



Fishtown Preservation Society
Art Shanty Weekly License – Policies and Guidelines 2021

Fishtown Preservation is dedicated to saving the place, the stories and the Great Lakes fishing tradition.

Welcome, we are excited to have you join us for a week in Fishtown!

Historic Fishtown is a rare historic site and working waterfront with an active commercial fishing heritage. The oldest shanties date to 1900. Over the past 60 years, many of the shanties have been adapted to house small retail establishments, which attract visitors and help Fishtown and the Leland community thrive. As a Guest Business in Fishtown, we hope that your time in Fishtown will inspire you to learn about Fishtown's heritage and Fishtown Preservation Society's (FPS) role in its preservation.

GENERAL ADMINISTRATIVE INFORMATION

License Fee Payments: A \$100 check is due as a security and maintenance deposit at the time of acceptance of your License Agreement. Please pay your deposit check via the US Postal Service or in person at the FPS office. \$500 is due at the onset of your License term before receiving access to the shanty. The deposit check will be held and returned within one week after the completion termination of your License Agreement, pending a property inspection and that no damages have occurred. A fee of \$50 will be incurred by those who stay beyond the check-out time. The \$500 rent can be paid by credit card but will have an added fee of \$20.

Hours: You are welcome to be open as many hours as you like, but we require you to be open at least 12:00 Noon to 4:00PM each day.

Insurance: At the time of signing of your License Agreement, you are required to submit a Certificate of Liability Insurance naming FPS as an additional insured on your policy and showing minimum insurance coverage of:

- Public liability and property damage with coverage of at least \$2,000,000 on a combined single limit basis
- Commercial General Liability insurance combined single limit of not less than \$1,000,000 per occurrence
- Commercial General Liability insurance with not less than a \$2,000,000 aggregate

FPS is not responsible for any lost, stolen or damaged to your property during the License Term.

General – Art Shanty Guest Businesses must comply with the following regulations:

- Fishtown is a historic working waterfront where there are many other businesses and a high volume of visitors. The use of this building and the continued preservation and operations of Fishtown rely on mutual respect for our neighbors and the support of the broader Fishtown and Leland community.
- No cooking is permitted inside the building.
- No smoking in Fishtown or inside the building.
- Permission must be obtained before fastening anything to the interior or exterior walls outside of basic hanging materials (noted below).
- No live music without prior permission of the FPS staff. You are welcome to have music inside the shanty.
- You are responsible for seeing that the building and grounds are left as they were found, and are responsible for turning off lights, cleanup of the space, and trash removal, as well as any expenses for damage incurred during the License Term.
- Sign-in is at 3:00PM Tuesday and check-out is at 11:00AM the following Tuesday.

Keys: Guest Businesses will receive one key per agreement.

- If you decide that you would like to use your own lock during your time in Fishtown, please bring two copies of the key to the FPS office. We need to have access to your building in case of emergency and for maintenance.
- At the conclusion of your License Term, please padlock the door with the FPS padlock and return the key(s) to the FPS office.

FISHTOWN SITE USE INSTRUCTIONS

Limit parking in/near Fishtown: FPS asks that you honor this request in the busy summer months, particularly between 10:00am and 5:00pm

It is also your responsibility to inform whoever may be assisting you of the parking restrictions.

No Smoking: Fishtown has a no-smoking policy. Please enforce this with anyone assisting you and those who are visiting Fishtown. If you see someone smoking, please direct them to the fire safe receptacles at the Fishtown entrances.

Fire Extinguishers: Each business has at least one fire extinguisher. The fire extinguisher is to remain visible at all times and be easily accessible from the door. There are also two extinguishers located at each end of the dock. Please make yourself aware of the extinguisher locations in case of emergencies.

Trash and Recycling: Fishtown Preservation has two dumpsters on West River Street dedicated to waste removal, one for regular trash and the other for recycling. Trash pickup is on Monday and Thursday, and recycling pickup is on Wednesday and Saturday. Please do not block the dumpsters at any time.

- **Trash:** Routine store trash should go directly to the dumpster, not the rolling totes. Place packing peanuts in a sealed bag before disposing. Please do not dispose of your household trash in any Fishtown receptacles.
- **Recycling:** Recycling is single stream for clean paper, plastics and cardboard. Please break down ALL boxes before placing them in the recycling dumpster.

Outside Spaces: The licensed space does not extend to the placement of art or merchandise outside the shanty. Please limit such displays. However, if you are a painter or otherwise are able to create your art in the open air, we encourage you to set up an easel in front of the shanty and share your process with Fishtown visitors and your guests.

Internet: Network - Leland Harbor Wi-Fi Password - lelandharbor

Cell Service: The quality of cell service depends upon your provider. For most visitors, the best spot is at the top of the ramp across from the Village Cheese Shanty.

FISHTOWN ART SHANTY INSTRUCTIONS

Shanty Amenities: FPS is providing some seating, a sales counter, shelving, and an 8-foot long cupboard that can be used for storage and display. You are welcome to bring additional furniture, displays and lighting.

Hanging Devices: Guest Businesses must use picture hangers or small nails to hang artwork/exhibits. Nails and picture hangers must be removed at the end of your week. No large nails, screws or staples allowed.

Art Opening Event: You are welcome to have an opening event at any point during your week in Fishtown, though given how busy Fishtown is in the middle of the day, we suggest a starting time of late afternoon.

Alcohol: The sale of alcohol is prohibited. Alcohol can only be served in strict compliance with Michigan law; the regulations and requirements of the Liquor Control Commission; local ordinances; and the terms of these user policies. Alcohol can be served but must be consumed in the shanty.

Point of Sale System: FPS does not provide a POS system. Please bring your own sales recording system.

Electrical: To minimize electric problems during your week in Fishtown, please keep bulbs at least 7 inches away from any store item or combustible to prevent damage or fire. A battery backup system with surge protection for cash registers and computer appliances can help prevent damage from power outages and surges.

Water Issues: In the event of heavy wind and rain, water can permeate the siding as well as rush in the door. Please be mindful of placing art/goods in the window or near the door under such conditions. Road runoff, as well, can seep in from the north wall. We are supplying a dehumidifier that drains outside of the shanty in case of wet conditions. Keep alert of pending weather, especially low-pressure systems.

Heat/Air Conditioning: The shanty has no heat or air conditioning. We will provide a fan for your use, but depending on when you are in the shanty, you may want to bring a space heater for your comfort. Acceptable model examples are Vornado VH200 and Vornado VH5 Space Heaters.

Building Repairs: Please notify FPS in writing, preferably via email to smeyer@fishtownmi.org, of any building issues or repairs that may be needed. Please be as detailed as possible when reporting an issue so that the person fixing the problem is able to locate and repair it. Note, however, that the shanty is provided in an as-is condition.

CONTACT

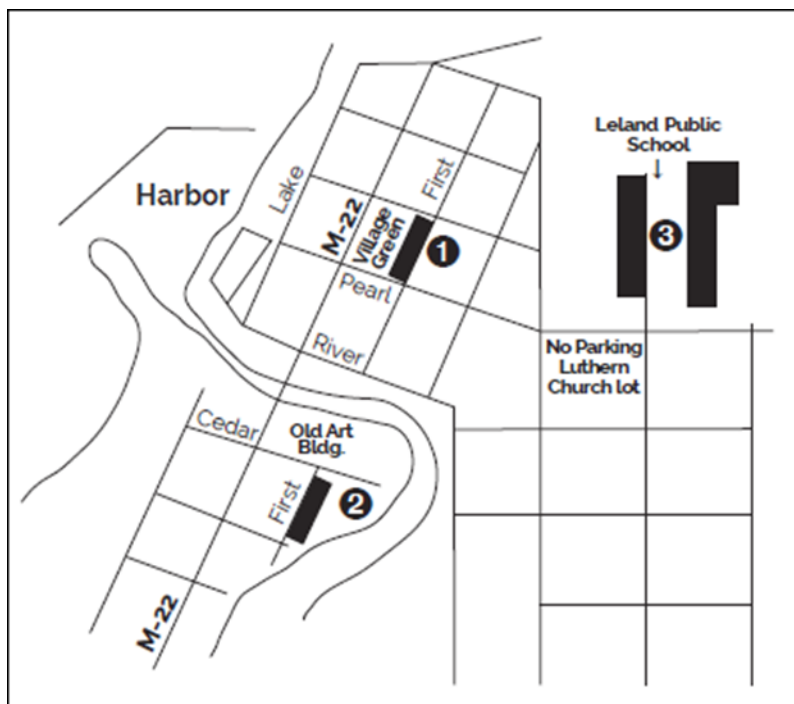
For concerns or to discuss these guidelines, please contact Summer Meyer at the FPS Office.

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FISHTOWN BUSINESS AND EMPLOYEE PARKING

- ① First Street, **south** of the Old Art Building, Leland Library, Leelanau Historical Museum area. This area is often under used.
- ② First Street, behind the Village Green.
- ③ Leland Public School - up the hill on Pearl Street (weekends in spring and fall).

Black boxes indicate parking for business owners and employees



Thank you!

Wishing you a safe, profitable and fun week!

MISSION STATEMENT:

Fishtown Preservation Society is a 501(c) 3 non-profit organization and exists to assure public access to Fishtown and to maintain its historical integrity, working waterfront, artifacts and stories through preservation, education and stewardship.