MEMORANDUM

City Clerk's Office

DATE: **November 14, 2014**

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

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

SUBJECT: **Special Event Application**
Art Birmingham

Attached is a special event application submitted by the Birmingham Bloomfield Art Center to hold Art Birmingham in Shain Park and on the surrounding streets on May 9 – 10, 2015. The application has been circulated to the affected departments and approvals and comments have been noted.

The following events have either been approved by the Commission or are planned to be held in May and have not yet submitted an application. These events do not pose a conflict with the proposed event.

Event Name	Date	Location
Farmers Market	Sundays	Lot 6
Celebrate Birmingham Hometown Parade	May 17	Shain Park
Lungevity 5K Run/Walk	May 23	Booth Park area
Village Fair	May 27-30	Shain Park

SUGGESTED RESOLUTION:
To approve a request from the Birmingham Bloomfield Art Center to hold Art Birmingham in Shain Park and on the surrounding streets on May 9 – 10, 2015 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.

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

RECEIVED BY
OCT 2 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 September 29, 2014

Name of Event 34th Annual Art Birmingham

Detailed Description of Event (attach additional sheet if necessary)
Fine art fair featuring approximately 160 professional, jury-selected artists, art demonstrations and entertaining art activities for all ages. The event is an annual fundraiser for the Birmingham Bloomfield Art Center.

Location In Shain Park and on the streets surrounding the park. (Event map included.)

Date(s) of Event May 9 & 10, 2015 Hours of Event Sat. 10am-6pm; Sun. 10am - 5pm

Date(s) of Set-up May 8, 2015 Hours of Set-up 1pm - 9pm

Date(s) of Tear-down May 10, 2015 Hours of Tear-down 5pm - 9pm

Organization Sponsoring Event Birmingham Bloomfield Art Center

Organization Address 1516 Cranbrook Road, Birmingham, MI 48009

Organization Phone 248.644.0866

Contact Person Annie VanGelderen, President & CEO

Contact Phone 248.644.0866, ext. 108

Contact Email annievangelderen@bbartcenter.org

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.)
The Guild of Artists & Artisans, 118 N. Fourth Avenue, Ann Arbor, MI 48104; Max Clayton, Executive Director/CEO, 734.662.3382, ext. 103; clayton@theguild.org.

3. Is the event a fundraiser? ☑ YES ☐ NO
List beneficiary Birmingham Bloomfield Art Center
List expected income $30,000
Attach information about the beneficiary.

4. First time event in Birmingham? ☐ YES ☑ NO
If no, describe This will be the 34th annual Art Birmingham presented by the Birmingham Bloomfield Art Center.

5. Total number of people expected to attend per day 30,000+

6. The event will be held on the following City property: (Please list)
☐ Street(s) Martin, Bates and Henrietta
☐ Sidewalk(s)
☐ Park(s) Shain Park

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

8. What parking arrangements will be necessary to accommodate attendance? Exhibitors and attendees will use city parking structures and lots.

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

Describe Trained staff and temporary workers are on site from move-in through move-out to ensure safety and provide maintenance; professional security is contracted for the event and provides overnight security on Friday and Saturday

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

Describe Police and paramedics

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 Approximately 10 portable A-frames

Size of signs/banners 21" x 36"

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	33	$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	4	$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)	160	10' x 10'
Portable Toilets	10	
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 34th Annual Art Birmingham

EVENT DATE May 9 & 10, 2015

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

9/17/2014

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.

The Birmingham Bloomfield Art Center has been providing "Art for All" since 1957 and is a regional non-profit art center committed to promoting the visual arts. The BBAC's mission is "to connect people of all ages and abilities with visual arts education, exhibitions, and other creative experiences." Each year more than 4,000 students from pre-K to seniors take advantage of visual arts classes and workshops at the BBAC. The art center campus features nine classroom studios, four galleries with free exhibits open to the public, outreach programs, camps, special events, and art classes for all ability levels.

EDUCATION

More than 500 classes and workshops are offered each year at the BBAC for adults and youth as young as three years old. Curriculum includes painting, drawing, ceramics, jewelry and metalsmithing, printmaking, sculpture, weaving, book arts, and more, and student artists range from the novice to the notable. There are always introductory or sampler classes for those with artistic desire who may not know exactly what they want to pursue.

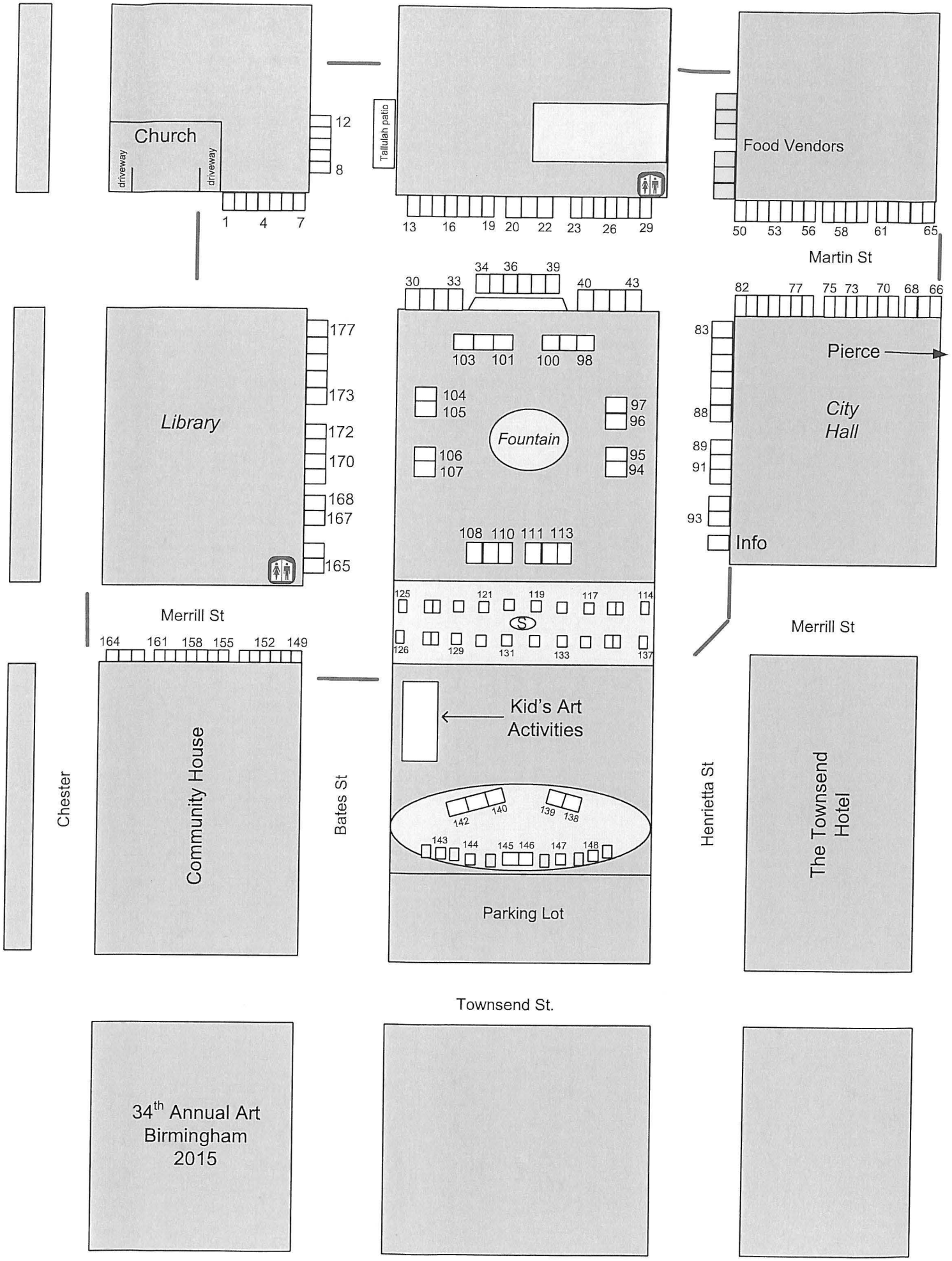
EXHIBITIONS

- There are four distinct gallery spaces at the BBAC, each with a new exhibit about every eight weeks, and all are free and open to the public. Exhibiting artists range from "master" to emerging, and media includes painting, sculpture, fiber, and more. The BBAC is also committed to providing its students with authentic exhibiting experience, and dedicates one gallery to student shows.
- The annual Michigan Fine Arts competition is one of the BBAC's signature shows. This juried, all-media exhibit attracts hundreds of entries and, in 2013, expands to include artists from Ohio, Illinois, Indiana and Wisconsin. The art is all work completed within the past year.

OUTREACH

Since 2008, **Studio 1** at the BBAC represents both a physical space and a philosophical approach to "art for all." Collaborations with the human services community provide meaningful educational workshops. Partners from the region's non-profit organizations work with BBAC staff to develop programs that meet unique needs of individual populations. Studio 1 also provides a range of other programs that connect art with need:

- **ArtBridge: Bridging High School to College to Careers in Visual Arts** - Aiming to help young people realize their educational and artistic career aspirations, ArtBridge is a comprehensive program that prepares motivated students by confirming and building their skills, making sure art fundamentals are well covered, providing college selection guidance and mentoring, and assisting with digital portfolio preparation. Thanks to funding from the JPMorgan Chase Foundation, each year dozens of motivated Detroit students considering art as a career participate in this program for no cost.
- **2nd Sundays @ the Center** - Focusing on multi-generational programming, we offer monthly drop-in workshops, with two options for authentic art-making, led by an artist instructor. The cost is nominal and all materials are provided.
- **Seniors @ the Center** - Also offered monthly are drop-in visual art workshops that correspond to this age group, designed to teach a genuine art project each time. The cost per person is nominal, and participants range from individuals to groups from assisted living facilities.
- **Meet Me @ the BBAC** - In 2013, the BBAC launched a new access program based on *Meet Me at MoMA*, created by The Museum of Modern Art (NYC), offering interactive gallery and art-making sessions for individuals with early- and mid-stage Alzheimer's or dementia along with their caregivers. The initial stages of this project are generously funded by DeRoy Testamentary Foundation and the Edelweiss Foundation.


Church
driveway
driveway
12
8
1 4 7
Tallulah patio
13 16 19 20 22 23 26 29
Food Vendors
50 53 56 58 61 65
Martin St
30 33 34 36 39 40 43
82 77 75 73 70 68 66
83
Pierce
88
City Hall
89
91
93
Info
Library
177
173
172
170
168
167
165
103 101 100 98
104
105
Fountain
97
96
106
107
95
94
108 110 111 113
125 121 119 117 114
126 129 131 133 137
Merrill St
Merrill St
164 161 158 155 152 149
Kid's Art Activities
Community House
Chester
Bates St
Henrietta St
The Townsend Hotel
142 140 139 138
143 144 145 146 147 148
Parking Lot
Townsend St.
34th Annual Art Birmingham 2015

SPECIAL EVENT REQUEST
NOTIFICATION LETTER

DATE: November 7, 2014

TO: Principal Shopping District Members, Downtown Birmingham Residents, Interested Parties and Property Owners

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: 34th Annual Art Birmingham
LOCATION: In and around Shain Park (layout enclosed)
DATES/TIMES OF EVENT: Saturday, May 9, 2015, 10am – 6pm and Sunday, May 10, 2015, 10am – 5pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY: A fine art fair featuring the handmade artwork of approximately 160 jury-selected artists. Now in its 34th year, the fair is a key annual fundraiser for the highly respected Birmingham Bloomfield Art Center (BBAC) whose "Art for All" mission delivers arts education and exhibitions to the community it serves.

DATES/TIMES OF SET UP: Friday, May 8, 2015, street closings at 1pm with move-in completed by 9pm
DATES/TIMES OF TEAR DOWN: Sunday, May, 10, 2015, from 5pm to 9pm

DATE/TIME OF CITY COMMISSION MEETING: Monday, November 24, 2015

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)**. To receive updates on special events held in the city log on to www.bhamgov.org/enotify.

EVENT ORGANIZER: Birmingham Bloomfield Art Center
ADDRESS: 1516 S. Cranbrook, Birmingham, MI 48009
PHONE: 248.644.0866

Attachment:
Art Birmingham layout/map

DEPARTMENT APPROVALS

EVENT NAME Art Birmingham

LICENSE NUMBER #15-00010190 **COMMISSION HEARING DATE: November 24, 2014**

NOTE TO STAFF: Please submit approval by **October 10, 2014** **DATE OF EVENT: May 9 & 10, 2015**

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	1 Tents in excess of 200 square feet and canopies over 400 square feet require permits. 2. All tents/canopies must be flame resistant with certification. 3. No smoking inside any tent or canopy. Signs to be posted. 4. Tents or canopies must be secured with sandbags, weights, or water ballast. 5. Tents and canopies must be located per the approved layout.		$316.16	
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	1-All tents and canopies must be flame resistant with certification on site. 2-No smoking within any tent or canopy. 3-No open flames are allowed within any tent or canopy. Cooking that utilizes charcoal, white gas, propane, sterno, etc. must take place outside of any tent of canopy a minimum of 20 feet from combustibles structures. Electric cook	None	$75	

		tops are allowed within the tents with proper clearance. 4-An approved fire extinguisher, 5 lb. multipurpose ABC, must be on site with each vendor that is providing cooking or heating. 5-Do not block or obstruct any exits from buildings or tents. 6-Do not block any fire hydrants or fire department connection to any building – maintain 3' clearance in all directions. 7-A minimum of 12' shall be provided in the center of the streets for emergency access. Do not block these areas with canopies, vehicles, trash receptacles, etc. Temporary barricades are allowed, provided personnel on site are present and can remove in case of an emergency. 8-Provide event contact numbers. 9-A hydrant permit is required for hydrant usage. Call the fire department at 248-530-1900 before using any hydrant. 10-Tents or canopies must be secured on all four sides with water ballast, weights or sandbags. No stakes allowed. 11-All propane bottles must be secured – milk crates or straps. 12-All electrical cords must be matted to prevent trip hazards. 13.-Provide a protective barrier between hot surfaces and the public. 14.-Pre-event inspection is required. 15 –In case of fire/rescue or medical emergency call 911.			

POLICE **101-000.000.634.0003** 248.530.1870	TK	Two officers/Barricades and street closures.		$1,660.00	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CF	Trash, set-up, dumpster		$2,500	
ENGINEERING **101-000.000.634.0002** 248.530.1839	PO	Maintain 5' clearance on all sidewalks for pedestrian access route. No pavement damage allowed for tents or other structures.		$0	
INSURANCE 248.530.1807	AT	Needs auto liability OR statement of waiver		$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters sent **11/7/14**. 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 **4/24/15**.	Applications for vendors license must be submitted no later than **4/24/15**	$165 (pd)	
				TOTAL DEPOSIT REQUIRED **$4,551.16**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____