MEMORANDUM

City Clerk's Office

DATE: **August 13, 2014**

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

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

SUBJECT: **Special Event Request**
Winter Markt

Attached is a special event application submitted by the Principal Shopping District requesting permission to hold the Winter Markt, in Shain Park and surrounding streets from December 5 - 7, 2014. As in past years, German beer and wine will be available in a fenced area in Shain Park. Once again, the Children's Leukemia Foundation and Plum Market will provide the wine and must obtain a temporary liquor license obtained through the State of Michigan.

The application has been circulated to the affected departments and approvals and comments have been noted. The Nativity scene will be on display during this event, however the location does not conflict with the Winter Markt event area.

SUGGESTED RESOLUTION:
To approve a request from the Principal Shopping District to hold the Winter Markt, in Shain Park and surrounding streets from December 5 - 7, 2014 and to allow the use of a temporary liquor license in Shain Park 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.

14-000 10163

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 'Winter Markt'

Detailed Description of Event (attach additional sheet if necessary)
A charming German style holiday market for everyone.

Location Merrill Street, Bates Street, Martin Street and Shain Park

Date(s) of Event 12-5, 12-6 and 12-7 Hours of Event 3pm-9pm, 10am-9pm and 11am-4pm

Date(s) of Set-up 12-3, 12-4 and 12-5 Hours of Set-up 9am-8pm(in Shain Park only - no street closures), 12pm-8pm and 8am-2pm

Date(s) of Tear-down 12-7 Hours of Tear-down 4pm to 9pm

Organization Sponsoring Event Birmingham PSD

Organization Address 151 Martin Street, Birmingham

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.) _____
additional financial sponsors - tbd

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 4,000

6. The event will be held on the following City property: (Please list)
☒ Street(s) Merrill between Bates and Chester and Bates between Merrill and Martin
☐ Sidewalk(s) _____
☒ Park(s) Shain Park

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

8. What parking arrangements will be necessary to accommodate attendance? _____

9. Will staff be provided to assist with safety, security and maintenance? ☑ YES ☐ NO
Describe PSD staff will be on sight during event.

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

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 Throughout the event.
Time music will end _____
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 2-4
Size of signs/banners Sandwich boards
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?
TBD			

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	20	$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	PSD will provide	$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)	TBD # 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)	Approximately 30	varoius sizes
Portable Toilets	4-6	
Rides		
Displays		
Vendors	TBD	TBD
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham 'Winter Markt'

EVENT DATE December 5-7, 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.

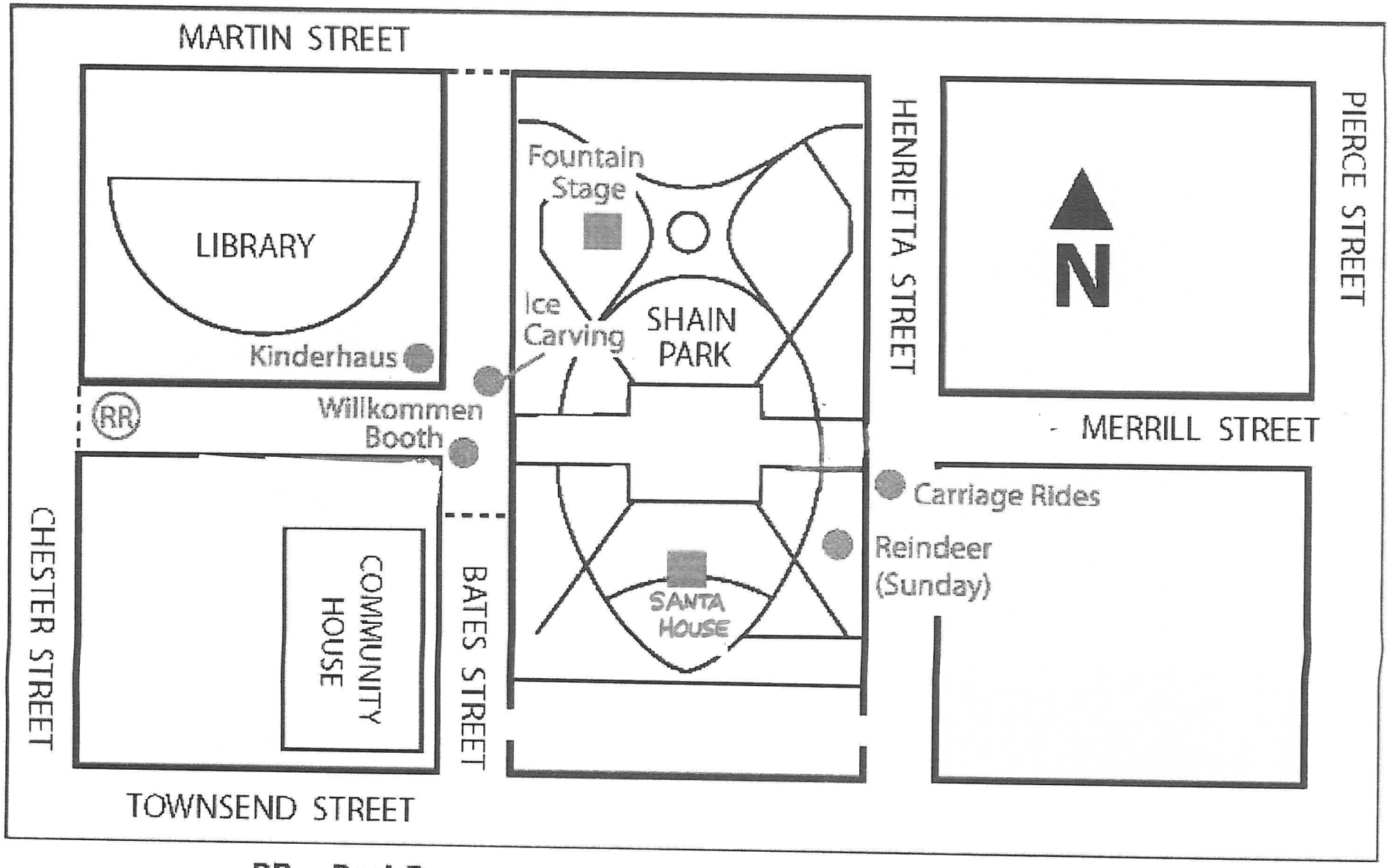
As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

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.

2014 'WINTER MARKT'



RR = Rest Rooms

4TH ANNUAL

BIRMINGHAM

WINTER MARKT

A Charming German Holiday Market for Everyone

EXAMPLE OF 2' X 3' SANDWICH BOARD IN SHAIN PK. FROM 2013

Friday, December 6, 3 – 9 p.m.
Saturday, December 7, 10 a.m. – 9 p.m.
Sunday, December 8, 11 a.m. – 4 p.m.
SHAIN PARK

An Invitation to Enjoy:

Traditional Holiday Art, Decorations and Crafts • Holiday Greens
Gifts and Home Accessories • Traditional German Food and Drink
Live Entertainment by Local Musicians and School Groups
Hot Drinks • Ice Sculptures • Santa House • Kids Activity Area
Horse Drawn Carriage Rides • Live Reindeer and more!

Hosted by the Birmingham Winter Markt Committee
in cooperation with the Birmingham Principal Shopping District.
Visit **www.birminghamwintermarkt.org** for details.

Presenting Sponsor

Mercedes-Benz
of Bloomfield Hills

plum market®

BIRMINGHAM COUNTRY CLUB

Mercedes-Benz Financial Services

Mercedes-Benz

Always First 2 Hours Free Parking In the Decks
Pay by mobile app at ALL downtown parking meters. Register at www.parkmobile.com

NOTIFICATION

July 28, 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 EVENT: Birmingham 'Winter Markt' (more information at www.enjoybirmingham.com/events)

LOCATION: Shain Park; Merrill Street between Henrietta and Chester; Bates Street between Martin and Merrill

DATES/TIMES: Friday, December 5, 2014 from 3 p.m. to 9 p.m.
Saturday, December 6, 2014 from 10 a.m. to 9 p.m.
Sunday, December 7, 2014 from 11 a.m. to 4 p.m.

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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WinterMarkt 2013 Banner
9.5' w x 5' h

EXAMPLE OF
BANNER FROM 2013
(ON PIERCE PARK DECK)

DEPARTMENT APPROVALS

EVENT NAME WINTER MARKT

LICENSE NUMBER #14-00010163

COMMISSION HEARING DATE: 8/25/14

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

DATE OF EVENT: 12/5-7/14

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	1. All tents and canopies to be secured with weights.	1. All tents over 200 sq. ft. require a permit. 2. 2. All canopies over 400 sq. ft. require a permit. 3. Mechanical permit required for all heating equipment.	1. 4 hours of overtime inspection cost **$255.80** 2. Costs of permits per fee schedule.	
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	Hydrant Permit (if Required) $107.75	Inspections $70 Hydrant Permit $107.75 **Total** **$177.75**	

		tents. 4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 5. Clear Fire Department access of 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. All food vendors are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible. 9. Cords, hoses, etc. shall be matted to prevent trip hazards. 10. Exits must be clearly marked in tents/structures with an occupant load over 50 people. 11. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 12. A permit is required for Fire hydrant usage. 13. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 14. Provide protective barriers between hot surfaces and the public. 15. All cooking hood systems that capture grease laden vapors must have an approved suppression system and a K fire extinguisher in addition to the ABC Extinguisher.			

POLICE **101-000.000.634.0003** 248.530.1870	TK	Temporary liquor license required from LCC with City Commission and Chief of Police approval. Placement of signs indicating alcoholic beverages must remain within closed area where beverages are being served. Must have personnel to monitor entrance/exit areas to ensure no alcoholic beverages are removed from closed areas. Barricades/Road closures. On duty personnel to give event extra patrol.		$100.00	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	COSTS INCLUDE: BARRICADE PLACEMENT AND REMOVAL, SIGN/BANNER PLACEMENT AND REMOVAL, SET UP AND CLEAN UP COSTS.		$4,000	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Maintain 5' clear pedestrian pathways on sidewalk. No damage to pavements allowed for tents, shelters, barricades, etc.		$0	
INSURANCE 248.530.1807	AT	ok		$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters to be mailed on July 28th. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than November 21st.	$165	
			Sign Permit ($100) Contact Community Development.		
				TOTAL DEPOSIT REQUIRED **$4,698.55**	**ACTUAL COST**