



City of Grosse Pointe Woods
Parks and Recreation Department

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236
Telephone: 313-343-2408 • Fax: 313-642-5105 • Email: comctr@gp.wd.mi.gov

RECEIVED

JUL 14 2022

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Application for Use of Grosse Pointe Woods Soundstage

Applications must be submitted 60 days prior to requested use date and must have approval by City Council to use the Grosse Pointe Woods Soundstage.

ORGANIZATION INFORMATION

Date of Application: 7/13/2022
Organization Contact Person: RacheleWright/CarolynStolarski
Phone Number: 313-881-4722
Name of Organization: Grosse Pointe Chamber
City, State, Zip: GP Farms, MI 48236
Email: staff@grossepointechamber.co

EVENT DETAILS

Date of Rental Request: 8/6/2022 - 8/7/2022
Address of Event: 41 Kercheval
Date/Time of Set-up: 8/5 (evening) or 8/6 (7am)
Event Name: Pointes Art Festival
City of Event: Grosse Pointe Farms
Date/Time Take-down: 8/7/2022 after 6pm

CONDITIONS GOVERNING THE USE OF THE SOUNDSTAGE

- 1. The fee for use of the Soundstage is \$2,000.00.
2. The event location must provide space to allow free access in and out of the area.
3. The Soundstage is 35' long an 8' wide. If it is necessary to add the extensions there will be an added fee to cover the additional labor costs.
4. The Soundstage will be delivered to the site, set up and supervised by assigned employees of Grosse Pointe Woods Public Works.
5. The Soundstage shall not be used for the purpose of dispensing refreshments such as ice cream, soft drinks, and other food or drink products.
6. No decorations, signs, paint, tape and/or any other appearance adjustment will be allowed without permission of this Department.
7. The shell must be grounded at all times while electrical supply is connected.
8. The organization agrees to assist and respect any or all decisions made by the person that has been hired by the City of Grosse Pointe Woods Department of Public Works to take responsibility for setting up and taking down the shell
9. The organization agrees to meet all applicable sound curfew and group restrictions.
10. The organization agrees to provide a night guard, to keep watch on the Soundstage and all equipment associated, whenever the Soundstage is rented for more than one day.
11. The organization agrees to assume full responsibility for damages and/or losses to the Soundstage and all equipment.
12. Applicant must provide a minimum \$1,000,000.00 liability insurance policy with "The City of Grosse Pointe Woods listed as additionally insured" under "Description of Operations".

I have read and agree to the Conditions Governing the Use of the Soundstage. RW
Applicant Initials

HOLD HARMLESS AGREEMENT

The undersigned agrees to make financial restitution to the City for any damage to or loss of City property or equipment caused by the above named group or any individual present at this event. Further, the undersigned does hereby release and hold harmless the City of Grosse Pointe Woods, its elected or appointed officials, employees and volunteers from any and all claims or loss resulting in bodily injury or property damages caused by the undersigned or any third party present at this event. Further, the undersigned agrees to financial reimbursement to the City if additional cleanup is necessary by city employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Liability insurance coverage must be submitted with the application. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs.

Applicant Signature Rachele Wright Date 7/13/2022

OFFICE USE ONLY

Insurance submitted with application: [] Yes [] No
Recommended for approval as submitted : [] Yes [] No
Recommended for approval as submitted : [] Yes [] No
Insurance rating:
Signature & Date: Department Head Date
Signature & Date: City Administrator Date
Council Approval Date:

Susan Como

From: Susan Como
Sent: Thursday, July 14, 2022 2:44 PM
To: 'Rachele Wright'
Cc: Staff; Nicole Gerhart; Paul Antolin; Frank Schulte
Subject: RE: GPW Sound Stage

Hi Rachele:

Please see the responses to your questions below in red.

Also, as outlined in the application the Chamber must provide liability insurance coverage must be submitted with the application. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs. Please provide the insurance asap.

I have forwarded your application to the City Clerk, Paul Antolin, for it to be addressed at Monday's city council meeting.

Moving forward, please work with the city's Recreation Supervisor, Nicole Gerhart (cc'd on this email), who handles the reservation process of the soundstage.

Wishing you a successful event!

Warm regards,

Susan Como
Assistant City Administrator
City of Grosse Pointe Woods
Phone: 313.343.2445
scomo@gpwmil.us

"There is a very real relationship, both quantitatively and qualitatively, between what you contribute and what you get out of this world."

~ Oscar Hammerstein II ~

From: Rachele Wright <socialmedia@grossepointechamber.com>
Sent: Wednesday, July 13, 2022 12:36 PM
To: Susan Como <SComo@gpwmil.us>
Cc: Staff <Staff@grossepointechamber.com>
Subject: GPW Sound Stage

CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:

Hi Sue,

Thank you so much for sending over the application for the sound stage! You're welcome. I've attached a completed application here for you.

The one question I have - "The Soundstage will be delivered to the site, set up and supervised by assigned employees of Grosse Pointe Woods Public Works": The soundstage will be delivered, setup and we will ensure you have power to you sound system – they do not stay for the duration of your event. That same evening the on duty DPW Crew Chief will come back and close the soundstage and return to next day to redo the same process as the day before.

Does this mean an audio person will be there to assist us? Also, is there any equipment that comes with the stage such as amps or mics? No And if not, is there someone you can recommend for that GPW uses? Unfortunately, we only rent the soundstage out (usually, everyone who has rented in the past has their own equipment and I do not know who you can rent the equipment from).

Thank you!

Rachele Wright
Director of Social Media

GROSSE POINTE *Chamber of Commerce*

Grosse Pointe Chamber Foundation
106 Kercheval, Grosse Pointe Farms MI 48236
P: 313.881.4722

*A good chamber keeps up with change.
The best makes change happen.*