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**
iMatter for Kids Fun Run/Walk

Attached is a special event application submitted by iMatter for Kids requesting permission to hold a fun run/walk to begin in Booth Park on October 19, 2014.

The application has been circulated to the affected departments and approvals and comments have been noted. The Farmers Market will also be held on the requested date. There will be no street closures for the run/walk. Therefore, the run/walk will not conflict with the Farmers Market. The Pumpkin Patch and Halloween Parade is also scheduled on October 19th at 1:00 PM in the Shain Park area. The run/walk will be complete by 11:30 AM and will not conflict with the Halloween activities.

SUGGESTED RESOLUTION:
To approve a request submitted by iMatter for Kids requesting permission to hold a fun run/walk to begin in Booth Park on October 19, 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-DBD10127

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

RECEIVED BY
JUL 21 2014
CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

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 20, 2014

Name of Event iMatter for Kids Fun Run/Walk

Detailed Description of Event (attach additional sheet if necessary)
4 Kilometer walk/run on the sidewalks through Birmingham to raise money and awareness of iMatter for Kids, a non-profit partnering with Birmingham schools to create a community for character. We have also chosen the date to correspond to the final day of the farmers market

Location Booth Park

Date(s) of Event Sunday October 19, 2014 Hours of Event 8:00 Am - 10:30 Am

Date(s) of Set-up Oct. 19, 2014 Hours of Set-up 7 Am - 8 Am

Date(s) of Tear-down Oct 19, 2014 Hours of Tear-down 10:30 Am - 11:30 Am

Organization Sponsoring Event iMatter for Kids

Organization Address 135 North Old Woodward, Birmingham, MI 48009

Organization Phone

Contact Person Erica Kohler or Bob Shenefelt

Contact Phone 248-835-4665 248-390-5259

Contact Email ericakohler@rocketmail.com info@imatterforkids.org

EVENT INFORMATION

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.) to be determined

3. Is the event a fundraiser? [✓] YES [ ] NO
   List beneficiary iMatter for Kids
   List expected income $10,000 - $20,000
   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 500-1000

6. The event will be held on the following City property: (Please list)
   [✓] Street(s) Willits
   [✓] Sidewalk(s) Willits, Chester, Maple, ~~Baldwin~~ Lakeside, Oak, Lakeview, Harmon, N Old Woodward
   [✓] Park(s) Booth Park and Booth Park Trail, Lower Baldwin Park trail

7. Will street closures be required? [ ] YES [✓] NO

8. What parking arrangements will be necessary to accommodate attendance? parking structures & streets - no additional arrangements needed

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

Describe We will have ample volunteers to assist in park and along walk route

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 _____

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 12-15 directional signs, 1-3 banners

Size of signs/banners 1.5'x2', 3'x10'

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.

(http://mvp.mapmyrun.com)

MY HOME (/) DISCOVER (/US/) IMPROVE Erica (/my_home/)

(/IMPROVE/)

Choose map location

48009 SEARCH

Get Directions Import (/workout/import/dashboard/)

Help ?

Route Details

Choose an Activity *

Name this map

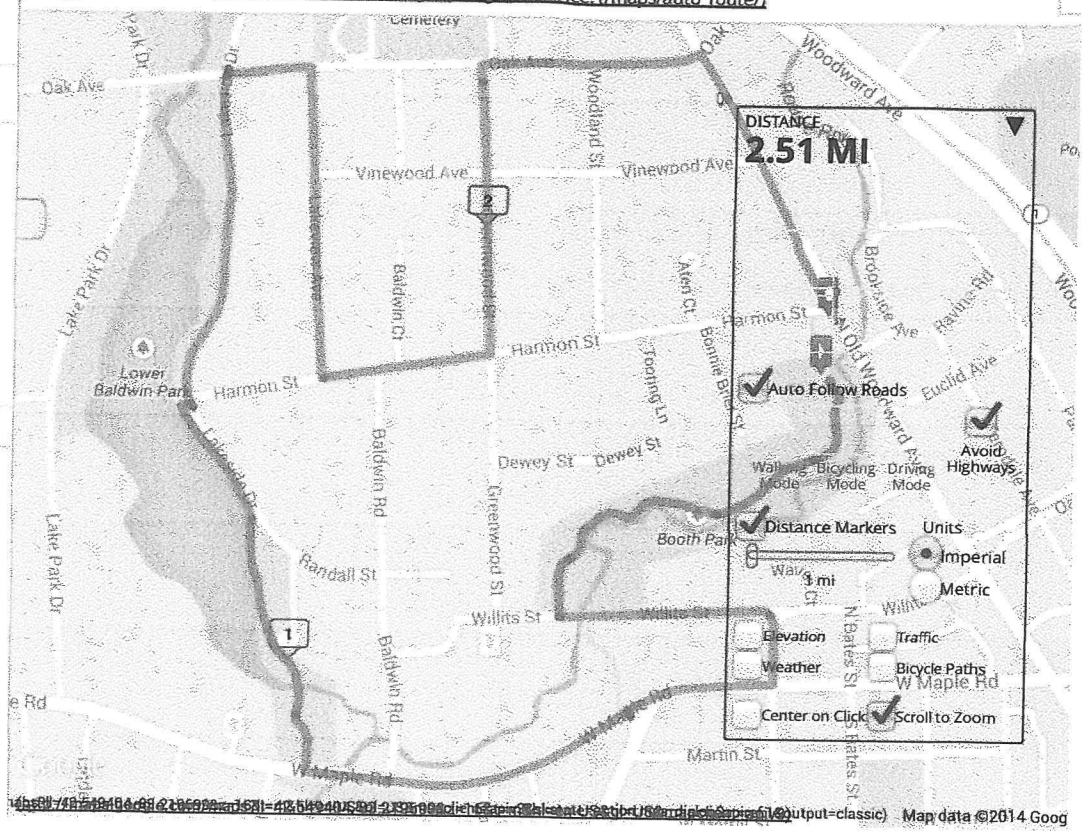
Send to Phone SAVE ROUTE

More

Log as a Workout

Directions / Notes

Try Route Genius for fresh local routes of your target distance! (/maps/auto_route/)



Start in Booth Park -
① Walk along trail to Willits St. ② East on Willits to Chester ③ South on Chester ④ West on Maple ⑤ North on Path at Waterfall into Lower Baldwin Park ⑥ East on Oak ⑦ South on Lakeview Ave ⑧ East on Harmon ⑨ North on Greenwood ⑩ East on Oak ⑪ South on Old Woodward ⑫ Finish Back at Booth Park

mapquest

Search Results for:
"booth park" near **Birmingham, MI**

Notes

1 **Booth Park**
North Old Woodward Avenue
Birmingham, MI 48009

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☒ 10 x 10 pop up awning/tent
☆ Trash receptacle

VI. 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 (A permit is required for tents over 120 sq ft)	6	10 x 10
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 1 Matter for Kids 4K walk/run

EVENT DATE Sunday October 19, 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 7/20/14 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.

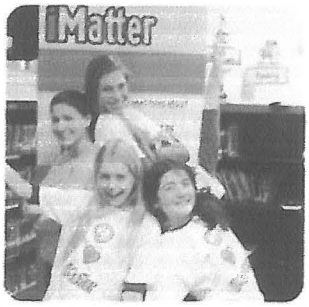
iMatter for kids

Be Kind,
Be True,
Be Greatful,
Be YOU!

Founded on the principles of the iMatter™ program, iMatter for Kids™ is a 501 (c)(3) non-profit organization established to help kids realize they matter.

Community for Character

iMatter for kids positively affects more than 2,000 Birmingham community members, including 1,700 students, 300 parents, and 130 teachers/administrators.



We are creating awareness and developing programs to inspire kids to help themselves, thereby building their self-esteem and increasing their self-worth. We give them the tools to help them gain clarity to who they are, realize what matters most and be happy.

iMatter for Kids Motto is:

- Be Kind
- Be True
- Be Grateful
- Be YOU!

This motto is already inspiring kids to create balanced lives that are centered on being happy, whole and healthy. iMatter for kids does this through fun, creative and safe programs that promote responsibility, leadership, creativity and accountability.

Contact: Gayle Hannett
(248) 640-1686
gayle1993@gmail.com

SPECIAL EVENT REQUEST NOTIFICATION LETTER

August 11, 2014

TO: _____
_____
_____

Dear homeowner,

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
NAME OF EVENT: Community Walk/Run for Character
LOCATION: Starts and Ends at Booth Park
DATE(S) OF EVENT October 19, 2014 HOURS OF EVENT 8:30 am-11:00 am

BRIEF DESCRIPTION OF EVENT/ACTIVITY: 4 km walk from Booth park along route attached. There will be games, activities and the opportunity to join the Farmer's Market End of Season Celebration

DATE(S) OF SET-UP 10-19-2014 HOURS OF SET-UP 7:00am-8:30 am
DATE(S) OF TEAR-DOWN 10-19-2014 HOURS OF TEAR-DOWN 11:00 am-12:00pm

DATE OF CITY COMMISSION MEETING: August 25, 2014

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.

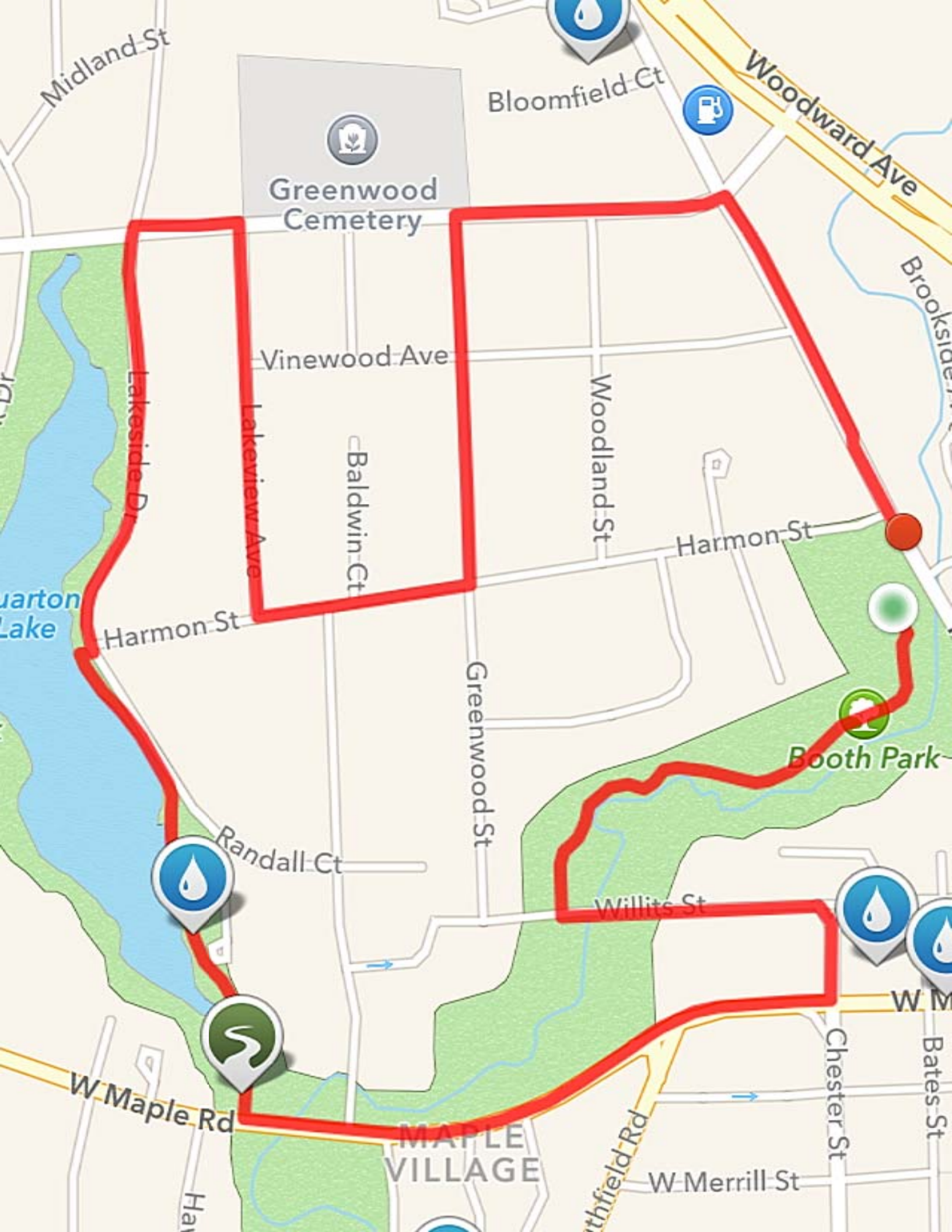
Enclosed is a map of the route for the walk/run. We will be utilizing the sidewalks, therefore no street closings will occur.

Thank you,

iMatter for Kids

135 N Old Woodward Ave
Birmingham MI 48009

248-835-4665


Midland St
Bloomfield Ct
Woodward Ave
Greenwood Cemetery
Vinewood Ave
Lakeside Dr
Lakeview Ave
Baldwin Ct
Woodland St
Harmon St
Harmon St
Greenwood St
Booth Park
Randall Ct
Willits St
W Maple Rd
MAPLE VILLAGE
W Merrill St
Chester St
Bates St

DEPARTMENT APPROVALS

EVENT NAME **iMatter for Kids Fun Run/Walk**

LICENSE NUMBER **#14-00010127**

COMMISSION HEARING DATE **August 25, 2014**

NOTE TO STAFF: Please submit approval by **July 30, 2014**

DATE OF EVENT: **October 19, 2014**

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		Sign Permit ($100)	$0	
BUILDING **101-000.000.634.0005** 248.530.1850	Ken Cooper	No building department involvement		$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. 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. 6. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.		$0	

		7. A permit is required for Fire hydrant usage. 8. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Walkers/Runners must remain on sidewalk/path and not obstruct vehicle traffic. Must have sufficient volunteers to assist walkers/runners at all intersections. On duty personnel to give event extra patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	Additional cost could occur for clean-up. Dept. verified that they will need (4) PSD boxes w/bags		$16.00	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Approved. Maintain 5' clear pedestrian pathway on all sidewalks, and no pavement damage allowed.		$0	
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	Notification letters mailed by applicant on **8/11/14**. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than **10/3/14**.	Applications for vendors license must be submitted no later than **10/3/14.**	$200 (pd)	
				TOTAL DEPOSIT REQUIRED **$16.00**	**ACTUAL COST**