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**
Tree Lighting

Attached is a special event application submitted by the Principal Shopping District requesting permission to hold the Tree Lighting on Wednesday, November 26, 2014.

The application has been circulated to the affected departments and approvals and comments have been noted.

SUGGESTED RESOLUTION:
To approve a request from the Principal Shopping District to hold the Tree Lighting on November 26, 2014, 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.

#14-0001016 5

RECEIVED BY
JUL 31 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 July 28, 2014

Name of Event Birmingham Tree Lighting

Detailed Description of Event (attach additional sheet if necessary)
Birmingham residents are invited to attend the lighting of the tree in Shain Park along with entertainment.

Location Shain Park

Date(s) of Event November 26, 2014 Hours of Event 6-7pm

Date(s) of Set-up November 26, 2014 Hours of Set-up 12 noon/4pm sound & stage set-up

Date(s) of Tear-down November 26, 2014 Hours of Tear-down 7-8pm

Organization Sponsoring Event Birmingham PSD

Organization Address 151 Martin Street

Organization Phone 248-530-1200

Contact Person Lori Rondello

Contact Phone 248-530-1254

Contact Email lrondello@bhamgov.org

II. EVENT INFORMATION

1. Organization Type Birmingham PSD
   (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.) _____

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 _____

5. Total number of people expected to attend per day 400-500

6. The event will be held on the following City property: (Please list)
   ■ Street(s) Henrietta between Martin & Merrill
   ☐ Sidewalk(s) _____
   ■ Park(s) Shain Park

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

8. What parking arrangements will be necessary to accommodate attendance? No additional

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

Describe _____

_____

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 6pm

Time music will end 7pm

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 _____

Size of signs/banners _____

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	12	$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)	1 # 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 (A permit is required for tents over 120 sq ft)	2	10x10
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)	Oakland County Show	8'x45' long

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Tree Lighting

EVENT DATE November 26, 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.

Signature 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.

NOTIFICATION

July 25, 2014

TO: Property/Business Owner

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.

NAME OF EVENTS: 1) City Tree Lighting and 2) Santa House

LOCATION:
1) Shain Park
2) Shain Park

DATES/TIMES:
1) City Tree Lighting—Wednesday, November 26, 2014, 6-7 pm
2) Santa House—various weekends throughout holidays

DATE/TIME OF CITY COMMISSION MEETING: Monday, August 25, 2014 at 7:30 p.m.

The city commission meets in room 205 of the Municipal Building at 151 Martin. 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). To receive updates on special events held in the city log on to www.bhamgov.org/enotify.

EVENT ORGANIZER: Birmingham Principal Shopping District

ADDRESS: 151 Martin Street

PHONE: 248/530-1200

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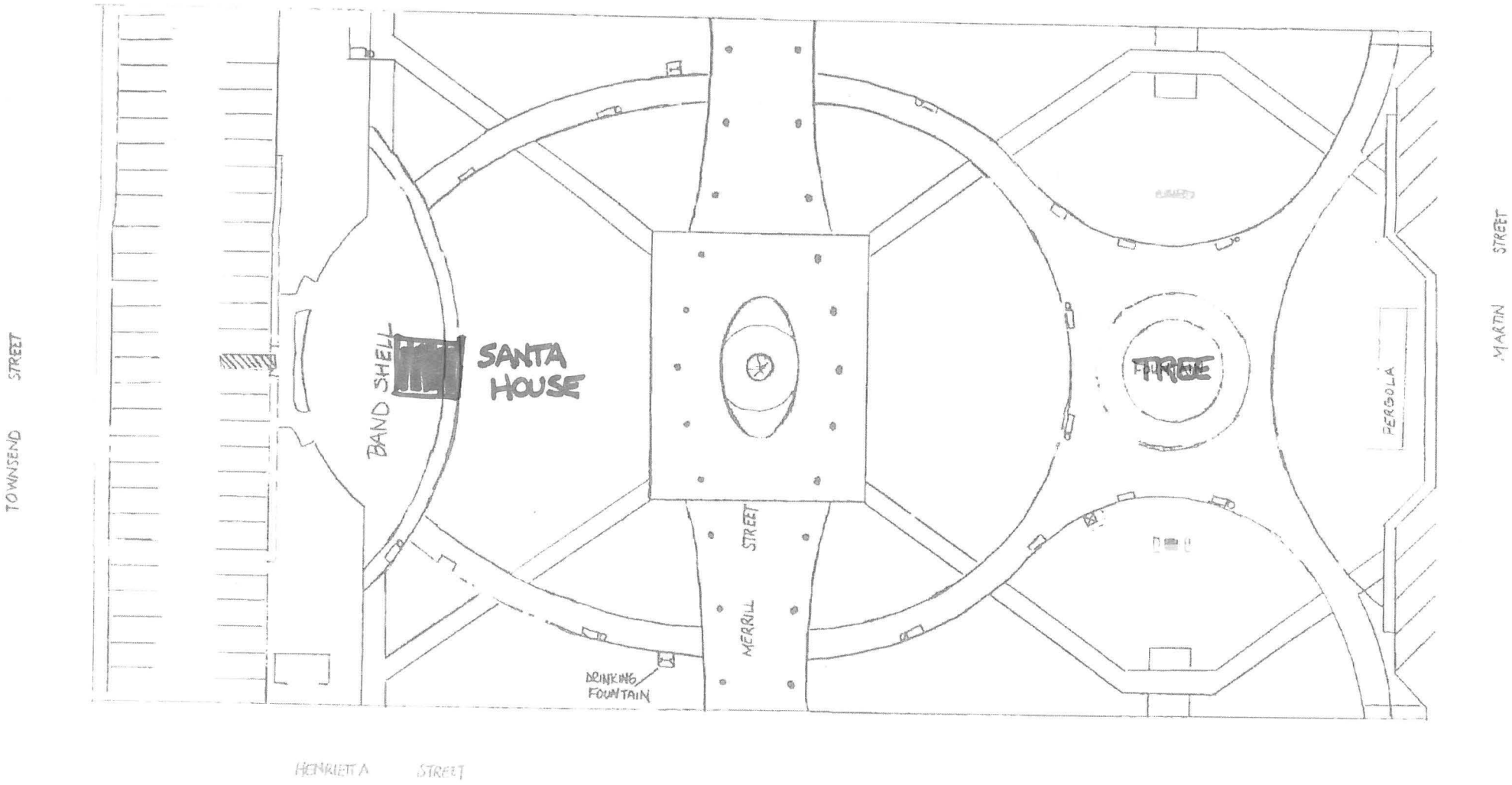
2014 TREE LIGHTING



HOT COCOA

STAGING AREA

OAK. CO. SHOW MOBILE

DEPARTMENT APPROVALS

EVENT NAME TREE LIGHTING

LICENSE NUMBER #14-00010165

COMMISSION HEARING DATE: 8/25/14

NOTE TO STAFF: Please submit approval by **8/11/14**

DATE OF EVENT: 11/26/14

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	No building department involvement	none	$0	
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. Clear Fire Department access of	None	$0	

		12 foot aisles must be maintained, no tents, canopies or other obstructions in the middle of the road unless approved by the Fire Marshal. 6. Pre-event site inspection required. 7. A prescheduled inspection is required for food vendors through the Bldg. dept. prior to opening. 8. An approved 5lbs. multi-purpose (ABC) fire extinguisher shall be on site and accessible. 9. Cords, hoses, etc. shall be matted to prevent trip hazards. 10. Paramedics and fire personnel will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	On duty personnel to give event extra patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	Department will assist with event.		$400	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Approved. Maintain 5' clear pedestrian route on sidewalks, and no damage to pavements allowed.		$0	
INSURANCE 248.530.1807	AT	ok		$0	

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on July 25th. Notification addresses on file in the Clerk's Office.		$165	
				TOTAL DEPOSIT REQUIRED **$565.00**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 8/14/14
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