



City of Traverse City Park or Public Land Use High Impact Permit

Pursuant to the City of Traverse City Park and Public Land Use Policy, the following parks or public land are hereby permitted to be utilized on:

June 24, 2025 – July 7, 2025

Public Land: As outlined in the 2024/2025 National Cherry Festival – City of Traverse City Agreement

Event Name: National Cherry Festival

Event Organizer: The Festival Foundation (Alexis Bremer - Applicant)

Exclusive use is not granted. However, the City of Traverse City hereby authorizes the use of the above-named Parks and Public Land during the time period indicated above subject to the following terms and conditions.

1. The Applicant shall furnish to the City Clerk's office a certificate of insurance for submit Comprehensive General Liability Certificate in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served but not sold, the applicant shall furnish to the City Clerk's Office a Certificate of Insurance for \$1 million host liquor liability, naming the City of Traverse City as additional insured. If alcohol is being sold, the applicant shall furnish to the City Clerk's Office a Certificate of Insurance for \$1 million liquor liability, naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
2. The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.

3. The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
4. The application is attached hereto and made a part of this permit. In the event that any term, clause or provision of this Permit conflicts with any term, clause or provision contained in any attachments hereto, this Permit's terms shall prevail.
5. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. On-site inspection will be done by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven (7) days prior to the event.
6. The Applicant shall comply with all federal, state, county and city rules and regulations; nothing in this permit shall be construed to grant a waiver from any such regulations.
7. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
8. If there is any staking done, the Applicant shall contact MISS DIG (1-800-482-7171) and the City's Parks and Recreation Superintendent (231-922-4910, extension 114) at least five (5) days prior to such staking.
9. The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
10. This permit may not be transferred or assigned.

Attached:

X Application
X Site Plan
X Narrative
X 2024/2025 National Cherry Festival – City of Traverse City Agreement

Date: June 10, 2025

Issued by


Benjamin Marentette, City Clerk

February 15, 2013

Drafted by: Benjamin Marentette



City of Traverse City Street Closing Permit - Community Event/Major Event

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to be closed or utilized on: **June 24, 2025 – July 7, 2025**

Street(s): **As outlined in the 2024/2025 National Cherry Festival – City of Traverse City Agreement**

Event Name: **National Cherry Festival**

Event Organizer: **The Festival Foundation (Alexis Bremer - Applicant)**

Shall have exclusive use and supervisory and control authority over said streets on the date and during the time period above indicated subject to the following terms and conditions:

1. The Applicant shall furnish to the City Clerk's office a certificate of insurance for Comprehensive General Liability Certificate in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured.
2. The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.

3. The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
4. The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
5. The Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
6. The Applicant shall notify in writing all affected property owners and occupants at least two (2) weeks before the event. This may include an area surrounding the event. The Notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
7. If located within the Central Business District / boundaries of the Downtown Development Authority and not an event which continuously moves and closes a segment of street(s) for no greater than one (1) hour, the applicant shall submit a supporting petition signed by at least 50 percent of the occupiers of the footage fronting on the public street on both sides of the street by block. For buildings with more than one (1) business, this calculation will be determined by counting the number of ground floor units, or the building owner may sign on behalf of the entire building.
8. The application is attached hereto and made a part of this permit.
9. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. On-site inspection will be done by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven (7) days prior to the event.
10. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.

11. The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
2. This permit may not be transferred or assigned.

Date: June 10, 2025

Issued by: 
Benjamin Marentette, City Clerk

If necessary, date Approved by City Commission: N/A

City of Traverse City
Application for High Impact Community Events
In Parks and Public Land,
and/or City Streets



(For events in streets that are conducted for a residential purpose or where a street closure is not needed, a Non-Major Street Use Permit Application should be completed instead of this application)

Please submit 90 days prior to event (application must be submitted sooner for reservation requests – see Parks and Public Land Use Policy and Street Use Policy for Community Events).

Title of Event: National Cherry Festival

General Nature of your Event 8 day Festival to celebrate and promote cherries

Name of For Profit Organization, if any: _____

Name of Non-Profit Organization, if any (a non-profit organization is required for Street Use applications): The Festival Foundation

Expected Number of Participants: 500,000 over 8 days

Authorized Representative (Applicant): Alexis Bremer

Business Address: 521 S Union St. Traverse City, MI 49684

Email: abremer@cherryfestival.org Phone Number: (231) 313-0331

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Additional Contact Person(s) during Event – **name & phone:** _____

Restriction regarding number of High Impact Events:

Below are the major restrictions regarding the number of High Impact Events allowed in City Parks/Public Land according to city policy:

- High Impact Events are prohibited in all city parks on Memorial Day and Labor Day and the preceding Friday, Saturday and Sunday and on July 3, July 4 and July 5 of each year.
- For Clinch Park and the Open Space, other than the National Cherry Festival and Traverse City Film Festival, High Impact Events are prohibited in July.

For Parks/Public Land (such as parking lots), excluding streets:

Name of Park(s) or Public Land(s) Requested: Please see agreement

Official Date(s) and Time(s) of Event: Please see agreement

All Date(s) requested, including set up and tear down: Please see agreement

For Streets:

Street(s) section(s) requested to be closed: Please see agreement

Official Date(s) and Time(s) of Event: Please see agreement

All Date(s) and Time(s) requested, including set up and tear down: please see agreement

1. Will you be setting up significant infrastructure, such as tents, large structures, stages, or amusements? *If setting up tents or large structures, the structure's material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the Michigan Building Code. If a tent or structure has an area in excess of 200 square feet or a canopy is used that is in excess of 400 square feet, it may not be erected before first obtaining a permit from the Fire Marshal. You must contact the Fire Marshal to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection, **at least 7 days before your event.***

☒ Yes _____ (List tent size here)
☐ No

See attached "2025 Tent List"

2. Will you be staking or driving anything into the ground such as tents?
- ☒ As of September 2019, for safety reasons, as a result in the procedures for marking underground utilities, the city prohibits driving anything into the ground within any city park (e.g. staking) until we have identified exactly where all underground utilities are located.
- ☐ No

3. Do you have any tents or other structures that need to be held down?
☒ Yes If yes, recognizing that, as outlined in Question 2, staking in city parks is prohibited, how will you weigh down the tents or other structures (i.e. using sand bags or water weights) water weights and sandbags
☐ No
4. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
☒ Yes
☐ No
5. Will there be any water events?
☒ Yes, *DNR Permits may need to be obtained; please contact the local DNR Office. (Airshow)*
☐ No
6. Are you using Flames/Fires/Pyrotechnics?
☒ Yes, *additional insurance may be required as well as a hold harmless waiver. Please contact the City Clerk's Office to obtain specific requirements in advance. You shall also contact the Fire Marshal to obtain information regarding regulatory requirements.*
☐ No
7. Do you need electricity services?
☒ Yes, *some parks do not offer electricity; please confirm with Parks and Recreation. **Open Space electrical panels contact National Cherry Festival at (231) 947-4230*
☐ No
8. Will there be any entertainment or amplified music?
☒ Yes, *Compliance with the City's Noise Ordinance is required. For questions, please contact the Noise Control Officer.*
☐ No
9. Will you be utilizing a generator?
☒ Yes, *Contact Bruce Remai at Grand Traverse County Construction Code. 231-995-6047 or bremai@grandtraverse.org.*
☐ No
10. Will you need to rent barricades from the City?
☐ Yes, indicate quantity: _____, *Please contact the Streets Division Superintendent to rent your barricades. All barricades must be picked up and returned to Streets Division at 625 Woodmere Avenue. Please indicate placement on the site plan.*
☒ No
11. Will you be utilizing signs for your event?
☒ Yes, *approval must be provided by Zoning Administrator.*
☐ No
12. Will you be selling any merchandise/food/drink on sidewalk?
☐ Yes, *a Sidewalk Display of Merchandise Permit is required – contact City Clerk's office*
☒ No

13. Will there be any food served, sold, or will there be Mobile Food Vendors?
- ☐ Yes, served, NOT sold. *You may need a permit from the Grand Traverse County Environmental Health Department Office.*
- ☒ Yes, sold utilizing a Mobile Food Vendor. *For Mobile Food Vendors a permit is required. *Note: Mobile Food Vendors are not permitted in City Parks or on City property unless the City Park or Property is listed on the Map of City Property where Mobile Food Vending is Generally Allowed. Visit <https://www.traversecitymi.gov/userfiles/filemanager/8yij3n088tzzdvzem0x8/> to view this map.*
- ☐ No
14. Are you closing street(s) within the boundaries of the Downtown Development Authority/Central Business District?
- ☒ Yes, *the city requires that you submit a petition of support; the City Clerk's Office will provide you with a database and instructions on what is required. This requirement does not apply to events which close the street for less than one hour or events conducted/sponsored by the Downtown Traverse City Association.*
- ☐ No
15. Will there be alcohol? *Please note that some parks do not allow alcohol and that glass is not permitted on beaches; See attached regulation summary.*
- ☒ Yes, served and/or sold.
- ☐ No
- 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: _____

Insurance Requirements for Alcohol:

Alcohol being served and/or sold: a Certificate of Liquor Liability Insurance in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured is required. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684.

16. Will you be providing shuttle bus services?
- ☒ Yes, *please contact Parking Administration to coordinate services and also describe pick up and drop off points in narrative.*
- ☐ No
17. Is this a free event to the public? **Note: An event is not granted exclusive right to a City Park and shall be open to the general public without charge. A participant fee may be charged – for example, a person may walk through a vendor showcase, but would be charged a fee to participate in activities associated with the vendors.*
- ☒ Yes
- ☐ No, *please include an outline of ticketed events and prices in the narrative.*

18. If charging a fee for activities associated with your event within a park, do you acknowledge that the park cannot be completely closed to the general public?
☐ Yes
☒ N/A
19. **For Open Space Only:** No High Impact Event in the Open Space may use more than two quadrants. Please refer to the attached map *Open Space Quadrant Layout*. Please indicate which quadrant(s) your event will be utilizing (maximum of 2):
 North ☒ Y/N
 South ☒ Y/N
 East ☒ Y/N
 West ☒ Y/N
20. A detailed narrative which fully describes **all activities** of your event **is required**. Did you attach the detailed narrative that fully describes all activities of your event?
☒ Yes *See agreement*
☐ No
21. **A site plan is required.** Please attach a site plan depicting the location of all of the following, including any other relevant information:
 (A) Tents;
 (B) Table and Chairs;
 (C) Public Address system;
 (D) Stages;
 (E) Flames/fires/pyrotechnics;
 (F) Vending;
 (G) Barricades;
 (H) Police;
 (I) Vehicle/Trailer Parking at event site – **include the purpose of the vehicles/trailers;**
 (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators;
22. Will you be closing any sections of streets?
☒ Yes
☐ No
 If yes, you will need to contact Fire Chief Jim Tuller at (231) 922-4930 x 2, and Police Department Captain Adam Gray at (231) 995-5159, and work with them to develop an acceptable barricade plan. Did you do so?
☒ Yes
☐ No
☐ Not Applicable

ALL HIGH IMPACT EVENT HOLDERS – Please read and adhere to the following requirements:

- (a) With the exception of Low Impact Events where nothing is being set up in the park, the Applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served or sold, the Applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy, naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
- (b) The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out

of or in connection with the performance of the act for which this permit is issued. The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.

- (c) For winter events, the Applicant shall contact the Street Division Superintendent to address removal of snow
- (d) For Street Use Permits, at least two weeks before the event, the Applicant shall notify in writing all affected property owners and occupants along the route of the closure. The notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
- (e) The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
- (f) The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection will be done by the Fire Marshal. The Applicant must contact the Fire Marshal at least 7 days before the event.
- (g) If displaying pyrotechnics, a unique site plan which meets regulatory requirements as well as an on-site inspection by the Fire Marshal is required.
- (h) For Street Use Permits, the Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- (i) The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant; the Applicant will be billed accordingly.
- (j) The Applicant is responsible for any cleanup needed following the event and any damage done to City property will be billed accordingly.
- (k) The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
- (l) If issued, a permit may not be transferred or assigned.
- (m) Unless otherwise waived in writing by the City Clerk, the applicant shall not place anything on the sides of non-motorized pathways that would create less than a 2' clear zone on both sides.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances and policies of the City of Traverse City (hereafter "City") relative to the operation, service or act for which the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the city from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: 2/18/2025

Authorized Applicant Representative:

Alexis Bremer
(Please print)

Alexis Bremer
(Signature)



November 14, 2022

Mayor Richard Lewis
City Commissioners
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

2024/2025 National Cherry Festival – City of Traverse City Agreement

Dear Mayor Lewis and City Commissioners:

On behalf of the Board of Directors of the National Cherry Festival, I want to formally request the use and participation of various City facilities and personnel for the 2024 and 2025 National Cherry Festival (hereinafter called NCF), which will occur in 2024 on June 29 through July 6 and in 2025 on June 28 through July 5.

This portion of the agreement describes the terms and conditions of the agreement between the City and the NCF for the provision of services and use of City facilities for the 2024 Festival. The terms are as follows:

Parks – June 25 - July 8, 2024

The City grants the NCF the use of the following City-owned properties on the following designated dates and times

1. Open Space Park - June 25 - July 8, 2024

- a. All quadrants in Open Space Park on Grandview Parkway with the exception of the TART trail brick park that includes a statue located off of Marina Dr..
- b. Parking along the west side of the North Quadrant of the Open Space Park on the sidewalk shall be limited to emergency vehicles and deliveries.

2. Clinch Park - June 25 - July 8, 2024

- a. Cherry Kid's Club
- b. Foodie Events
- c. Other Free Events

3. Volleyball Courts – June 29 – June 30 and July 4, 2024

- a. Volleyball courts for Festival events and activities for scheduled days only. The NCF will provide porta-jons as necessary at West End Beach.

4. City Parks – June 29 - July 6, 2024

- a. The NCF requests authority to sell food, non-alcoholic beverages and merchandise at the City Parks listed in this document from Saturday, June 29 through Saturday July 6, All approved NCF vendors to wear NCF vendor ID card at all times.

- b. NCF requests authority to sell beer, wine and other alcoholic beverages in the Open Space Park. Areas designated for sale and consumption of alcohol will be secured according to Michigan Liquor Control guidelines.
- c. F&M Park for Children's Events June 28 through July 7 (9:00 a.m. to 9:00 p.m.)
 - i. Kids Fun and Games
 - ii. Pie Eating
 - iii. Pet Show
 - iv. Teddy Bear Tea
 - v. Cherry Town Fun Night (Many performers, hands-on activities, food and all-around enjoyment. No fee required. Event runs 4pm-8pm)
 - vi. Diaper Derby & Toddler Trot
- e. Sunset Park on Friday, July 5 from 10:30 a.m. – 1:00 p.m. for Prince & Princess Awards Picnic.
- f. Mini Park as general outlined in the map labeled Mini Park, at the corner of Front Street and Grandview Parkway for VIP parade viewing from July 2 through 7. Access will be by ticket only as controlled by the NCF. The area will be snow-fenced off, access to the TART Trail will only be affected on July 6 from 12:01am till Parade end. The trail can still be visually seen and pedestrian traffic can reroute to Front Street. Access to the TART Trail will be just to the east of the Real Estate One Building.
- g. Senior Center Beach for Sand Sculpture on June 30 at 6:00 p.m. July 8 at 9:00 a.m.

5. TART Trail - June 25 - July 7, 2024

- a. NCF, City Management and Tart Trail representatives have put together a plan to maintain safe access of the trail within Clinch Park and the Open Space during the period of this agreement. The NCF will endeavor to keep all trails and sidewalks open during the festival. In that NCF needs use of the sidewalk along the southern portion of the Open Space for equipment used for set up and take down of the festival, detour signs directing people to use the TART Trail will be placed at the intersection of the south sidewalk within the Open Space and the TART Trail just to the west of Lot RB and at the southerly sidewalk located at Marina Drive and Union Street. The NCF will maintain a minimum 2 foot side clearance on all trails, and will endeavor to maintain a 3 foot side clearance.

6. *Parking and Street (including marina) - June 25 – July 8.*

- a. At the City's request, and with its assistance and supervision, the NCF agrees to prohibit buses from entering the City Marina parking lot area for public safety reasons for the period covering June 25 through July 7. Shuttle bus service pick-up and drop-off will be off Garland Street.
- b. Shuttle services to the MSU Horticultural Station from July 1 through July 5 may use a pick-up/drop-off location on Union Street or Garland Street as mutually agreed upon by the City and the NCF.
- c. Shuttle services for people with disabilities may use a drop-off location within the Open Space and Marina area that will be coordinated to accommodate the following events:
 - i. Saturday, June 29 – Air Show
 - ii. Sunday, June 30 – Air Show
 - iii. Wednesday, July 3 – Special Kid's Day
- d. Trailers will be parked on Open Space Park from June 25 - July 7 (Maps to be attached to the permit application)
 - i. Production
 - ii. Product
 - iii. Media
- e. Two Trailers will be parked on F&M Park from June 27 - July 7 (Maps to be attached to the permit application)
 - i. Concessions
 - ii. Production
- f. Vehicles parked in the Open Space Park are for Festival production purposes only. The Festival will only have equipment on property that is mutually agreeable to both the City Staff and NCF.
- g. Lot RB June 25 - July 7, 2024.
- h. Use of Marina Drive from Grandview Parkway to the West Marina Parking Lot June 25 – July 7. The Director of Public Services will seek permission from the State of Michigan Waterways Commission.
- i. Handicap Parking June 30 - July 7
 - i. 14 metered spaces near the marina as mutually agreed upon between the City and Festival.
 - ii. Lot B - 30 Spaces on East end
- j. Use of the east half or "island portion" of the City Marina boat launch parking lot for National Cherry Festival Air Show, June 29 and June 30 with access beginning on June 27 at 6:00 p.m. Special seating for handicapped and seniors will be provided. Tent placement will be done so that no tent spikes are placed in the parking lot asphalt surface.

The west half of the boat launch parking lot (36 spaces) will be available for partial marina use, the NCF requests 10 spaces on the west half for air show parking for announcers and crew. During the practice Air Show performance on Friday, June 28, the NCF will provide seating to people with disabilities as an alternative to attending the Air Show on the designated Festival Air Show days.

- k. Use of Parking Lots B and T for NCF vending, parking and carnival from Wednesday, June 26 beginning at 11:30 p.m. through Sunday, July 7 to be utilized as follows:
 - i. Lot B – All spaces, with 30 spaces designated on East end for Handicap use
 - ii. Lot T - All spaces
 - iii. The NCF agrees to submit claims to their insurer for any repairs needed as a result of damage from the use of Lots T and B.
- l. Union Street from Grandview Parkway to the North Union Street Bridge from June 29 through July 6. An emergency access lane through July 6 will be provided at all times.
- m. Street closings July 4 and 6th for Festival of Races and parades (Maps to be attached to the Permit Application). Porta-jons to be placed within the downtown area and parade route from June 29 through July 6. The NCF will coordinate with both the DDA and City Police regarding the location of porta-jons along the parade route and throughout downtown.
- n. The NCF is authorized to place overhead signs/banners across Front Street at the State Theatre on June 27 between 12:01 am and 5:00 am, this banner will be on display from June 27 – July 9th
- o. Use of Parking Lot C for NCF Emergency trailers, vehicles, and police personnel from Wednesday June 26 starting at 9am through Sunday July 7 to be utilized as follows:
 - i. Lot C – Use of entire lot for Emergency vehicles, trailers, and police personnel.

Fire Department – June 29 - July 6, 2024

Events, times and locations will be discussed with the Fire Department Representatives, but will include:

- a. Air Shows- June 29 & June 30, 2024
- b. Parades- July 4 & 6, 2024
- c. Fireworks- July 4, 2024 (TCBBC) July 6, 2024 (NCF)

The Fire Department will provide NCF with a listing of documentation needed; and such documentation shall be provided at least ten (10) days in advance of set up, unless otherwise agreed to in writing by the Fire Chief or designee.

Police Department – June 29 - July 6, 2024

Events, times and locations will be discussed with Police Department Representatives.

Waiver Request – June 29 - July 6, 2024

By signature of this agreement, the following variances are hereby granted.

1. The NCF requests a variance to the Traverse City Code of Ordinances to allow for unleashed dogs participating in scheduled Festival events within the Open Space Park area (dates, times, and specific locations to be mutually agreed upon as soon as they are available).
2. The NCF requests a variance Chapter 652 of the Traverse City Code of Ordinance such to allow the permissible sound levels contained in the ordinance from 7 a.m. to 10 p.m. to extend to 11 p.m.
3. The NCF (or its designees) requests that it be allowed to sell Festival Commemorative Pins within the City from April 1 through July 6, 2024.
4. The NCF will be charging an entrance fee for the designated concert area as approved by the City Clerk.

Miscellaneous – June 29 - July 6, 2024

1. Trash Pick-Up will be handled by the NCF in conjunction with the City of Traverse City. In addition to other areas, the city will empty waste receptacles in the morning once each day on the 100 and 200 blocks of East Front Street; NCF has contracted with GFL to augment waste removal in the 100 and 200 blocks of East Front Street.

The NCF will have volunteer groups working as recycling stewards cleaning up the beaches after large events.

For beaches, the city will use the beach groomer to clean the beach after both fireworks nights and after the air shows, with all costs to be reimbursed by the Festival.

2. Parades – No Parking Signs and Cones
 - a. The Festival will place their “No Parking” cone signs for Front, Union and Seventh Streets on July 4 with designated times for the Community Royale Parade. The Festival will be responsible for placing the cones and picking them up on July 4 for the Community Royale Parade. Vehicle tow locations will be designated and discussed in conjunction with the Parking Department.
 - b. The Festival will place the “No Parking” cone signs for Front and Union Streets on Saturday, July 6 with designated times for the Cherry Royale Parade and Festival of Races. Vehicle tow locations will be designated and discussed in conjunction with the Parking Department.
3. Barricades
 - a. Barricades will be placed by NCF at Marina Drive/Grandview Parkway and the Marina boat launch and parking lot beginning June 27. All-week water barricades will be set by NCF from June 29 through July 6 per agreed-upon list.
 - b. All barricades will be in place for the parades by Thursday, July 4, for street closings (to be determined by Police).
4. Snow Fencing

- a. To be placed along Grandview Parkway between street and parking lots from Park Street to Union Street.

Page Six of Twelve
2024 & 2025 NCF City Contract

This portion of the agreement describes the terms and conditions of the agreement between the City and the NCF for the provision of services and use of City facilities for the 2025 Festival. The terms are as follows:

Parks – June 24 - July 7, 2025

The City grants the NCF the use of the following City-owned properties on the following designated dates and times:

1. Open Space Park - June 24 - July 7, 2025

- a. All quadrants in Open Space Park on Grandview Parkway with the exception of the TART trail brick park that includes a statue just off of Marina Dr.
- b. Parking along the west side of the North Quadrant of the Open Space Park on the sidewalk shall be limited to emergency vehicles and deliveries.

2. Clinch Park - June 24 - July 7, 2025

- c. Cherry Kid's Club
- d. Foodie Events
- e. Other Free Events

3. Volleyball Courts – June 28 & 29, and July 3, 2025

- a. Volleyball courts for Festival events and activities for scheduled days only. The NCF will provide porta-jons as necessary at West End Beach.

4. City Parks – June 28 - July 5, 2025

- a. The NCF requests authority to sell food, non-alcoholic beverages and merchandise at the City Parks listed in this document from Saturday, June 28 through Saturday July 5, all approved NCF vendors to wear NCF vendor ID card at all times.
- b. NCF requests authority to sell beer, wine and other alcoholic beverages in the Open Space Park. Areas designated for sale and consumption of alcohol will be secured according to Michigan Liquor Control guidelines.
- c. F&M Park for Children's Events June 28 through July 5 (9:00 a.m. to 9:00 p.m.)
 - i. Kids Fun and Games
 - ii. Pie Eating
 - iii. Pet Show
 - iv. Teddy Bear Tea
 - v. Cherry Town Fun Night (Many performers, hands-on activities, food and all-around enjoyment. No fee required. Event runs 4pm-8pm)
 - vi. Diaper Derby & Toddler Trot
- e. Sunset Park on Friday, July 4 from 10:30 a.m. – 1:00 p.m. for Prince & Princess Picnic.

- f. Mini Park as general outlined in the map labeled Mini Park, at the corner of Front Street and Grandview Parkway for VIP parade viewing from July 1 through 5. Access will be by ticket only as controlled by the NCF. The area will be snow-fenced off, access to the TART Trail will only be affected on July 5 from 12:01am till Parade end. The trail can still be visually seen and pedestrian traffic can reroute to Front Street. Access to the TART Trail will be just to the east of the Real Estate One Building.
- g. Senior Center Beach for Sand Sculpture on June 29 at 6:00 p.m. July 4 at 9:00 a.m.

7. TART Trail - June 24- July 7, 2025

- a. NCF, City Management and Tart Trail representatives have put together a plan to maintain safe access of the trail within Clinch Park and the Open Space during the period of this agreement. The NCF will endeavor to keep all trails and sidewalks open during the festival. In that NCF needs use of the sidewalk along the southern portion of the Open Space for equipment used for set up and take down of the festival, detour signs directing people to use the TART Trail will be placed at the intersection of the south sidewalk within the Open Space and the TART Trail just to the west of Lot RB and at the southerly sidewalk located at Marina Drive and Union Street. The NCF will maintain a minimum 2 foot side clearance on all trails, and will endeavor to maintain a 3 foot side clearance.

The TART Trail that runs through Mini Park will be impacted on July 5, as outlined earlier in this agreement.

6. *Parking and Street (including marina) - June 24 – July 5.*

- a. At the City's request, and with its assistance and supervision, the NCF agrees to prohibit buses from entering the City Marina parking lot area for public safety reasons for the period covering June 24 through July 6. Shuttle bus service pick-up and drop-off will be off Garland Street.
- b. Shuttle services to the MSU Horticultural Station from June 28 through July 5 may use a pick-up/drop-off location on Union Street or Garland Street as mutually agreed upon by the City and the NCF.
- c. Shuttle services for people with disabilities may use a drop-off location within the Open Space and Marina area that will be coordinated to accommodate the following events:
 - i. Saturday, June 28 – Air Show
 - ii. Sunday, June 29 – Air Show
 - iii. Wednesday, July 2 – Special Kid's Day
- d. Trailers will be parked on Open Space Park from June 24 - July 6 (Maps to be attached to the permit application)
 - i. Production
 - ii. Product
 - iii. Media

- e. Two Trailers will be parked on F&M Park from June 27 - July 5 (Maps to be attached to the permit application)
 - i. Concessions
 - ii. Production
- f. Vehicles parked in the Open Space Park are for Festival production purposes only. The Festival will only have equipment on property that is mutually agreeable to both the City Staff and NCF.
- g. Lot RB June 24-July 6, 2025.
- h. Use of Marina Drive from Grandview Parkway to the West Marina Parking Lot June 24 – July 6.
- I. Handicap Parking June 28 - July 5
 - i. 14 metered spaces near the marina as mutually agreed upon between the City and Festival.
 - ii. Lot B - 30 Spaces on East end
- j. Use of the east half or “island portion” of the City Marina boat launch parking lot for National Cherry Festival Air Show, June 28 through June 29, with access beginning on June 26 at 6:00 p.m. Special seating for handicapped and seniors will be provided. Tent placement will be done so that no tent spikes are placed in the parking lot asphalt surface.

The west half of the boat launch parking lot (36 spaces) will be available for partial marina use, the NCF requests 10 spaces on the west half for air show parking for announcers and crew. During the practice Air Show performance on Friday, June 27, the NCF will provide seating to people with disabilities as an alternative to attending the Air Show on the designated Festival Air Show days.
- k. Use of Parking Lots B and T for NCF vending, parking and carnival from Wednesday, June 25 beginning at 11:30 p.m. through Sunday, July 6 to be utilized as follows:
 - i. Lot B - All spaces, with 30 spaces designated on East end for Handicap use.
 - ii. Lot T - All spaces
 - i. The NCF agrees to submit claims to their insurer for any repairs needed as a result of damage from the use of Lots T and B.
- m. Union Street from Grandview Parkway to the North Union Street Bridge from June 28 through July 6. An emergency access lane through July 6 will be provided at all times.
- n. Street closings July 3 and 5 for Festival of Races and parades (Maps to be attached to the Permit Application). Porta-jons to be placed within the downtown area and parade route from June 28 through July 5. The NCF will coordinate with both the DDA and City Police regarding the location of porta-jons along the parade route and throughout downtown.

- o. The NCF is authorized to place overhead signs/banners across Front Street at the State Theatre on June 26, between 12:01 am and 5:00 am, this banner will be on display from June 26 – July 9.

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2024 & 2025 NCF City Contract

- p. Use of Parking Lot C for NCF Emergency trailers, vehicles, and police personnel from Wednesday June 25th starting at 9am through Sunday July 6th to be utilized as follows:
 - i. Lot C – Use of entire lot for Emergency vehicles, trailers, and police personnel.

Fire Department – June 28 - July 5, 2025

Events, times and locations will be discussed with the Fire Department Representatives, but will include:

- a. Air Shows- June 28 & 29, 2025
- b. Parades- July 3 & 5, 2025
- c. Fireworks- July 4, 2025 (TCBBC) July 5, 2025 (NCF)

The Fire Department will provide NCF with a listing of documentation needed; and such documentation shall be provided at least ten (10) days in advance of set up, unless otherwise agreed to in writing by the Fire Chief or designee.

Police Department – June 28 - July 5, 2025

Events, times and locations will be discussed with Police Department Representatives.

Waiver Request – June 28 - July 5, 2025

By signature of this agreement, the following variances are hereby granted.

1. The NCF requests a variance to the Traverse City Code of Ordinances to allow for unleashed dogs participating in scheduled Festival events within the Open Space Park area (dates, times, and specific locations to be mutually agreed upon as soon as they are available).
2. The NCF requests a variance Chapter 652 of the Traverse City Code of Ordinance such to allow the permissible sound levels contained in the ordinance from 7 a.m. to 10 p.m. to extend to 11 p.m.
3. The NCF (or its designees) requests that it be allowed to sell Festival Commemorative Pins within the City from April 1 through July 5, 2025.
4. The NCF will be charging an entrance fee for certain Entertainment venues on city property.

Miscellaneous – June 28 - July 5, 2025

1. Trash Pick-Up will be handled by the NCF in conjunction with the City of Traverse City. In addition to other areas, the city will empty waste receptacles in the morning once each day on the 100 and 200 blocks of East Front Street; NCF has contracted with American Waste for Charities to augment waste removal in the 100 and 200 blocks of East Front Street.

The NCF will have volunteer groups working as recycling stewards cleaning up the beaches after large events.

For beaches, the city will use the beach groomer to clean the beach after both fireworks nights and after the air shows, with all costs to be reimbursed by the Festival.

2. Parades – No Parking Signs and Cones

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2024 & 2025 NCF City Contract

- c. The Festival will place their “No Parking” cone signs for Front, Union and Seventh Streets on July 3 with designated times for the Community Royale Parade. The Festival will be responsible for placing the cones and picking them up on Thursday, July 3 for the Community Royale Parade. Vehicle tow locations will be designated and discussed in conjunction with the Parking Department.
- d. The Festival will place the “No Parking” cone signs for Front and Union Streets on Saturday, July 5 with designated times for the Cherry Royale Parade and Festival of Races. Vehicle tow locations will be designated and discussed in conjunction with the Parking Department.
- e.

5. Barricades

- a. Barricades will be placed by NCF at Marina Drive/Grandview Parkway and the Marina boat launch and parking lot beginning June 28. All-week water barricades will be set by NCF from June 28 through July 5 per agreed-upon list.
- b. All barricades will be in place for the parades by Tuesday, July 1, for street closings (to be determined by Police).

6. Snow Fencing

- a. To be placed along Grandview Parkway between street and parking lots from Park Street to Union Street.

The NCF agrees to carry general liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. Such insurance shall be secured from a company licensed to conduct business in the State of Michigan. Additionally, if the NCF will serve liquor it shall carry liquor liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. Certificates of Insurance evidencing this insurance shall be provided to the City Clerk and shall contain a statement that ten (10) days written notice will be provided to the City Clerk of Traverse City prior to cancellation of any of the aforementioned insurance coverage. The pyrotechnics company in charge of the fireworks display shall submit insurance in amounts and coverage's determined by the City Clerk.

The NCF will reimburse the City of Traverse City for all city services directly associated with the festival. The NCF will have the opportunity to negotiate services and substitute city services where appropriate.

NCF acknowledges and agrees that this agreement is contingent upon issuance of the related Park and Public Land Use Permits and Street Use Permits by the City Clerk; if such permits are not issued, the activities outlined in this agreement are not authorized.

Sincerely,

A handwritten signature in black ink that reads "Kat Paye". The signature is fluid and cursive, with the first letters of "Kat" and "Paye" being capitalized and prominent.

Kat Paye
Executive Director
National Cherry Festival

The City of Traverse City and the National Cherry Festival agree to the terms and conditions of this agreement as recited above. Further, the National Cherry Festival agrees to the permit conditions issued by the City of Traverse City, which are incorporated into this agreement by reference.

City of Traverse City

Richard Lewis *

Richard Lewis, Mayor

National Cherry Festival

Kat Paye, Executive Director

Benjamin Marentette *

Benjamin Marentette, City Clerk

Kat Paye

Approved as to substance:

Marty Colburn *

Marty Colburn, City Manager

Approved as to form:

Lauren Tribble-Laucht *

Lauren Tribble-Laucht, City Attorney

*Signed with permission. See attached



Sarah Lutz <lutzs@traversecitymi.gov>

Agreement - National Cherry Festival

Marty Colburn <mcolburn@traversecitymi.gov>

Mon, Mar 6, 2023 at 4:47 PM

To: Sarah Lutz <lutzs@traversecitymi.gov>

Please sign my electronic signature on the agreement between the City of Traverse City and the National Cherry Festival for the use of city facilities for this great event.

Thank you.

On Mon, Mar 6, 2023 at 3:42 PM Sarah Lutz <lutzs@traversecitymi.gov> wrote:

[Quoted text hidden]

--

Martin A. Colburn, City Manager

City of Traverse City

mcolburn@traversecitymi.gov

Tel: 231-922-4440

Fax: 231-922-4476



Sarah Lutz <lutzs@traversecitymi.gov>

Agreement - National Cherry Festival

Lauren Tribble-Laucht <ltlaucht@traversecitymi.gov>
To: Sarah Lutz <lutzs@traversecitymi.gov>

Mon, Mar 6, 2023 at 4:42 PM

Hi Sarah,
Please sign for me. Thanks.
Lauren

[Quoted text hidden]

--

Lauren Tribble-Laucht
City Attorney
[City of Traverse City](#)
[400 Boardman Avenue](#)
[Traverse City, MI 49684](#)
[Office: \(231\) 922-4404](#)
[Fax: \(231\) 922-4476](#)
LTLaucht@traversecitymi.gov
www.traversecitymi.gov



Sarah Lutz <lutzs@traversecitymi.gov>

Agreement - National Cherry Festival

Benjamin Marentette <bmarente@traversecitymi.gov>
To: Sarah Lutz <lutzs@traversecitymi.gov>

Tue, Mar 7, 2023 at 3:25 PM

Hi Sarah,

Please sign for me. Thank you.

Benjamin Marentette (he/him), MBA, MMC

City Clerk | City of Traverse City

First Floor | Governmental Center

400 Boardman Ave. | Traverse City, Michigan 49684

bmarente@traversecitymi.gov | <https://www.traversecitymi.gov/government/city-clerks-office/>

O: 231.922.4480 | F: 231.922.4485

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On Mon, Mar 6, 2023 at 3:42 PM Sarah Lutz <lutzs@traversecitymi.gov> wrote:

[Quoted text hidden]



Sarah Lutz <lutzs@traversecitymi.gov>

Agreement - National Cherry Festival

Richard Lewis <rlewis@traversecitymi.gov>
To: Sarah Lutz <lutzs@traversecitymi.gov>
Cc: Lauren Tribble-Laucht <LTLaucht@traversecitymi.gov>

Wed, Apr 12, 2023 at 3:59 PM

Sarah,

You have my authorization to sign my signature electronically for the National Cherry Festival Foundation for the 2024 and 2025 Events.

Richard

Richard I. Lewis
Mayor
City of Traverse City

"Relationships are primary; all else is derivative." Ron David

[Quoted text hidden]



City Agreement 2024.2025 Final with changes.pdf
2820K