MEMORANDUM

City Clerk's Office

DATE: **November 26, 2014**

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

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

SUBJECT: **Special Event Request**
Memorial Day

Attached is a special event application submitted by the Memorial Day Committee requesting permission to hold the Memorial Day Ceremony and aerial fly over on May 25, 2015 at 10:00AM.

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 Memorial Day Committee to hold the Memorial Day Ceremony and aerial fly over on May 25, 2015 at 10:00AM, pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

#15-00010208

RECEIVED BY

NOV 12 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 _____

Name of Event ANNUAL OBSERVANCE OF MEMORIAL DAY

Detailed Description of Event (attach additional sheet if necessary) Citizens are invited to observe the day through a service that includes patriotic music and appropriate addresses by the mayor, state rep, historical society, etc.

Location Shain Park

Date(s) of Event MAY 25, 2015 Hours of Event 10:00AM-11:00AM

Date(s) of Set-up SAME Hours of Set-up 9:00AM-9:30AM

Date(s) of Tear-down SAME Hours of Tear-down 11:00AM-11:30AM

Organization Sponsoring Event Birmingham Memorial Day Committee

Organization Address 1267 Twin Maples Lane Bfd. Twp

Organization Phone 248.258.9007

Contact Person Bruce W. Miller

Contact Phone 248.258.9007

Contact Email spartan70@sbcglobal.net

II. EVENT INFORMATION

1. Organization Type Community GROUP
(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.) NA

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 _____

5. Total number of people expected to attend per day 200-300

6. The event will be held on the following City property: (Please list)
☑ Street(s) MARTIN STREET / SHAIN PARK
☐ Sidewalk(s) _____
☐ Park(s) _____

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_____

_____

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 10:00AM

Time music will end 10:45 AM

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 _____

Size of signs/banners _____

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?

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 Birmingham Memorial Day Service
EVENT DATE May 25, 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.

Bruce W Mill — Nov. 12, 2014

Signature — Date

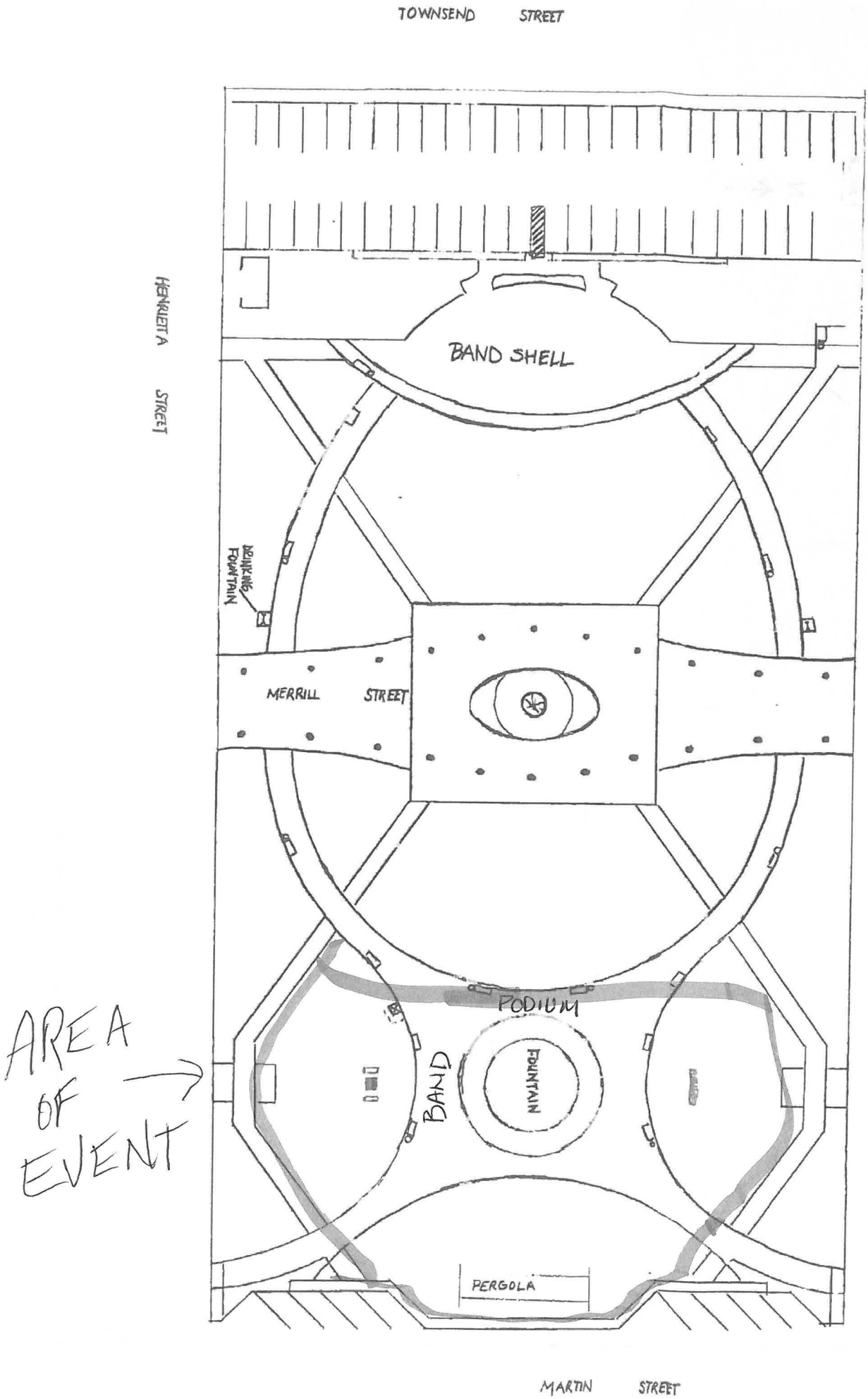
IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- 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.


TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
DRINKING FOUNTAIN
MERRILL STREET
PODIUM
BAND
FOUNTAIN
PERGOLA
MARTIN STREET
AREA OF EVENT

DEPARTMENT APPROVALS

EVENT NAME **Memorial Day Observance**

LICENSE NUMBER **#15-00010208**

COMMISSION HEARING DATE: **Dec. 8, 2014**

NOTE TO STAFF: Please submit approval by **November 17, 2014**

DATE OF EVENT: **May 25, 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	No building department involvement		Waived	
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	None	None	Waived	
POLICE **101-000.000.634.0003** 248.530.1870	TK	On duty personnel to give even extra patrol.		Waived	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Connie Folk	DPS representative will meet with organizers for the use of the sound system.		Waived	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	No Engineering Dept. involvement.	None	Waived	
INSURANCE 248.530.1807	AT	Event covered under city's insurance.		N/A	

CLERK **101-000.000-614.0000** 248.530.1803		Notification letters to be mailed by applicant no later than **N/A**. 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 **N/A**.	Applications for vendors license must be submitted no later than N/A.	$165 (waived)	
				TOTAL DEPOSIT REQUIRED	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid **Waived**

Actual Cost _____

Due/Refund_____

Rev. 12/4/14
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