MEMORANDUM

City Clerk's Office

DATE: **November 14, 2014**

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

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

SUBJECT: **Special Event Request**
Village Fair

Attached is a special event application submitted by the Birmingham Bloomfield Chamber requesting permission to hold the Village Fair in the Shain Park area, May 27-31, 2015.

The Chamber is requesting to open the fair on Wednesday, May 27th from 5:00 PM – 10:00 PM for a private party sponsored by United Shore Financial Services. The park would remain open to the public, however only the guests of the private party would be allowed on the rides with a wristband.

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 submitted by the Birmingham Bloomfield Chamber to hold the Village Fair in the Shain Park area, May 27-31, 2015, including the private party, 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

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 _____10/24/2014__

Name of Event ___52nd Annual Birmingham Village Fair _____

Detailed Description of Event (attach additional sheet if necessary) _____

_Community fair with rides, food booths and carnival rides.

_____

_____

_____

Location: Shain Park on Martin St between Pierce & Chester. Also on Bates St. and Henrietta

DATE(S) & HOURS OF EVENT:

Wednesday, May 27, 2015 5-10 p.m. Private Pre-Party

Company: United Shore Financial Services (similar to 2014 pre-party)

Thursday, May 28, 2015 12-10 p.m. Open to the public

Friday, May 29, 2015 12-11 p.m. Open to the public

Saturday, May 30, 2015 11 a.m. - 11 p.m. Open to the public

Sunday, May 31, 2015 12-9 p.m. Open to the public

Date(s) & Hours of Set-up Monday, May 25 1 a.m. – Tuesday, May 26 all day

Date(s) of Tear-down Sunday, May 31 Hours of Tear-down 9 p.m. – 12 a.m.

II. EVENT INFORMATION

1. Organization Type:
   Civic organization, largest fund-raiser for the Chamber and benefits local nonprofits.
   (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, see attached list of nonprofits that benefitted in 2014.

   _____

   _____

   _____

3. Is the event a fundraiser? **X YES** NO
   List beneficiary: Primary benefactor is the Birmingham Bloomfield Chamber profiting $25-$35K depending on weather.
   List expected income: $35k+
   Attach information about the beneficiary.

4. First time event in Birmingham? YES **NO X**
   If no, describe: 52nd Annual Birmingham Village Fair

5. Total number of people expected to attend per day: Thousands per day weather permitting.

6. The event will be held on the following City property: (Please list)

   ■ Street(s) _On Martin St. between Pierce & Chester. On Bates and Henrietta. The corner of Pierce & Martin will not be blocked (Townhouse Patio diners). Merrill & Henrietta will be open for 1 lane of traffic by The Townsend Hotel. Bates & Merrill will be open for 1 lane of traffic by The Community House.

   ■ Sidewalk(s)_Martin, Bates & Henrietta

   ■ Park(s) Shain Park

7. Will street closures be required? **X YES** NO

8. What parking arrangements will be necessary to accommodate attendance?__Bags over meters for Martin, Bates & Henrietta. Attendees will be encouraged to use parking structures at Chester & Pierce.

9. Will staff be provided to assist with safety, security and maintenance? **X YES** NO
Describe_A paid crew is hired for maintenance and clean up. Safety/security is hired by North American Midway Entertainment. Maintenance is coordinated by the Birmingham Bloomfield Chamber. _____

10. Will the event require safety personnel (police, fire, paramedics)? **X YES** NO
Describe__North American Midwary Entertaiment pulls a water permit and works directly with the Fire Marshall.

_____

11. Will alcoholic beverages be served? YES **NO X**
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? **X YES** NO
_____ Live ____**X**_____ Amplification _____Recorded _____Loudspeakers
Time music will begin ____Band shell for May 27th only at 5 p.m.
Time music will end ___10 p.m._____
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? **X YES** NO
Number of signs/banners _Approx. 15-20 signs size nonprofit signs will be in each food & game booth.
Size of signs/banners __18 x 24___
Submit a photo/drawing of the sign(s). A sign permit is required.

14. Will food/beverages/merchandise be sold? **X 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?

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	**12**	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	**30**	$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	**7**	$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	**Yes, TBD**	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	**Yes, on May 27th only**	$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? **X 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	**6**	
Rides	**16**	
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)	**Food & Game Booths Qty: 20-25**	

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME _52nd Annual Birmingham Village Fair

EVENT DATE __May 27 – May 31, 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.

A Kaczmarek 10/24/14

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.

THE Birmingham Bloomfield CHAMBER

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: October 22, 2014

TO: Residential Property or 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.

EVENT INFORMATION

NAME OF EVENT: 52nd Annual Birmingham Village Fair
LOCATION: On Martin St. between Pierce and Chester. On Bates and Henrietta. See back for map.

DATE(S) & HOURS OF EVENT:

Wednesday, May 27, 2015	5-10 p.m. Private Pre-Party
Thursday, May 28, 2015	12-10 p.m. Open to the public
Friday, May 29, 2015	12-11 p.m. Open to the public
Saturday, May 30, 2015	11 a.m. - 11 p.m. Open to the public
Sunday, May 31, 2015	12-9 p.m. Open to the public

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Community fair with rides, food and games.

DATE(S) OF SET-UP: Tuesday, May 26 & Wednesday, May 27
HOURS OF SET-UP: 1 a.m. - 3 p.m.
DATE(S) OF TEAR-DOWN: Sunday, May 31, 2015
HOURS OF TEAR-DOWN: 9 p.m. – 12 a.m.

DATE OF CITY COMMISSION MEETING: Monday, November 24, 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.

EVENT ORGANIZER: Birmingham Bloomfield Chamber
ADDRESS: 725 S. Adams, Suite 130, Birmingham MI 48009
PHONE: (248) 430-7688

725 South Adams Rd. Suite 130 Birmingham MI 48009-6967
Phone: 248 644 1700 | Fax: 248 644 0286 | Web: www.bbcc.com

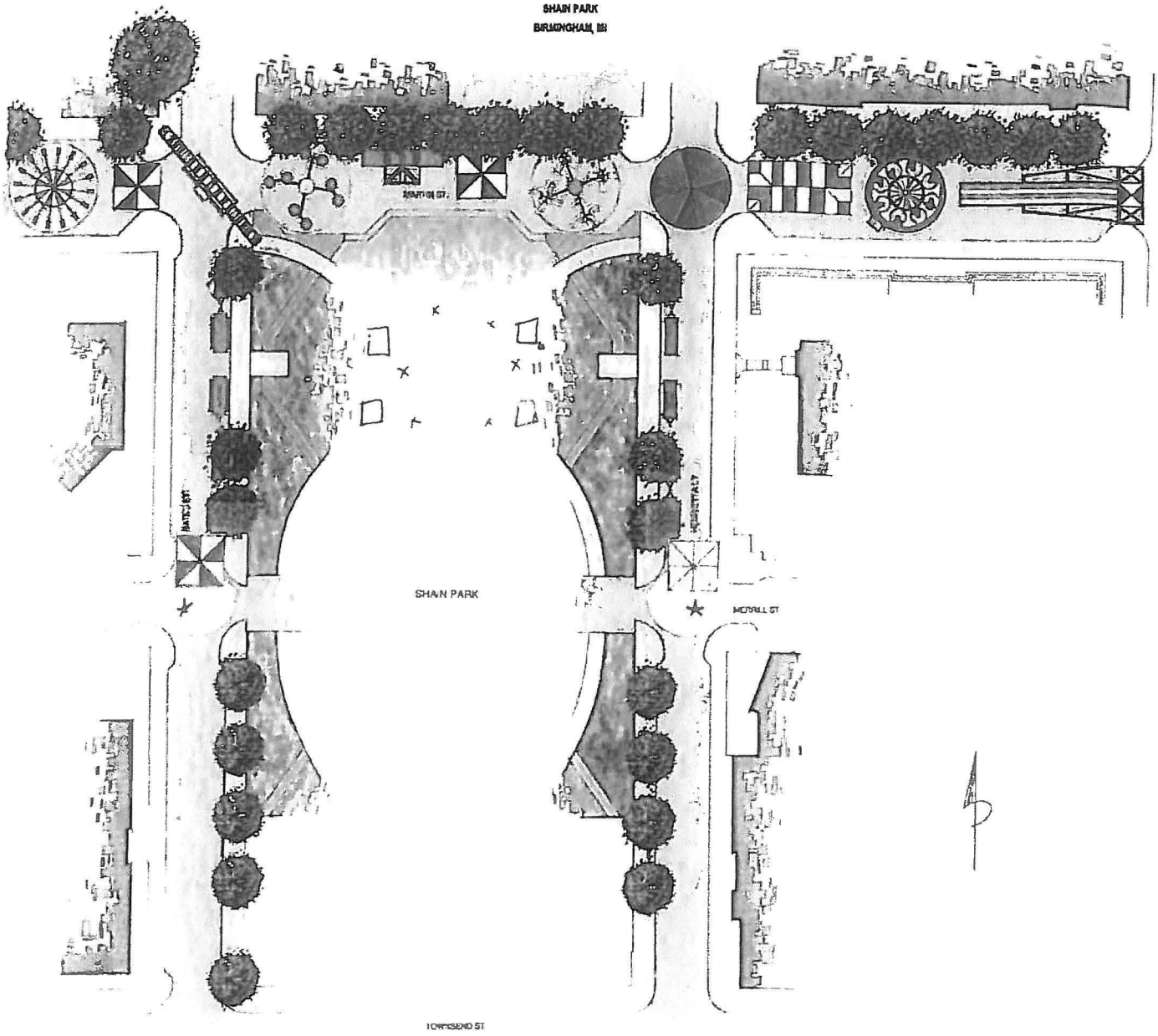
FAIR PLAN

SCALE 1" = 20'

NORTH AMERICAN MIDWAY

SHAIN PARK

BIRMINGHAM, MI



x = picnic tables

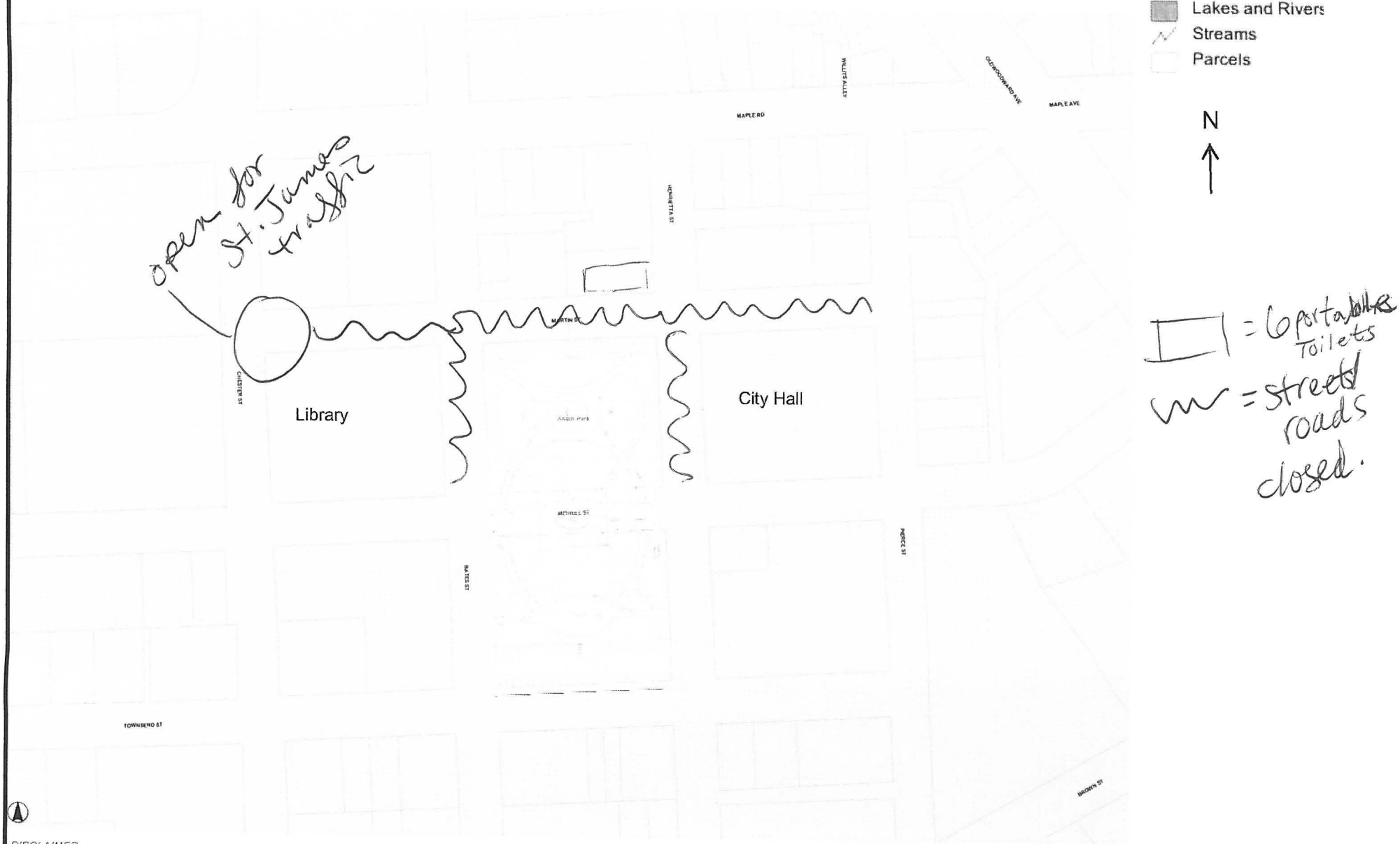
□ : 10x10 tents for sponsors

★ = open for traffic

X = 12 picnic tables

EXAMPLE OF NONPROFIT
SIGNS FOR FOOD/GAME BOOTHS

Birmingham Map



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EVENT INFORMATION #2

Birmingham Bloomfield Chamber 51st Annual Birmingham Village Fair

ADOPT MORE

Adults and Adolescents in Motion
Building Better Families Through Action
Birmingham Bloomfield Community Coalition
Birmingham Bloomfield Symphony Orchestra
Birmingham Command Officers Association
Birmingham Education Foundation
Birmingham Family YMCA
Birmingham Kiwanis-Central
Birmingham Lions Club
Birmingham Optimist Club
Birmingham Police Officers Association
Birmingham Rotary Club
Birmingham Youth Assistance
The Bottomless Toy Chest
Cultural Council of Birmingham Bloomfield
Friends of Different Learners
Habitat for Humanity of Oakland County
Oakland County Children's Village Foundation
The Pink Fund
Sky Foundation, Inc.
Variety - The Children's Charity
Yatooma's Foundation For The Kids
Wish Upon A Teen

DEPARTMENT APPROVALS

EVENT NAME 2015 Village Fair (w/private party)

LICENSE NUMBER #15-00010202

COMMISSION HEARING DATE: Nov. 24, 2014

NOTE TO STAFF: Please submit approval by **October 31, 2014**

DATE OF EVENT: May 27-31, 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		Electrical permit for all generators and wiring.	$383.70	$383.70
FIRE **101-000.000-634.0004** 248.530.1900		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 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	Hydrant Permit $107.50	Permit $107.50 Inspections $105 TOTAL $212.50	

		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. 16. Suppression systems shall be inspected, tested, and properly tagged prior to the event. All Sprinkler heads shall be of the 155 degree Quick Response type unless serving an area of high heat and approved by the Fire Marshal. The suppression system shall have a continuous water supply as well as a secondary back up supply. Activation of the suppression system will shut down the ride and cause illumination of the exits.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Personnel and Barricades		$8320.00	

PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CF	Will provide: *1). Seven Trash dumpsters and dumping each day. **If event would like to provide their own trash service the cost would be reduced.** 2). 30 PSD boxes/Bags 3). Delivery/Removal of barricades 4). Vendors are responsible for cleaning the area, including the granite pavers. Any cleanup not done will be arranged for by DPS and billed to event. This includes grease, trash and anything else related to the event. 5). Representative must meet with DPS representative for the use of the audio.		$3,400	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Maintain 5' clear pedestrian path on all sidewalks. Keep handicap sidewalk ramps clear. No pavement damage allowed on roads or sidewalks.	None	$0	
INSURANCE 248.530.1807	AT	ok			
CLERK **101-000.000-614.0000** 248.530.1803		Notification letters were mailed by applicant on **10/31/14**. 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 **5/13/15**.	Applications for vendors license must be submitted no later than **5/13/15.**	$165	
				TOTAL DEPOSIT REQUIRED **$12,316.20**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____