue Manager at Historic Barns Park is not responsible for the Client's event planning services. This will be the sole responsibility of the Client and/or their Event Planner, if hired.

- [] Submit a complete copy of the signed Contract and the first installment/deposit to secure the reservation
- [] Rent additional Setup and/or Teardown days, as needed (refer to Pg. 10)
- [] Confirm the off-site event parking location with the Venue Manager, in advance (refer to Pg. 15)
- [] Reserve and finalize shuttle arrangements for off-site parking (refer to Pg. 15)
- [] Coordinate day of access to the venue at least 2 weeks prior to the event (refer to Pg. 10)
- [] Submit final payment no later than 60 days prior to the event (refer to Pg. 11)
- [] Submit a complete Vendor List to the Venue Manager at least thirty (30) days prior to the event (refer to Pg. 15)
- [] Submit a certificate of comprehensive general liability insurance at least thirty (30) days prior to the event (refer to Pg. 11)
- [] Notify the caterer/entity serving any alcohol to submit a certificate of host liquor liability insurance, if applicable, at least thirty (30) days prior to the event (refer to Pg. 11)



Contract Addendum

[MM/DD/YYYY]

[Client Name]

[Client Title]

[Company/Event Name]

[Address]

[City, State, Zip]

Subject: Addendum – [Company/Event Name]

Dear [Client Name],

This letter serves as an Addendum to the original Contract signed and dated [MM/DD/YYYY]. Per your request, the original Contract has been revised as follows:

Original Event Date: [MM/DD/YYYY]

Revised Event Date: [MM/DD/YYYY]

Per the Contract, one (1) date change is allowable provided the Client and the Venue Manager are able to determine an acceptable and available alternative date and rental rate.

All other terms and conditions included in the original Contract will remain in effect as stated. The event date change will be finalized upon receipt of this Contract Addendum. If the signed Contract Addendum is not received on or before [MM/DD/YYYY], all terms and conditions will revert back to the original Contract.

Thank you for your continued support and business. Please contact the Venue Manager directly with any questions or concerns.

Name (printed)

Signature

Brianna Bidwell
Venue Manager
Cathedral Barn at Historic Barns Park

Date

Date



Cancellation Notice

Date: **[MM/DD/YYYY]**

To: City of Traverse City and Charter Township of Garfield Recreational Authority

cc: Brianna Bidwell, Venue Manager

Re: **[Event Name and Date]**

This letter serves as the Cancellation Notice to the original Contract signed and dated **[MM/DD/YYYY]**. Attached please find correspondence relating to the cancelled event.

[Client Name] is cancelling the event scheduled for **[MM/DD/YYYY]**. As this time, the aforementioned event will not be re-scheduled.

Cancellation Penalty: **[Insert Amount]**

Name (printed)

Signature

Brianna Bidwell
Venue Manager
Cathedral Barn at Historic Barns Park

Date

Date



Catering Guidelines

As the selected caterer, we look forward to partnering with you as it relates to event operations at the Cathedral Barn at Historic Barns Park. Please review these guidelines carefully and contact Brianna Bidwell, Venue Manager, with any questions or concerns. A signed copy of these guidelines, confirming acceptance of the terms and conditions outlined below, must be returned at least thirty (30) days prior to the event date.



Event Space

The Cathedral Barn at Historic Barns Park consists of an unfurnished room with floor space measuring 101' x 35', a large prep kitchen for catering purposes, restrooms, lighting, and heating and cooling. Based on its capacity, the event space can accommodate approximately 200+ persons for seated events and 300+ persons for standing receptions.

The prep kitchen consists of:

- Kitchen space for preparation (23' x 24'9")
- Three (3) standard compartment sinks
- Counter space with one (1) regular sink
- Power (120v)

The prep kitchen does not include:

- Refrigeration, cooling, or freezing (caterer and/or Client to provide, as needed)
- Ice machine (caterer and/or Client to provide ice, as needed)
- Dishwasher
- Oven/range (cooking indoors is strictly prohibited, but may be performed in designated areas outdoors)
- Prep tables (caterer may work with the Client to rent additional tables in the kitchen, as needed)

General Policies

Smoking inside the Cathedral Barn is strictly prohibited.

Uncontained candles are not permitted inside of the event space. The use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, windows, or the ceiling, and the use of helium balloons and/or confetti are strictly prohibited.

Insurance

Catering services, including the preparation or distribution of any food or beverages, to include the serving of any alcohol, may be performed by any licensed caterer of the Client's choosing.

The caterer must provide the Venue Manager with a certificate of host liquor liability insurance to include the following coverage levels. In effort to ensure proper coverage is obtained, it is strongly recommended that this section be shared directly with your insurance provider.

Alcohol:

- Any person/entity selling or serving alcohol must hold a current Michigan liquor license as required by the State of Michigan. The license must satisfy state laws governing such service and be in full compliance with such license.

Certificate of HOST Liquor Liability Insurance for alcohol served:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Certificate of Liquor Liability Insurance for alcohol sold:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
 c/o Executive Director
 324 Munson Avenue
 Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
 c/o Executive Director
 324 Munson Avenue
 Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Arrival and Departure

The caterer will be granted access to the space as early as 8am on the day of the event. All events must conclude on or before 11pm that same day. At 11pm or upon the conclusion of the event, ninety (90) additional minutes will be allotted for teardown purposes. The caterer will be responsible for notifying the Venue Manager, in advance, of their arrival time(s) for setup on the day of the event. Access to the space on a day other than the contracted event date will be based on availability and subject to additional fees, per the responsibility of the Client.

Parking

Parking at Historic Barns Park is only available in designated areas set forth for staff and vendors. Vehicles carrying equipment and/or materials to be used during the event may be loaded and unloaded at an appropriate area and time approved with the Venue Manager, in advance. These vehicles will not be permitted to park in this area after loading or unloading unless special arrangements have been made with the Venue Manager, in advance. Any vehicles in violation may be towed.

Equipment and Supplies

The caterer providing any equipment and/or additional setup indoors must adhere to all local, state, and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with, and fire doors must not be propped open at any time.

Upon the conclusion of the event, all property brought into the Cathedral Barn must be removed that same day. Prior arrangements for any property and/or equipment that cannot be removed must be made with the Venue Manager, in advance. Any property and/or equipment not removed will be disposed of or recycled at the discretion of Historic Barns Park Management.

Food and Beverage Preparation

Site Walk-Through

- A site walk-through must be arranged with the Venue Manager, in advance, for any caterers that have not operated events inside the Cathedral Barn. Please contact the Venue Manager to schedule an appointment.

Cooking

- Any cooking inside the Cathedral Barn is strictly prohibited. Cooking may be performed outdoors, if needed. The caterer will be responsible for providing all of the necessary equipment, in addition to any tents and/or shelter from outdoor weather conditions.

Cleanup

- All areas used by the caterer must be cleaned up after any cooking and/or food preparation. This includes, but is not limited to, sweeping and mopping the kitchen floor, wiping down countertops, cleaning out sinks, and trash removal. Select cleaning materials will be provided, upon request.
- Proper removal of all caterer's dishes, silverware, serving utensils, etc. must be taken care of upon the conclusion of the event.

Trash Receptacles and Garbage Disposal

The caterer is responsible for providing indoor and/or outdoor trash receptacles (with liners) for the event, as needed. Any trash (to include boxes) generated as a result of catering must be removed from the building upon the conclusion of the event and disposed of off-site.

Acceptance

Please sign and return a copy of these Catering Guidelines at your earliest convenience. Receipt of the signed Guidelines, along with a copy of the insurance policy, will give said caterer access to the Cathedral Barn for catering purposes.

We look forward to partnering with you, and will make every effort to accommodate your needs to ensure a successful event.

Accepted and Agreed to:

Name (printed)

Signature

Date

PROOF

IMPORTANT! PLEASE READ: OUR PROOF & PRODUCTION POLICY

At Image360, we take pride in precision - but the final examination for accuracy is your responsibility. Before giving approval, please examine the proof(s) carefully for the accuracy of information presented, as well as spelling, punctuation, numbers, graphics, colors and general layout. Our normal production cycle will begin from the date approval is received unless other timing requirements have been agreed upon.

Invoice #:
57868

(14 total) 24x36" full color prints on corrugated plastic - 4mm
with (8) double sided "A" frames, (16) changeable arrows &
(8) removable shuttle provided text (*shown on sign for proofing, will not be printed*)
(8) with 8.5x11" plastic sleeves:

(6) - with plastic sleeves, to be placed on both sides of 3 frames

(2) - with plastic sleeves, to be placed on both sides of 1 frame
(*will need 2 arrows each*)



(6 total arrows) 7.5x5.7" full color on corrugated plastic - 4mm: with velcro



(10 total arrows) 5.5x4.175" full color on corrugated plastic - 4mm: with velcro



SHUTTLE PROVIDED

(8) 24x3.5" on corrugated plastic - 4mm: with velcro

- Approved**
- Approved w/ Changes**
- Please Change and Re-Send**

Please review artwork and return corrections or signed approval

(2) - to be placed on
both sides of one frame



(2) - to be placed on
both sides of one frame



(2) - to be placed on
one side of two frames





Photo by The Compass Points Here

Introducing the newly restored Cathedral Barn at Historic Barns Park

Located one mile from downtown
Traverse City, this unique venue creates the
perfect setting for your dream wedding. Its rustic
and historic charm make for an extraordinary
place to celebrate your future.



Photo by The Compass Points Here



CATHEDRAL BARN
AT HISTORIC BARN PARK

1500 Red Drive • Traverse City, MI 49684

231.342.1526

historicbarnspark.com

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 6, 2016

DATE: WEDNESDAY, DECEMBER 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

Northern Fire & Safety	Maintenance - clean duct detector	\$ 95.00
TC Area Chamber of Commerce	Annual membership	\$ 335.00
Consumers Energy	November electric service	\$ 645.57
DTE	November gas service	\$ 44.73
City of Traverse City	Water/Sewer for November	\$ 87.00
Grand Traverse County Treasurer	MTT BOR adjustments - November	\$ 105.61
Municipal Underwriters of MI	Insurance 2015-2016	\$ 3,286.00
EPS	Quarterly fee, January - March	\$ 225.00
Smith Haughey Rice & Roegge	Legal - November	\$ 472.10
LIAA	Management Services - November	\$ 3,773.75
LIAA	Printing/Postage - November	\$ 60.31
Two B Events LLC	Venue Management, Dec-Jan	\$ 4,166.67
GT Conservation District	Hickory Meadows - Field inspector, trash - October	\$ 728.00
GT Conservation District	Hickory Meadows - Tools and Vehicle fees, trash, kiosk repair, inspector - November	\$ 397.46
Image360	Event wayfinding signage	\$ 1,700.23
American Waste	Trash/recycling, January 2016	\$ 26.00

Debt Service Fund:

Grand Traverse County Treasurer	Tax Tribunal - November MTT	\$ 318.76
Grand Traverse County Treasurer	Surety bond fee for winter taxes	\$ 69.30