City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **October 17, 2014**

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

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

SUBJECT: **Special Event Application**
Menorah Display

Attached is a special event application submitted by the Birmingham Bloomfield Chai Center requesting permission to display a Menorah in Shain Park from December 16 - 24, 2014 and to hold a lighting ceremony on December 16, 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 Birmingham Bloomfield Chai Center to display a Menorah in Shain Park from December 16 - 24, 2014 and to hold a lighting ceremony on December 16, 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.

RECEIVED BY
SEP 16 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 9/16/2014

Name of Event Shain Park Menorah

Detailed Description of Event (attach additional sheet if necessary)
Menorah in Shain Park on display during eight days of Chanukah. Annual community "lighting" on first night (Tuesday, 12/16).

Location Shain Park

Date(s) of Event 12/16 Hours of Event 7 to 8 pm

Date(s) of Set-up 12/16 Hours of Set-up Daytime

Date(s) of Tear-down 12/24 Hours of Tear-down Daytime

Organization Sponsoring Event Birmingham-Bloomfield Chai Center

Organization Address PO Box 1894

Organization Phone 248-203-6721

Contact Person Rabbi Cohen

Contact Phone Organization phone; or cell, 248-225-0246

Contact Email bbchai.rabbi@gmail.com

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.) _____
N/A

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 Annual event.

5. Total number of people expected to attend per day 50 for first night event

6. The event will be held on the following City property: (Please list)
☐ Street(s) _____
☐ Sidewalk(s) _____
☐ Park(s) _____

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

8. What parking arrangements will be necessary to accommodate attendance? N/A

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

Describe Chai Center volunteers

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 7 pm

Time music will end 8 pm

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 3 x 2 ft A-Frame

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	0	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	0	$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	0	$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)	music # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	0	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	0	$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 Shain Park Menorah

EVENT DATE 12/16 - 12/24

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 9/16/14 Date

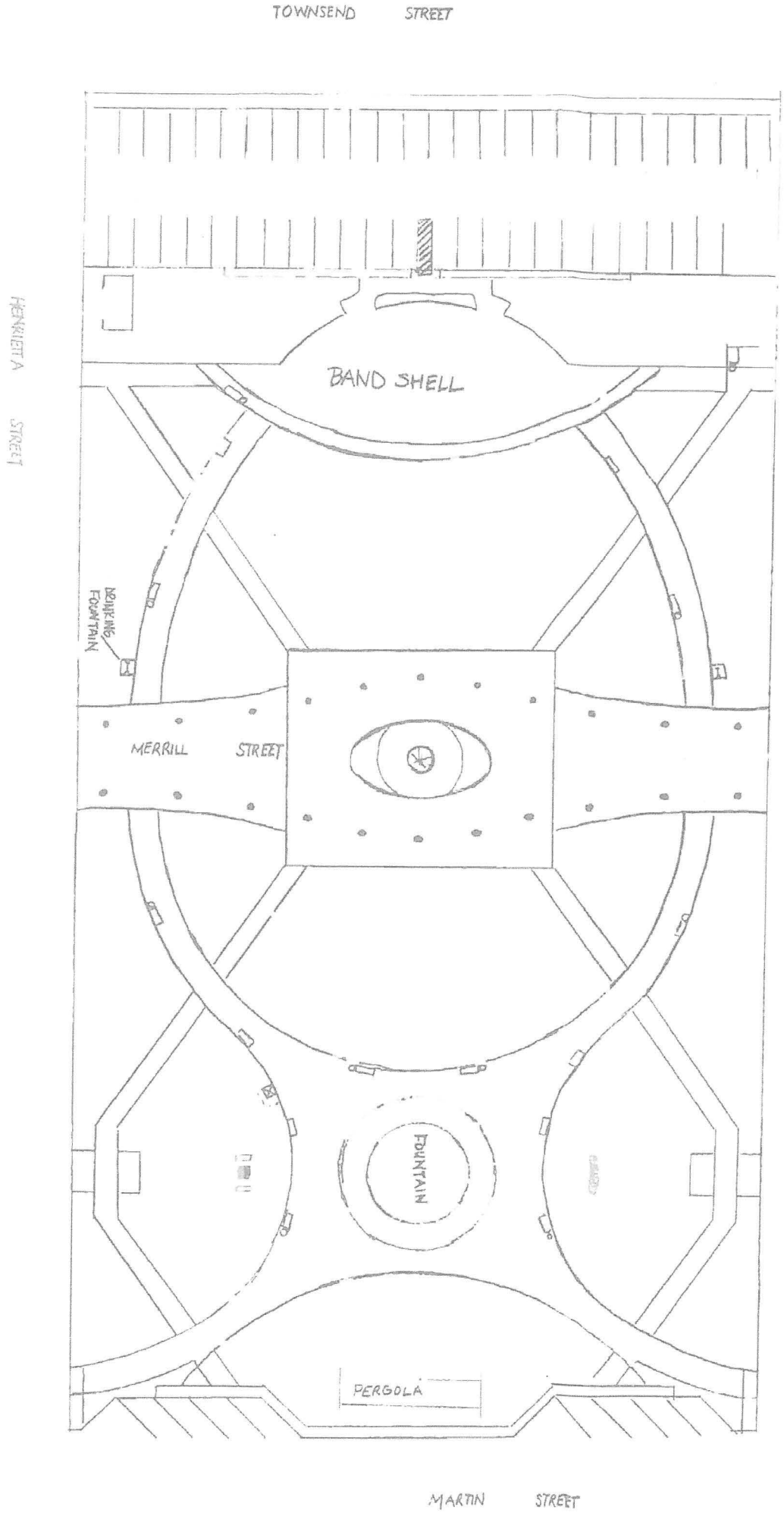
IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- 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.

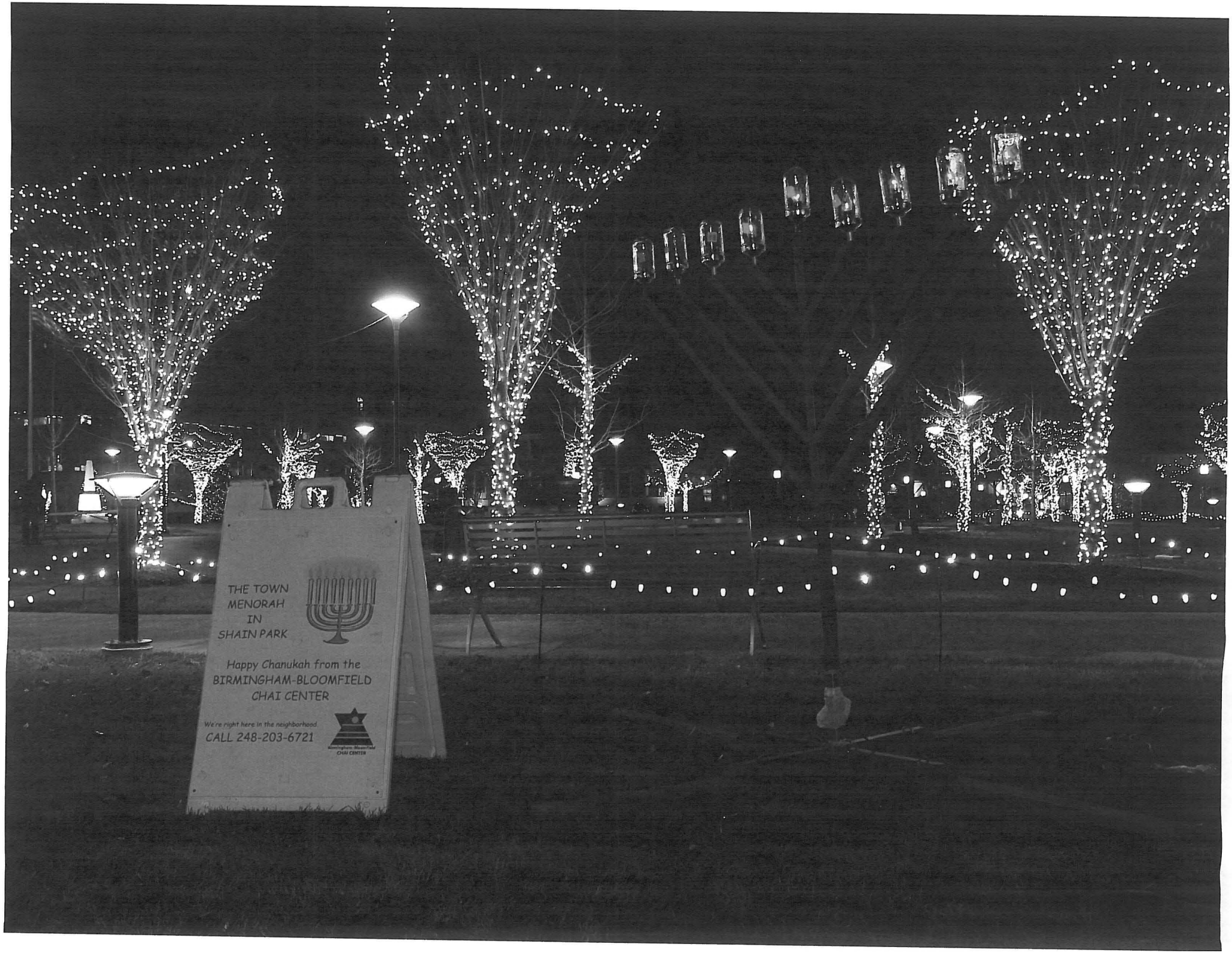

TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
DRINKING FOUNTAIN
MERRILL STREET
FOUNTAIN
PERGOLA
MARTIN STREET

cheryl arft <carft@bhamgov.org>

Shain Park Menorah - Notification letter & distribution list

Rabbi Boruch Cohen <bbchai.rabbi@gmail.com> Wed, Oct 15, 2014 at 10:12 AM
To: cheryl arft <carft@bhamgov.org>

We always put it on the side of the park, across from the north end of the Community House.
Assming that the Santa House is once again by the band shell, we do the special event in the middle of the park, towards the west, in the plaza that now intersects Merrill Street...
Thanks for the reminder.
[Quoted text hidden]


THE TOWN
MENORAH
IN
SHAIN PARK
Happy Chanukah from the
BIRMINGHAM-BLOOMFIELD
CHAI CENTER
We're right here in the neighborhood
CALL 248-203-6721

Birmingham-Bloomfield

CHAI CENTER

Birmingham's 1ST Synagogue

October 1, 2014
Re: Shain Park Menorah Display

Hold Harmless Agreement

To the fullest extend permitted by law, the Birmingham-Bloomfield Chai Center and any entity or person for whom the Birmingham-Bloomfield Chai 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, loss, including all costs and reasonable attorney fees connected therewith, 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 any way connected or associated with the activity authorized by this permit. 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.

Sincerely,

Rabbi Boruch Cohen

Birmingam-Bloomfield Chai Center
PO Box 1894 Birmingham, MI 48012 | Info@bbchai.org | 248-203-6721

DEPARTMENT APPROVALS

EVENT NAME Shain Park Menorah

LICENSE NUMBER #14-00010183

COMMISSION HEARING DATE: 10/13/14

NOTE TO STAFF: Please submit approval by **10/3/14**

DATE OF EVENT: **12/16 – 12/24/14**

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)
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 Comments at this time	None	$0	
POLICE 101-000.000.634.0003 248.530.1870	TK	On duty personnel to give area extra patrol.		$0	
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	Connie Folk	A representative from the DPS department requests to meet with the representative for the proper installation of the Menorah Display.		$0	
ENGINEERING 101-000.000.634.0002 248.530.1839	BC	No comments.		$0	
INSURANCE 248.530.1807	A Thomas	Ok.			

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters were mailed by applicant **9/19/14**. 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 **12/2/14**.	Applications for vendors license must be submitted no later than **N/A.**	$165 (pd)	
				TOTAL DEPOSIT REQUIRED **$0**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____