City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **August 14, 2014**

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

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

SUBJECT: **Special Event Request**
Judson Center Gala

Attached is a special event application submitted by the Judson Center requesting permission to place a tent on Merrill Street in conjunction with Judson Center Gala on November 8, 2014. Liquor will be served in the tent. Therefore, a temporary liquor license is required as stated in the resolution.

The application has been circulated to the affected departments and approvals and comments have been noted. There are no other events scheduled for the requested date.

SUGGESTED RESOLUTION:
To approve a request from the Judson Center to place a tent on Merrill Street in conjunction with Judson Center Gala on November 8, 2014 and to allow the use of a temporary liquor license for this event, 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.

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 July 18, 2014

Name of Event A Night to Embrace Our Children and Families Gala

Detailed Description of Event (attach additional sheet if necessary) Judsons Center's annual fundraiser celebrates the success of embracing families when life is hard. On Saturday, November 8, 2014 Judson Center supporters and friends will come together at the Townsend Hotel to be champions for Children during our Gala's 31st year. The Gala includes dinner, live and silent Auctions, VIP Reception all to benefit children and families in need.

Location The Townsend Hotel

Date(s) of Event November 8, 2014 Hours of Event 5:30 p.m. - 11 p.m.

Date(s) of Set-up November 8, 2014 Hours of Set-up 8 a.m. - 5:30 p.m.

Date(s) of Tear-down November 8, 2014 Hours of Tear-down 11 p.m. - midnight

Organization Sponsoring Event Judson Center

Organization Address 4410 W. Thirteen Mile Road, Royal Oak, MI 48073

Organization Phone (248) 549-4339

Contact Person Andrea Coronado

Contact Phone (248) 554-6361

Contact Email Andrea_Coronado@Judson Center.org

II. EVENT INFORMATION

1. Organization Type Non-profit
(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.)
Tent will be sponsored by Altair - Tom Perring
1820 E. Big Beaver ~~Avenue~~ Road
Troy, MI 48083

3. Is the event a fundraiser? (YES) NO
List beneficiary Judson Center
List expected income $200,000
Attach information about the beneficiary.

4. First time event in Birmingham? YES (NO)
If no, describe We have hosted our event in The Townsend in 2013, however a tent was not used

5. Total number of people expected to attend per day 250 - 300

6. The event will be held on the following City property: (Please list)
[X] Street(s) Merrill Street
[ ] Sidewalk(s)
[ ] Park(s)

7. Will street closures be required? (YES) NO

8. What parking arrangements will be necessary to accommodate attendance? Townsend Hotel Parking utilized, no extra arrangements

9. Will staff be provided to assist with safety, security and maintenance? (YES) NO

Describe Judson Center Staff and Townsend Hotel staff will be present to assist

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

Describe Police - close street

11. Will alcoholic beverages be served? (YES) NO Guest may carry beverages with alcohol inside the tent from Townsend

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission. Bar may be placed in Tent Liquor License held by Townsend Hotel

12. Will music be provided? (YES) NO

X Live X Amplification _____ Recorded _____ Loudspeakers

Time music will begin 6:30 p.m.

Time music will end 7:30 - 8p.m.

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 Signage inside the tent - not visible from outside

Size of signs/banners 2 banners inside tent no larger than 3'x5'

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.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?

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	Ø	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	Ø	$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	Ø	$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)	0-2 # of vendors requiring utilities	Varies	Charges according to final requirements of event. Lighting and heat - can use vendor
Water/Fire Hydrant	Ø	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	Ø	$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 (A permit is required for tents over 120 sq ft)	1	30'x60'
Portable Toilets	–	
Rides	–	
Displays	–	
Vendors	–	
Temporary Structure (must attach a photo)	–	
Other (describe)	–	

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Judson Center's A Night to Embrace Gala
EVENT DATE November 8, 2014

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.

Andrea Cornado 7/10/14
Signature Date

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

Attached

- 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.

Judson Center
90 YEARS

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Cameron M. Bready
1st Vice Chair
Kyle R. Hauberg
2nd Vice Chair
Richard D. DiBartolomeo
Treasurer
Curtis H. Mistele
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Melissa A. Howell
Dr. Michael O. Husmillo
Michael A. Klein
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Gary M. Vanek
Marie Van Marter
Donald P. Williams

President and CEO
Cameron D. Hosner

SPECIAL EVENT REQUEST NOTIFICATION LETTER

Date

Name
Address
City, State Zip

Salutation:

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City commission will consider our request so that an opportunity exists for comments prior to this approval.

EVENT INFORMATION

EVENT: A Night to Embrace Our Children and Families- Judson Center Gala
LOCATION: Townsend Hotel, 100 Townsend Street, Birmingham, Mi 48009
DATE(S) OF EVENT: November 8, 2014
HOURS OF EVENT 5:30 p.m. – 10 p.m.
BRIEF DESCRIPTION OF EVENT/ACTIVITY: The Judson center's annual fundraising Gala featuring dinner, entertainment, live and silent auction

DATE(S) OF SET-UP November 8, 2014
HOURS OF SET-UP: 8 a.m. – 10 a.m.
DATE(S) OF TEAR-DOWN: November 8, 2014
HOURS OF TEAR-DOWN: 10 p.m. - midnight
DATE OF CITY COMMISSION MEETING: _____

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. **A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880)**. Log on to www.bhamgov.org/events for a complete list of special events.
EVENT ORGANIZER: Judson Center
ADDRESS: 4410 W. 13 Mile Road, Royal Oak, MI 48067
PHONE: (248)554-6361

A map showing street closures is attached.

COA Council on Accreditation

4410 W. 13 Mile Rd., Royal Oak, MI 48073
Ph: (248) 549-4339 | Fax: (248) 549-8955
www.judsoncenter.org

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Donald P. Williams

President and CEO
Cameron D. Hosner

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, Judson Center and any entity or person for whom Judson Center is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

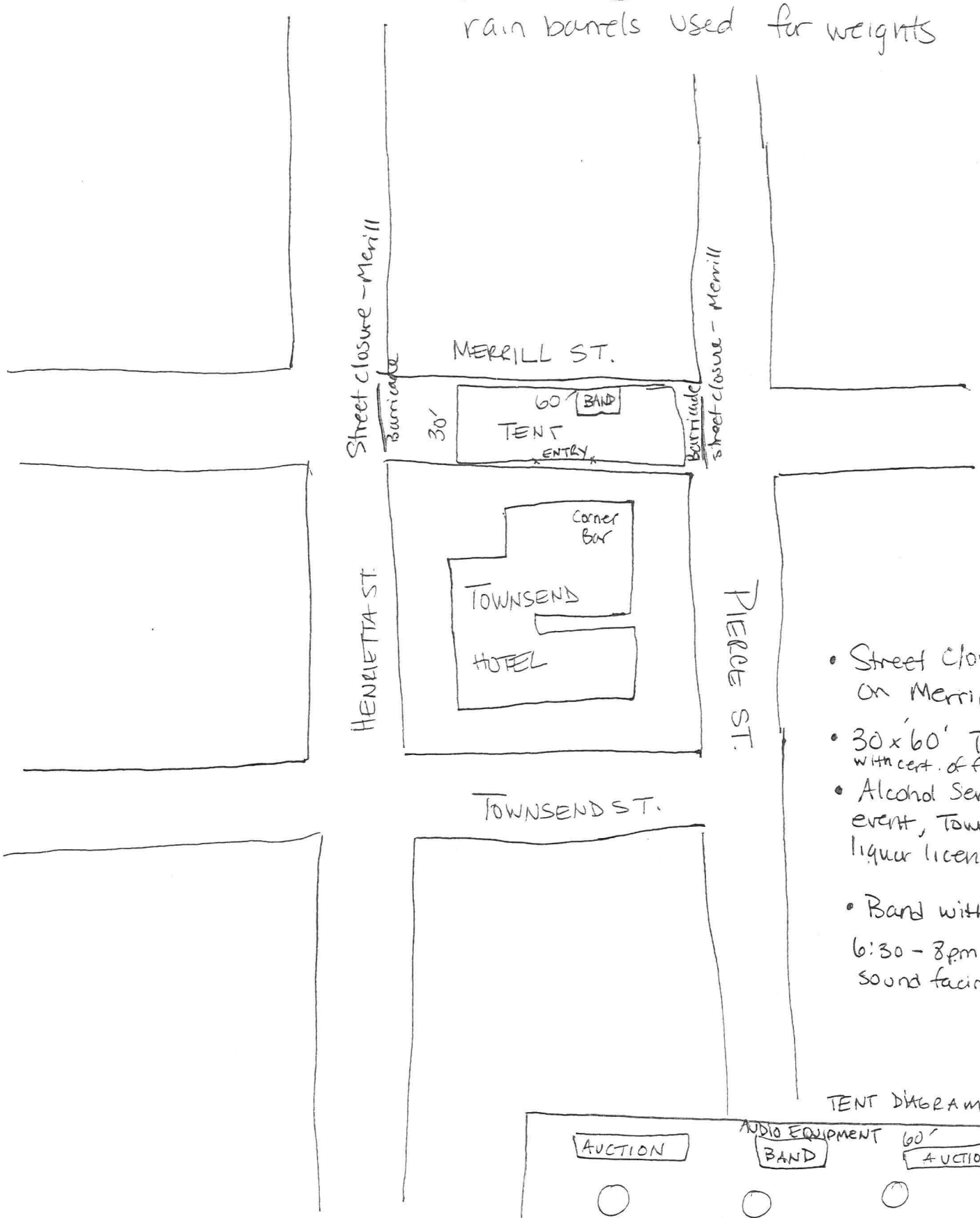
Cameron Hosner
President and CEO

7/10/2014
Date

ACCREDITED BY COA COUNCIL ON ACCREDITATION

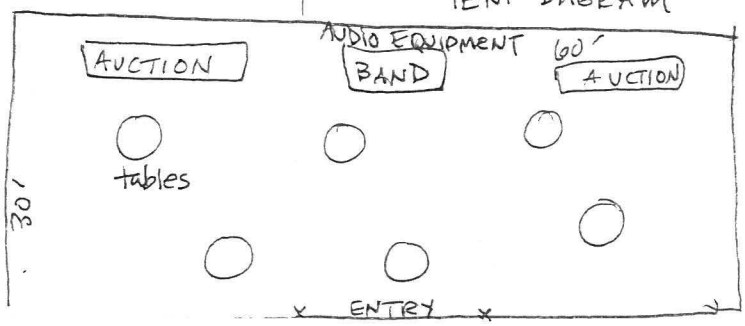
4410 W. 13 Mile Rd., Royal Oak, MI 48073
Ph: (248) 549-4339 | Fax: (248) 549-8955
www.judsoncenter.org

30'x60' tent on Merrill St.
NO stakes
rain barrels used for weights



- Street closure on Merrill
- 30'x60' Tent with cert. of flame resistan
- Alcohol Served at event, Townsend Hotel liquor license
- Band with sound 6:30 - 8pm. sound facing Townsend

TENT DIAGRAM



DEPARTMENT APPROVALS

EVENT NAME Judson Center Gala

LICENSE NUMBER #14-00010122

COMMISSION HEARING DATE 8/25/14

NOTE TO STAFF: Please submit approval by **July 23, 2014**

DATE OF EVENT: 11/8/14

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	None	None	$0	
BUILDING **101-000.000.634.0005** 248.530.1850	Ken Cooper	Tent permit required	Tent permit	2 Hours OT costs for Saturday inspection $127.90 plus- Cost of permit collected from applicant when application is made.	
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		$0	

		be permitted within 20 feet of the tents. 4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 5. Pre-event site inspection required. 6. 2 approved 5lbs. multi-purpose (ABC) fire extinguishers are required on site and accessible, one at each exit of the tent. 7. Cords, hoses, etc. shall be matted to prevent trip hazards. 8. A minimum of 2 Exits must be clearly marked in the tent. 9. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 10. A permit is required for Fire hydrant usage. 11. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 12. Provide protective barriers between hot surfaces and the public.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Temporary Liquor License must be obtained through the Mi. LCC for alcohol to be served/consumed outside of the building. On duty personnel will give event extra patrol. Costs for barricades and road closure.		$30.00	

PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	As in previous years when organizations construct a tent on Merrill Street. The tent needs to be held down by barrels. Stakes should not be driven into Merrill Street. Cost includes placement and removal of barricades.		$100	
ENGINEERING **101-000.000.634.0002** 248.530.1839	PO	Maintain 5' clear pedestrian pathway on City sidewalks. No damage to any pavement allowed for tent support, or barricades.		$0	
INSURANCE 248.530.1807	AT	Insurance ok			
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on August 5th. Notification addresses on file in the Clerk's Office.		$200 (pd)	
				TOTAL DEPOSIT REQUIRED **$257.90**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____