

Kalamazoo Farmers Market

Don Cooney Cultivation Center | Rental Information



Don Cooney Cultivation Center at the Kalamazoo Farmers Market
1234 Bank St, Kalamazoo, MI 49001



Interested in renting the Don Cooney Cultivation Center? Here is everything you need to know:

The Don Cooney Cultivation Center is a multi-purpose building on the Kalamazoo Farmers Market property. You can rent the DCCC, the outdoor Farmers Market pavilions, or both. This packet contains the information about renting the indoor facility, the DCCC. Rental prices are determined based on your event needs, which you can submit in your application.

Rental Application:

Link: <https://www.eventeny.com/events/vendor/?id=55883>

QR Code:



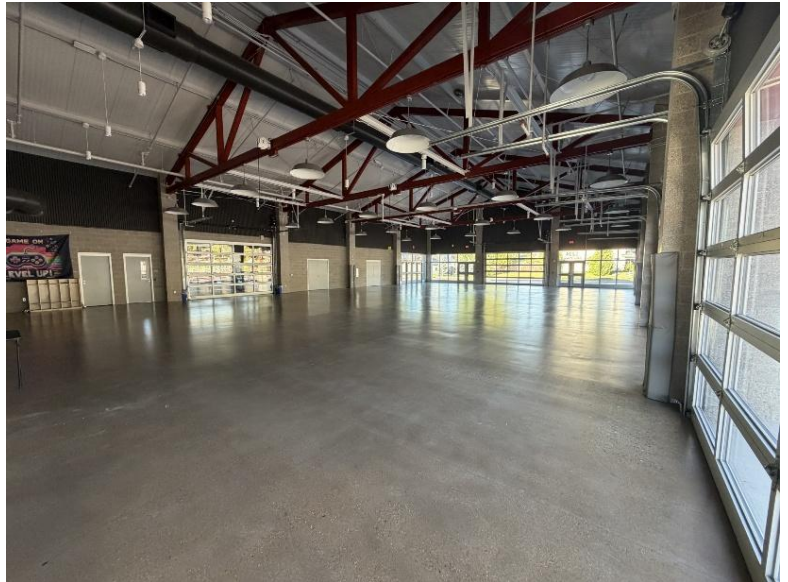
What the rental includes

- The Cultivation Center includes the large indoor programming space (6,000 square feet), the adjacent bathrooms, the food truck portals, and the adjacent parking lot. A diagram of the facility is attached.
- There are limited tables and chairs available in the space. All tables and chairs must be returned to the storage area at the conclusion of the event.
- If you need additional tables and chairs, you will need to bring them as part of your use of the facility. As part of the use agreement, you will need to provide the name of the rental company that is providing additional equipment for your event.
- There is no access to audio equipment in the facility.
- Access to WIFI is through a portable WIFI device. Password for access will be provided at check-in.
- If you are planning to use the food truck portals, please make sure to learn about the power portals and access requirements. Trucks are required to bring their own electrical hook ups that range from 220- 30 amp to 50 amp.
- There is access to the onsite dumpsters for garbage and recycling.
- Use of the commercial kitchen and its equipment is an add-on to your rental agreement, at an extra cost. It is a licensed catering kitchen and food preparation and service must meet the Kalamazoo County Health Department guidelines and requirements.

- A KzFM staff member will meet you to check you into the building and provide access to the building. An inventory of the equipment and supplies as well as the condition of the space will be documented through a check-in sheet and at the end of your rental, a KzFM staff member will record the inventory of items. Renters are responsible for reimbursement of the missing equipment and breakage.
- During your time rental a KzFM staff member will be on call to address building issues or problems. They will be there to lock up the building.
- You are required to leave the building as it was presented to you and consequently, you must pick up your trash and broom clean the floors. There are trash receptacles on site to use, the dumpster is adjacent to the building.

Information needed for the application

- Rental Company/Organization
- Organizational designation – for-profit, non-profit, or governmental.
- Address
- Contact Person, Phone, Email
- Event Day Contact, Phone, Email
- Event Name
- Event Purpose
- Area of Use
- Rental Date
- Event Time, Setup Time, Teardown Time
- Expected attendance
- Entry Fee
- Do you intend to:
 - Use the commercial kitchen
 - Serve alcohol
 - Require cleaning following your event
 - Need support for vendor coordination
 - Rent equipment
 - Book security (required for large event)
- If you will be partnering with vendors, and your acknowledgement of the conditions that may be required of your vendors:
 - Michigan Sales Tax Number
 - Kalamazoo County Temporary Food Establishment license
 - Standardized Transitory Food Unit Permit
 - Mobile Fire Suppression Certification and Permit
 - Food Manager Certification (ServSafe)
 - Cottage Industry Permit
 - Certificate of Insurance
 - MDARD Food Establishment License



Conditions of use

- Licensee must submit a completed event application.
- Event map required outlining the intended uses, entrances, exits, pedestrian flow, vendor placement
- Vendors agree to provide required vending certificates and Kalamazoo County Health Department Certifications. Food vendors are required to submit Intent to Serve permits.
- Licensee is required to provide a list of the food operator businesses 1 week prior to the event to determine both Fire Marshal and Kalamazoo County Health Department certifications and approvals.
- Licensee agrees to all Kalamazoo Farmers Market and Don Cooney Cultivation occupancy rules and regulations.

- Alcoholic beverage service must be specifically outlined and only approved MLCC issued licenses or a liquor catering permit are allowed. (more info below)
- Certificate of Insurance required prior to event.
- 50% of payment is required to reserve date.
- An additional \$500 deposit is required upon signing agreement, which is refundable depending on damage and payment.
- Balance due 14 days prior to event.
- Failure to pay will result in cancellation.

Serving Alcohol

There are two pathways for providing or selling alcohol during a rental event at the DCCC.

1. Hire a host alcoholic beverage provider through a MLCC Catering Permit
2. Apply and secure a MLCC One day Liquor License.

Renters must strictly adhere to one of the following options:

OPTION 1: Catered Bar (MLCC Catering Permit)

- Licensed Service: You may hire an outside catering company or organization that holds an active, MLCC Catering Permit.
- All alcohol must be pre-paid by the host. No cash or payment may exchange hands on the day of the event. Attendees cannot purchase drinks, and cash bars are strictly prohibited under this permit. All alcohol must be pre-paid by the host.

OPTION 2: Temporary 24-Hour MLCC Liquor License

- Non-Profit Restriction: This option is strictly restricted to registered U.S. non-profit organizations hosting events (such as fundraisers or community festivals). Commercial or private renters do not qualify.
- MLCC Approval: The organization must apply for and secure a temporary 24-hour Special License directly from the Michigan Liquor Control Commission (MLCC).
- Documentation Required: A copy of the approved MLCC license must be submitted to the DCCC management and to the City of Kalamazoo at least 14 days prior to the event date.

Insurance Requirements

Licensee must provide \$1,000,000 per occurrence / \$2,000,000 aggregate coverage.

Additional Insured: Gamsho Group LLC and the City of Kalamazoo, including all elected and appointed officials, employees, volunteers, boards, commissions, and authorities.

Indemnification

Licensee agrees to indemnify and hold harmless Gamsho Group LLC and the City of Kalamazoo from all claims and liabilities.

For More Information and Questions

Contact the market team:

Marcus Collins, Market Director and Vendor Management

Deborah Droppers, Marketing, Event Management and Site Operations

Kiar Gamsho, Market Operator

Phone: 269-388-2830

email: kzoofarmersmarket@gmail.com

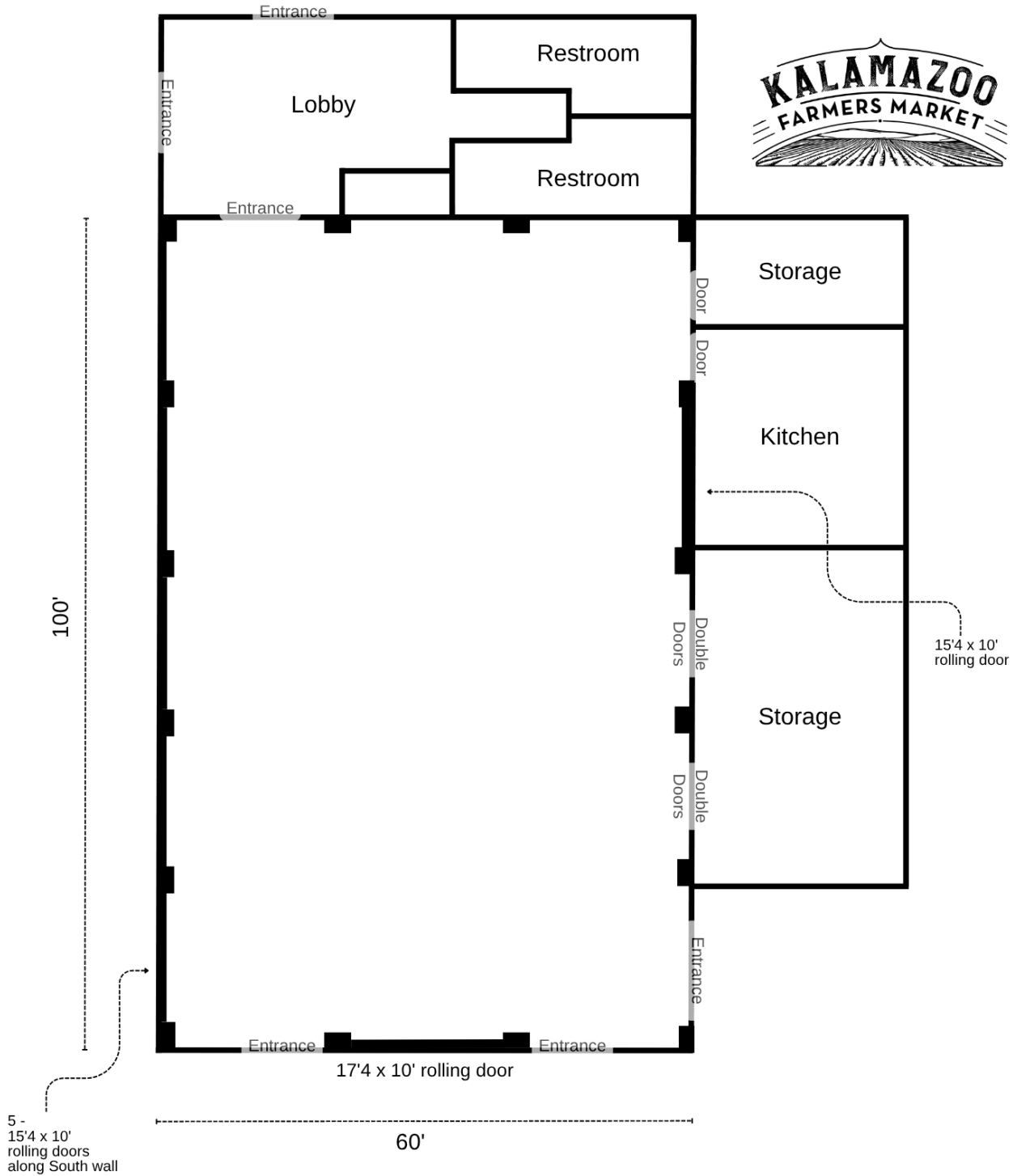
www.kzoofarmmarket.com

Facebook: [KzooFarmMarket](https://www.facebook.com/KzooFarmMarket)

Instagram: [KzooFarmMarket](https://www.instagram.com/KzooFarmMarket)

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*Not to scale