



Fishtown Preservation Society
Art Shanty Weekly License – Policies and Guidelines 2023

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 here 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 deposit check is due for security and maintenance and to reserve your week with the acceptance of your License Agreement. Please pay your deposit check via the US Postal Service or in person at the FPS office. The deposit check will be held and returned within one week after the completion of your License term, pending a property inspection and that no damages have occurred. Your weeks rent is due at the onset of your License term and before receiving access to the shanty. The rent can be paid by credit card but will have an added fee of \$20. You will be charged a fee of \$25 for the loss of the Art Shanty key. A fee of \$50 an hour fee will be incurred by those who stay beyond the check-out time.

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 after your Tuesday arrival and set up (Wed – Mon).

- Check-in is at 3:00PM Tuesday and Check-out is 11:00AM the following Tuesday

Insurance: Prior to your week in Fishtown, 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

If you need help with obtaining insurance, Act Insurance Company <https://www.actinsurance.com/> specializes in policies for artists and craftspeople and can structure a short-term policy for you.

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 open flames in Fishtown, which includes no lit candles or incense are allowed inside the building.
- 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).
- You are welcome to have music inside the shanty. However, no live music is allowed without prior permission of the FPS staff.
- 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.

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 to the FPS office.
- You will be charged a fee of \$25 for the loss of the Art Shanty key.

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. Please see the recommended parking areas that are included at the end of this policies and guidelines document. It is also your responsibility to inform whoever may be assisting you of the parking restrictions.

Bathrooms: The facility available is the Leland Public restroom and is located in the Leland Harbor parking lot. While it is stocked and cleaned twice daily, it is commensurate of any facility with a high volume of public use and should be approached with that in mind.

No Smoking or Open Flames: 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 in Fishtown has at least one fire extinguisher. The Art Shanty fire extinguisher must not be moved and 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.
- **Recycling:** Recycling is single stream for clean paper, plastics, Styrofoam 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 to one or two items that highlight your wares. 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: The Wi-Fi can be intermittent at times. We encourage you to have alternate payment methods that do not require internet service.

Network – Leland Harbor Wi-Fi

Password – lelandharbor

Network – fishtown

Password – PreservingFishtown

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 provides some seating, a sales counter, shelving, a standalone and a table top easel, three small display tables, an 8-foot long cabinet that can be used for storage and display, three floor lamps, and some supplemental lighting. You are welcome to bring additional furniture, displays and lighting. For a complete list of items that FPS provides, please see the ART SHANTY amenities list.

Hanging Devices: Guest businesses can 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 inside the shanty.

Classes: You are welcome to hold classes as part of your week in Fishtown. We do ask that you limit your class size to accommodate the activity within the shanty space. You are responsible for supplying any extra tables, chairs or supplies you might need.

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

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. 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 or Eden Pure infrared 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

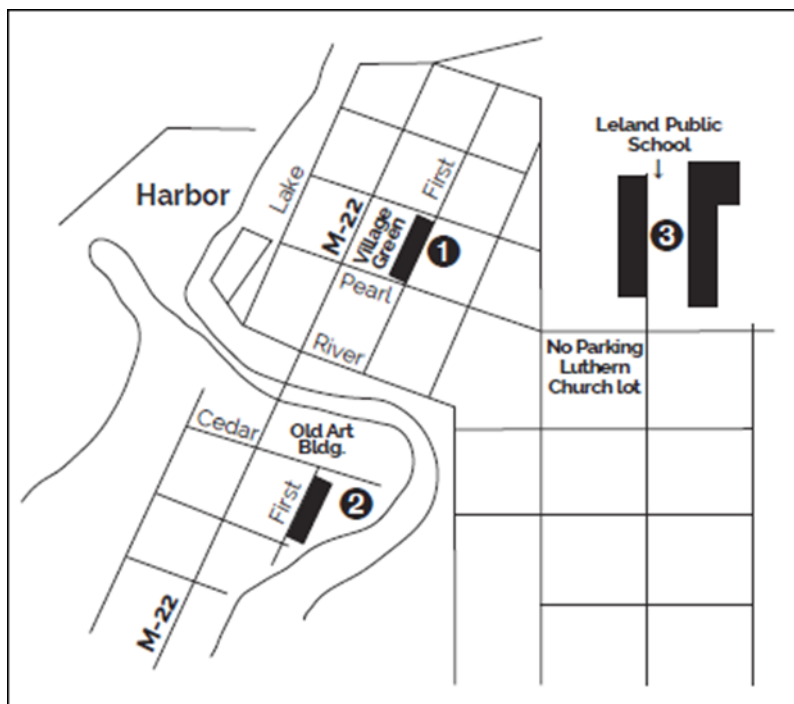
For questions, concerns, or to discuss these guidelines, please contact Summer Meyer at the FPS Office.

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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.