City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **August 15, 2014**

TO: **Joseph A. Valentine, City Manager**

FROM: **Laura M. Pierce, City Clerk**

SUBJECT: **Special Event Request**
Sukkah

Attached is a special event application submitted by the Birmingham Bloomfield Chai Center requesting permission to place a Sukkah in Shain Park, October 11 – 12, 2014, with a family event on October 12th.

The application has been circulated to the affected departments and approvals and comments have been noted. The Farmers Market is also scheduled on October 12th in Lot 6 on North Old Woodward.

SUGGESTED RESOLUTION:
To approve the request submitted by the Birmingham Bloomfield Chai Center to place a Sukkah in Shain Park, October 11-12, 2014, with a family event on October 12th, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

#14-00010112

RECEIVED BY

JUL - 9 2014

CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

I. EVENT DETAILS

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

FEES: **FIRST TIME EVENT:** **$200.00**
ANNUAL APPLICATION FEE: **$165.00**

(Please print clearly or type)

Date of Application 7/9/14

Name of Event Sukkah in Shain Park

Detailed Description of Event (attach additional sheet if necessary) Annual ~~event~~ family event

Location Shain Park

Date(s) of Event 10/12/14 Hours of Event 12 noon to 2pm

Date(s) of Set-up 10/11/14 Hours of Set-up Late day

Date(s) of Tear-down 10/12/14 Hours of Tear-down After event

Organization Sponsoring Event Birmingham-Bloomfield Chai Center

Organization Address PO Box 18940, Birmingham, MI 48012

Organization Phone 248 203 6721

Contact Person Rabbi Cohen

Contact Phone As above (cell: 248-225-0246)

Contact Email bbchai.rabbi@gmail.com

II. EVENT INFORMATION

1. Organization Type Non-profit (synagogue)
(city, non-profit, community group, etc.)

2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) N/A

3. Is the event a fundraiser? ☐ YES ☑ NO
List beneficiary _____
List expected income _____
Attach information about the beneficiary.

4. First time event in Birmingham? ☐ YES ☑ NO
If no, describe Annual event

5. Total number of people expected to attend per day 60

6. The event will be held on the following City property: (Please list)
☐ Street(s) _____
☐ Sidewalk(s) _____
☑ Park(s) Shain Park

7. Will street closures be required? ☐ YES ☑ NO

8. What parking arrangements will be necessary to accommodate attendance? N/A

9. Will staff be provided to assist with safety, security and maintenance? ☑ YES ☐ NO
Describe Volunteer

10. Will the event require safety personnel (police, fire, paramedics)? ☐ YES ☑ NO
Describe

11. Will alcoholic beverages be served? ☐ YES ☑ NO
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? ☑ YES ☐ NO
☐ Live ☑ Amplification ☐ Recorded ☐ Loudspeakers
Time music will begin Noon
Time music will end 2 pm
Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? ☑ YES ☐ NO
Number of signs/banners 1
Size of signs/banners 2 x 3 A-frame
Submit a photo/drawing of the sign(s). A sign permit is required.

14. Will food/beverages/merchandise be sold? ☐ YES ☑ NO

- Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event.
- All food/beverage vendors must have Oakland County Health Department approval.
- Attach copy of Health Dept approval.
- There is a $50.00 application fee for all vendors and peddlers, in addition to the $10.00 daily fee, per location. A background check must be submitted for each employee participating at the event.

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment? *(show location of each on map)*

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		$4.00 each	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		$200.00 per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	____ # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		Contact the Fire Department.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Audio System		$200.00 per day	Must meet with City representative.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? ☐ YES ☐ NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (sukkah) (A permit is required for tents over 120 sq ft)	1	TBD
Portable Toilets		
Rides	1	trackless train
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

8/13/14 - Rabbi Cohen has confirmed that there will not be a trackless train for the event.

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Sukkah in Shain Park

EVENT DATE 10/12/14

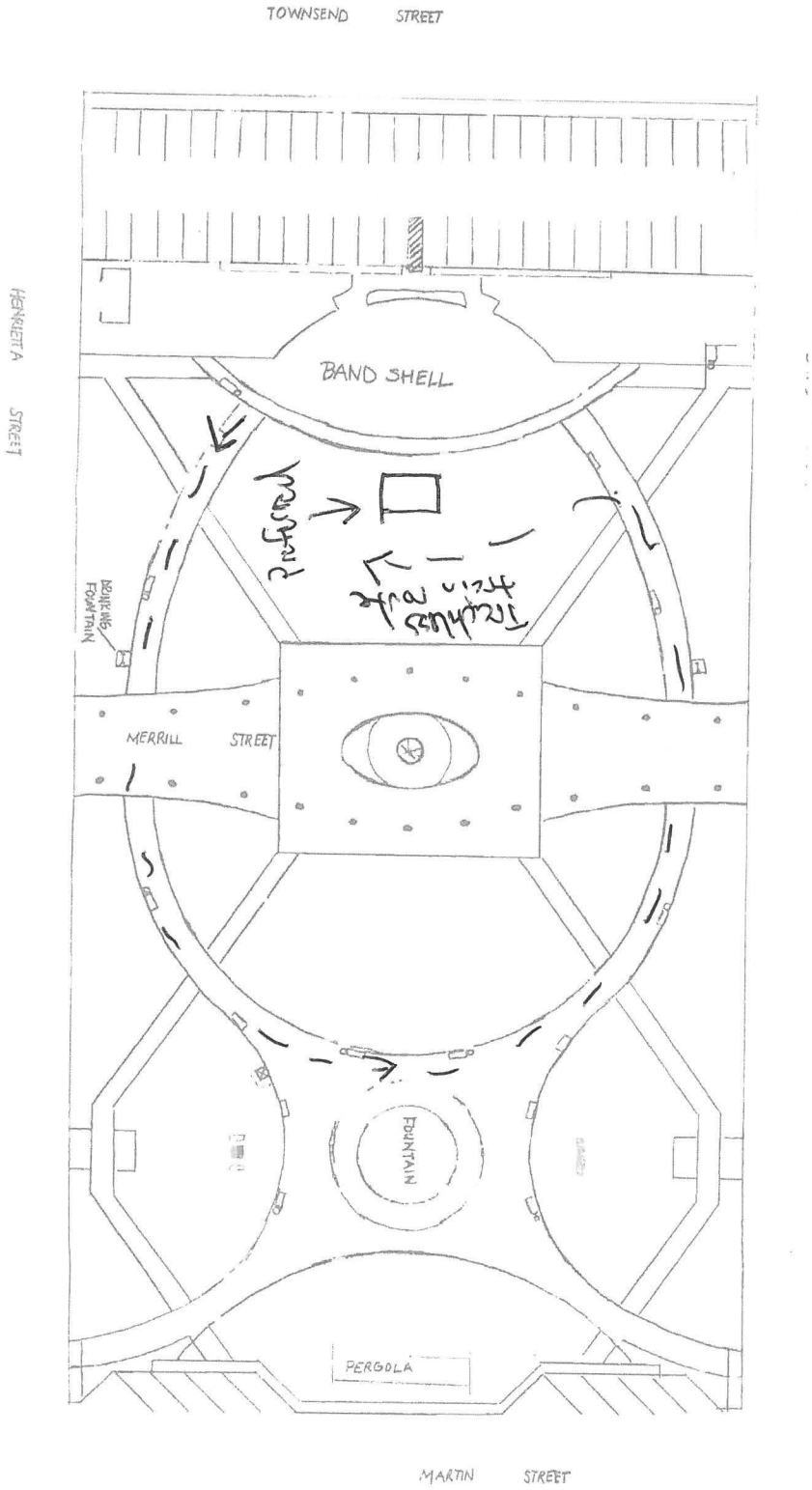
The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Signature 7/15/14 Date

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.


HENRIETTA STREET
DRINKING FOUNTAIN
BAND SHELL
MERRILL STREET
FOUNTAIN
PERGOLA
TOWNSEND STREET
MARTIN STREET

DEPARTMENT APPROVALS

EVENT NANE Sukkah in Shain Park

LICENSE NUMBER #14-00010112

COMMISSION HEARING DATE 08/25/14

NOTE TO STAFF: Please submit approval by **8/15/14**

DATE OF EVENT: **10/12/14**

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
PLANNING **101-000.000-634.0005** 248.530.1855	MB			$0	
BUILDING **101-000.000.634.0005** 248.530.1850	Ken Cooper		Tent Permit	Cost of permit to be paid with permit application.	
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	1. No Smoking in any tents or canopy. Signs to be posted. 2. All tents and Canopies must be flame resistant with certificate on site. 3. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents. 4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 5. Cords, hoses, etc. shall be matted to prevent trip hazards.	None	$0	

		6. Exits must be clearly marked in tents/structures with an occupant load over 50 people. 7. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 8. A permit is required for Fire hydrant usage. 9. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 10. Provide protective barriers between hot surfaces and the public.			
POLICE **101-000.000.634.0003** 248.530.1870	MHC	None		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CF			$0	
ENGINEERING **101-000.000.634.0002** 248.530.1839	Pending Approval				
INSURANCE 248.530.1807	AT	*Contingent upon meeting the insurance requirements. Insurance must be submitted at least two weeks prior to the event.		$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP			$165 (pd)	
				TOTAL DEPOSIT REQUIRED **$0**	**ACTUAL COST**