City of Birmingham
A Walkable Community

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**
Nativity Scene

Attached is a special event application submitted by Our Shepherd Lutheran Church requesting permission to place a Nativity scene in Shain Park from November 26, 2014 to December 31, 2014.

The application has been circulated to the affected departments and approvals and comments have been noted. The Menorah display, Tree Lighting, Santa House and Winter Markt will also be held in Shain Park in December, however there is no conflict with the location of the Nativity scene and the other events.

SUGGESTED RESOLUTION:
To approve a request submitted by Our Shepherd Lutheran Church to place a Nativity scene in Shain Park from November 26, 2014 to December 31, 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.

#14-080101.62

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 June 18, 2014

Name of Event Christmas Nativity Display

Detailed Description of Event (attach additional sheet if necessary)
Display of fiberglass Nativity scene and wooden platform.

Location Shain Park

Date(s) of Event 11/26/14 - 12/31/14 Hours of Event All Day

Date(s) of Set-up Nov. 26, 2014 Hours of Set-up 10:00am - 12:00pm

Date(s) of Tear-down Dec. 31, 2014 Hours of Tear-down 10:00am - 12:00pm

Organization Sponsoring Event Our Shepherd Lutheran Church

Organization Address 2225 E 14 Mile Rd

Organization Phone 248-646-6100

Contact Person David Priskorn

Contact Phone 248-646-6100 ext 115

Contact Email dave@ourshepherd.net

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.) Lutheran Church of the Redeemer, 1800 W Maple, Birmingham, 48009, Gary Priskorn, 248-644-4010. Ascension of Christ Lutheran Church, 16935 W. 14 Mile Rd., Beverly Hills, MI 48025, Rev. Dan Grams, 248-644-8890.

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 This same display has been in Shain Park since 2005.

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

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? None

9. Will staff be provided to assist with safety, security and maintenance? ☑ YES ☐ NO
Describe Periodic inspection for damage and burned out lights.

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 1
Size of signs/banners 18" X 48"
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 (A permit is required for tents over 120 sq ft)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 2014 Shain Park Nativity Display

EVENT DATE November 26,2014 - December 31, 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

7/28/14
Date

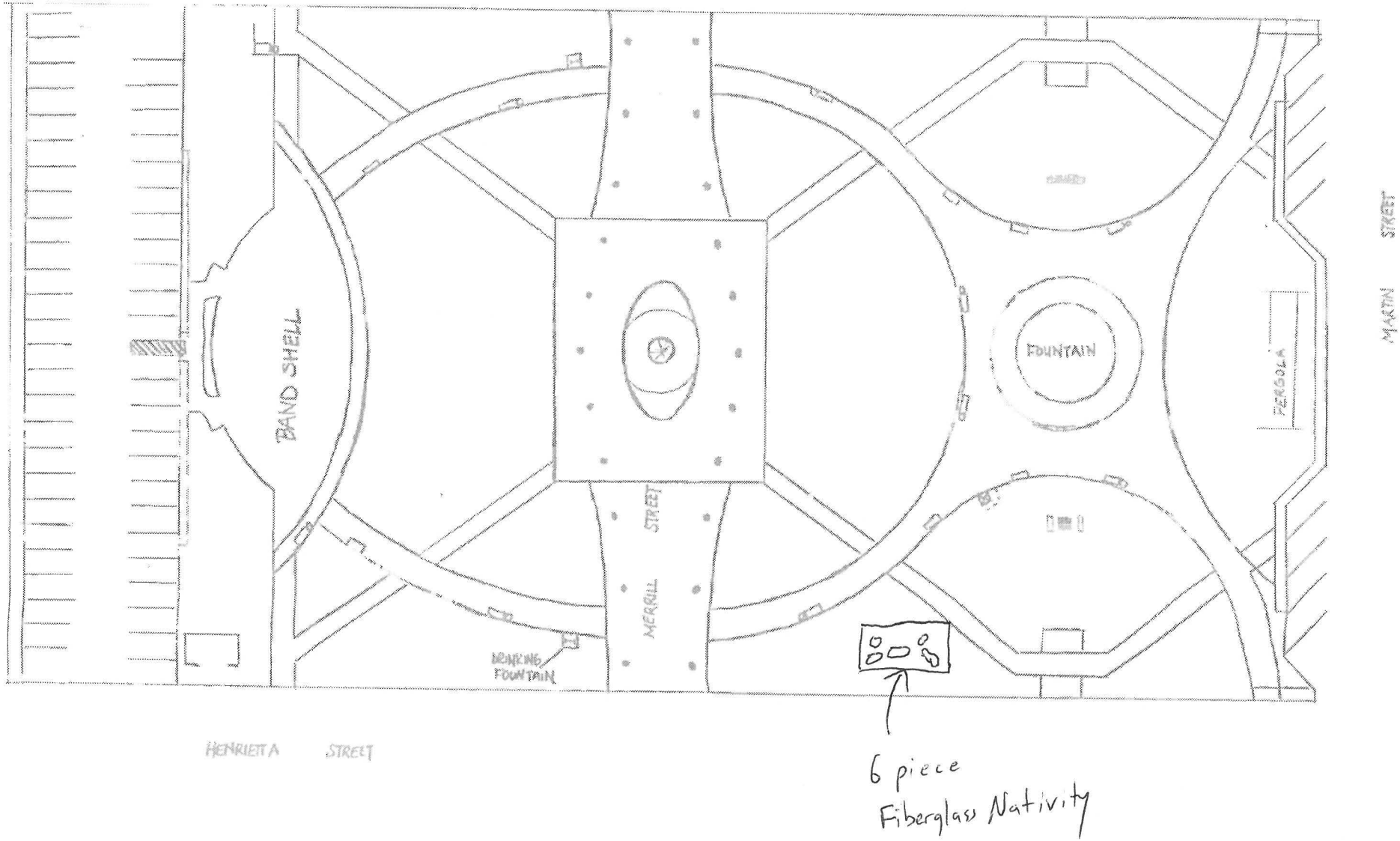
IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

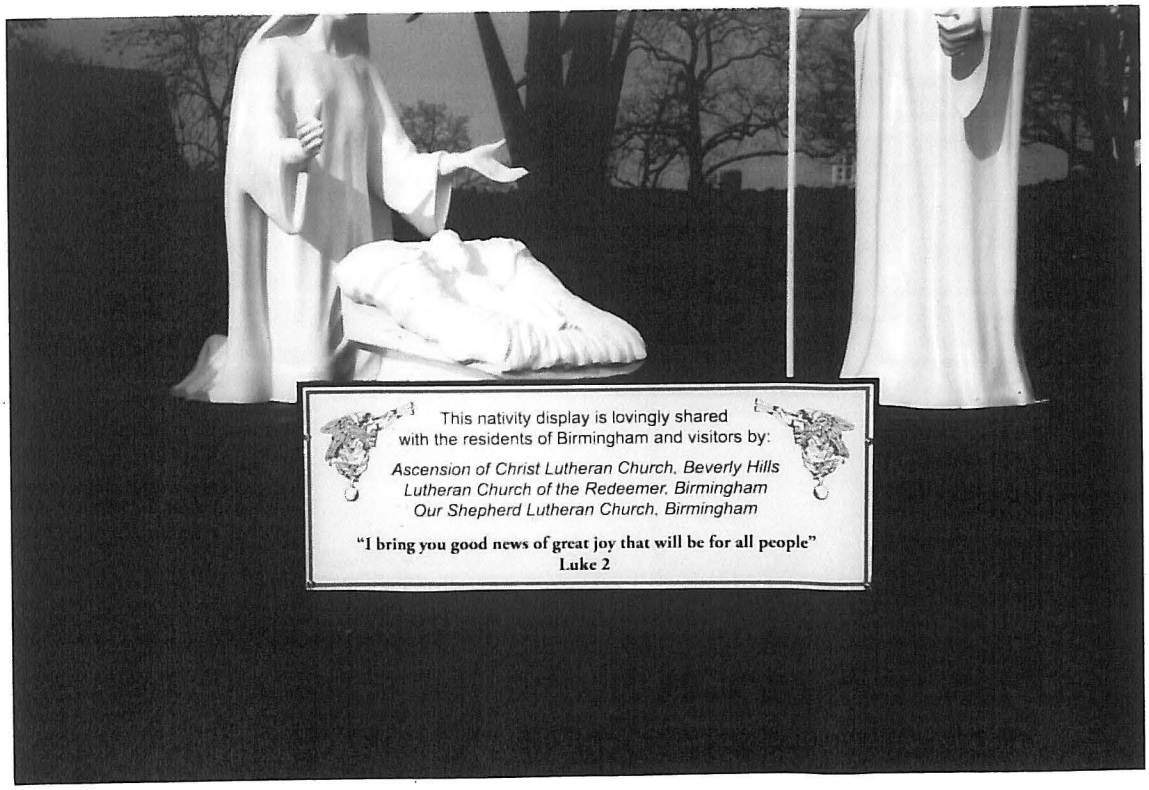
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*

- 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.


BAND SHELL
FOUNTAIN
PERGOLA
MERRILL STREET
DRINKING FOUNTAIN
HENRIETTA STREET
MARTIN STREET
6 piece
Fiberglass Nativity


This nativity display is lovingly shared
with the residents of Birmingham and visitors by:
Ascension of Christ Lutheran Church, Beverly Hills
Lutheran Church of the Redeemer, Birmingham
Our Shepherd Lutheran Church, Birmingham
"I bring you good news of great joy that will be for all people"
Luke 2

DEPARTMENT APPROVALS

EVENT NAME CHRISTMAS NATIVITY DISPLAY

LICENSE NUMBER #14-00010162

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	No Fire department Involment	None	$0	
POLICE 101-000.000.634.0003 248.530.1870	TK	On duty personnel to give event/area extra patrol.		$0	
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	Carrie Laird	NO STAKES DRIVEN INTO THE GROUND OF ANY TYPE TO HOLD DOWN NATIVITY SCENE. 2). DEPARTMENT REPRESENTATIVE NEEDS TO MEET WITH ORGANIZATION REPRESENTATIVE ON THE PLACEMENT OF THE NATIVITY SCENE, TO AVOID DAMAGE TO PROPERTY, ELECTRICAL, ETC.		$0	

		ADDITIONAL COST COULD OCCUR IF THE GRASS IS DAMAGED BY THE PLYWOOD BEING PLACED FOR THE NATIVITY SCENE.			
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	No comments.		$0	
INSURANCE 248.530.1807	AT			-	
CLERK **101-000.000-614.0000** 248.530.1803	LP			$165 (pd)	
			Sign Permit Required ($100) Contact Community Development.		
				TOTAL DEPOSIT REQUIRED **$0**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____