MEMORANDUM

City Clerk's Office

DATE: **December 23, 2014**

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

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

SUBJECT: **Special Event Application**
Breathe Deep Michigan 5K Walk

Attached is a special event application submitted by the Lungevity Foundation requesting permission to hold Breathe Deep Michigan, a 5K walk, on Saturday, June 6, 2015. The event will begin and end in Booth Park.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following event is planned to be held in June and does not pose a conflict with the proposed event.

Event Name	Date	Location
Farmers Market	Sundays	Lot 6

SUGGESTED RESOLUTION:
To approve a request submitted by the Lungevity Foundation requesting permission to hold Breathe Deep Michigan, a 5K walk, on Saturday, June 6, 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.

RECEIVED BY

DEC - 1 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 December 1, 2014

Name of Event Breathe Deep Michigan

Detailed Description of Event (attach additional sheet if necessary)
5K walk and Fun Run to raise funds for lung cancer research. Proceeds go to LUNGevity Foundation.

Location Booth Park

Date(s) of Event June 6, 2015 Hours of Event 9am – 11:30 am

Date(s) of Set-up June 6, 2015 Hours of Set-up 7am - 9am

Date(s) of Tear-down June 6, 2015 Hours of Tear-down 11:30am - 12:30pm

Organization Sponsoring Event LUNGevity Event

Organization Address 218 S. Wabash, Suite 540, Chicago, IL

Organization Phone 312-407-6100

Contact Person Anna Dumelle

Contact Phone 312-407-6114

Contact Email adumelle@lungevity.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.) TBD

3. Is the event a fundraiser? (YES) NO
List beneficiary Lung Cancer Foundation
List expected income $50,000
Attach information about the beneficiary.

4. First time event in Birmingham? YES (NO)
If no, describe we have held this event here since May 2012

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

6. The event will be held on the following City property: (Please list)
☐ Street(s)
☒ Sidewalk(s) 5K through surrounding neighborhood
☒ Park(s) Booth Park event site for speakers and walk kick-off

7. Will street closures be required? YES (NO)

8. What parking arrangements will be necessary to accommodate attendance? no, we will use public parking

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

Describe Will utilize volunteers to direct route, set up, tear down, and assist w/ registration

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 X 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 TBD

Size of signs/banners Signs = 18"x24" Banners = 6'x3'

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		$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)	3	10X10
Portable Toilets	2	
Rides	X	
Displays	X	
Vendors	TBD	
Temporary Structure (must attach a photo)	X	
Other (describe)	X	

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Breathe Deep Michigan
EVENT DATE June 6, 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

12/1/14
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.

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Find it. Treat it. Live.

HOLD-HARMLESS AGREEMENT

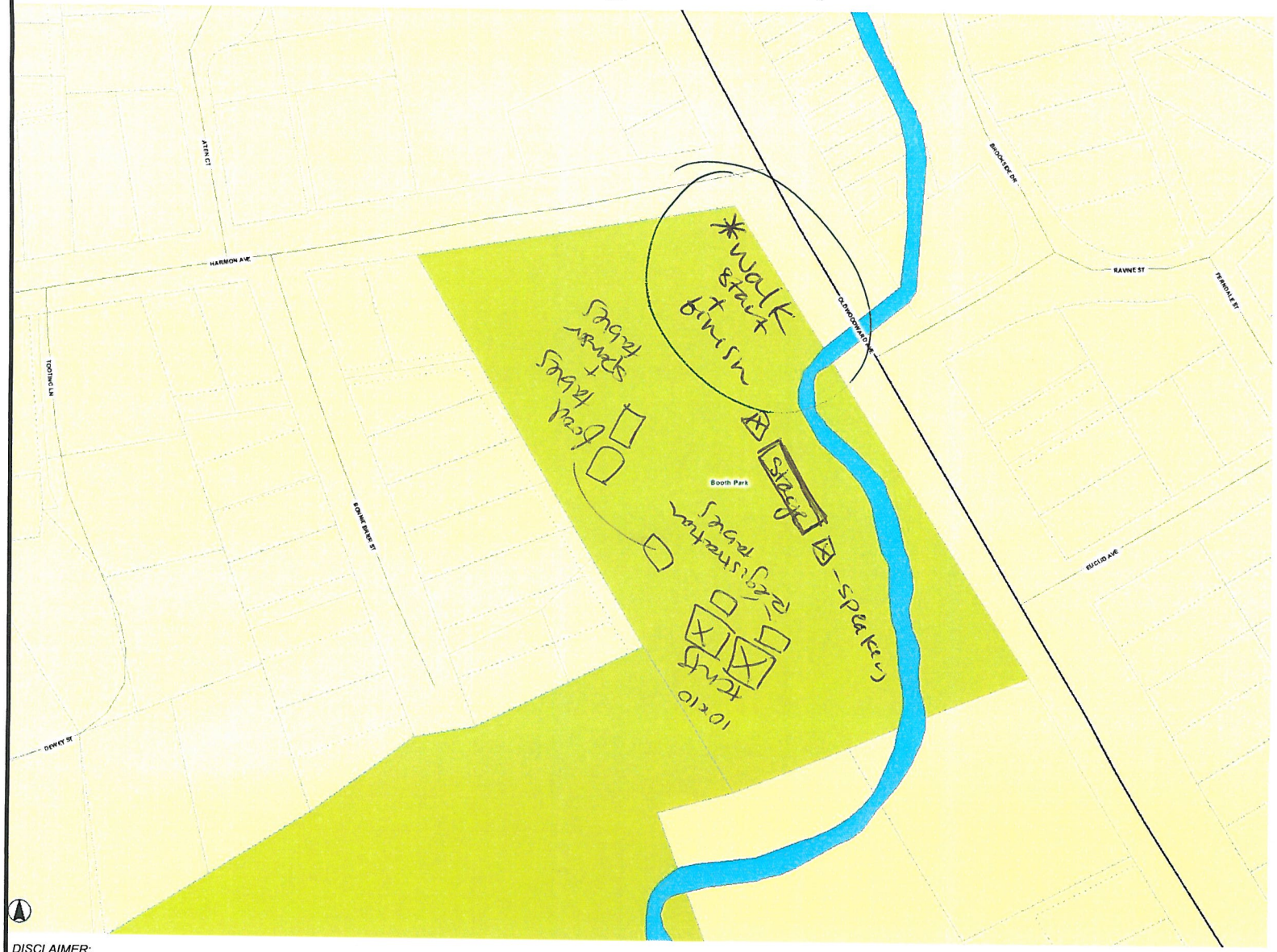
To the fullest extent permitted by law, the LUNGevity Foundation any entity or person for whom the LUNGevity Foundation is legally liable, agrees to be responsible for any liability, defend, pdy on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected there with, and for any damages which may be asseted, 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 propefty damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. 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."

Applicants Signature

HEADQUARTERS 218 S. WABASH AVENUE, SUITE 540, CHICAGO, IL 60604 **PH:** 312.407.6100 **F:** 312.464.0716
BETHESDA OFFICE 6917 ARLINGTON ROAD, SUITE 352, BETHESDA, MD 20814 **PH:** 240.454.3100 **F:** 240.497.0034
W LUNGEVITY.ORG

Booth Park

Birmingham Map

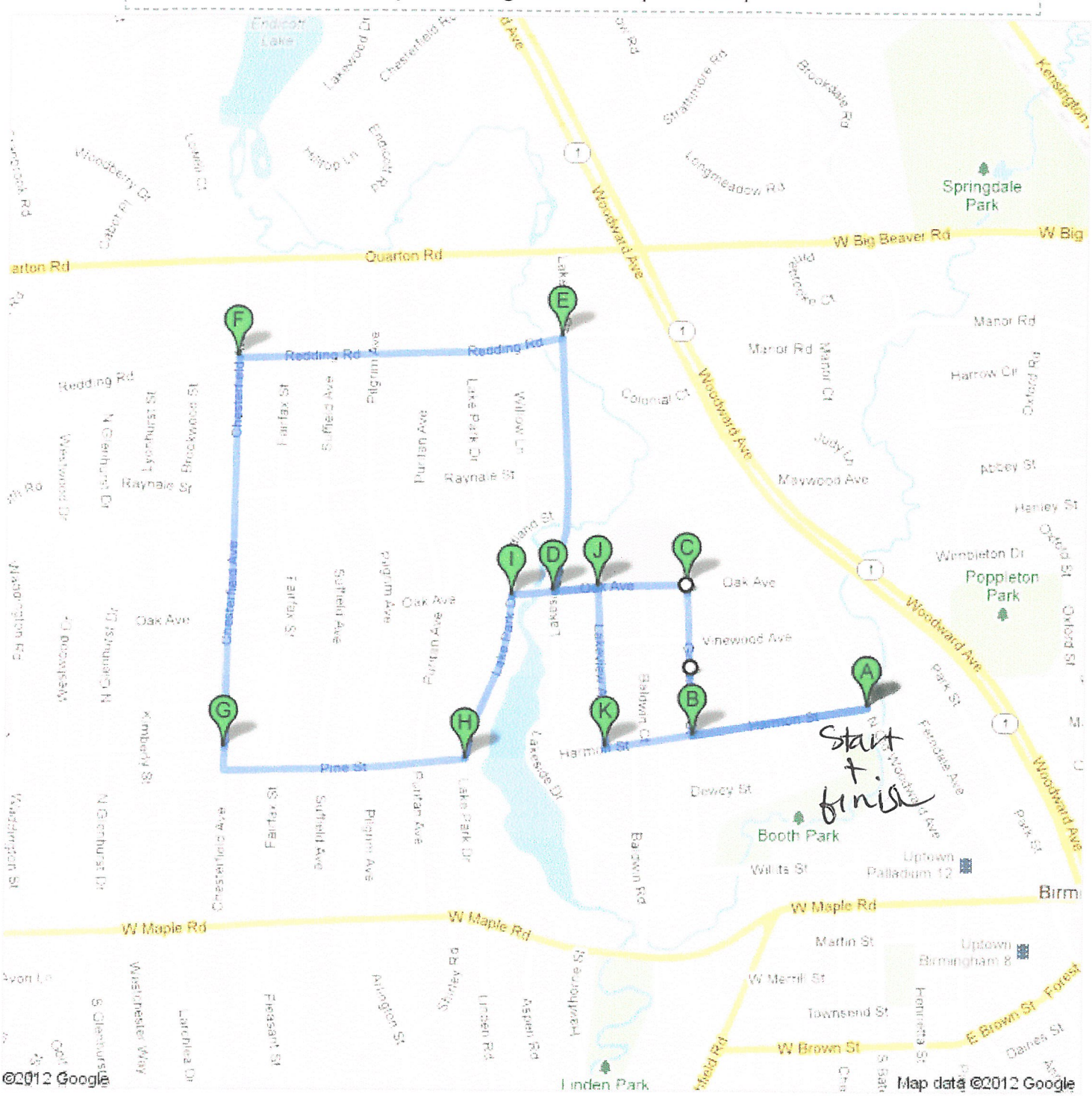


DISCLAIMER:
The information provided on this site is for convenience only and is compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. Much of the data was not compiled or created by the City of Birmingham. In the preparation of this report, extensive efforts have been made to offer the most current, correct, and clearly expressed information possible. However, inadvertent errors, inaccuracies, and omissions can occur. Official versions should be used as a primary information source for verification of the information provided on these pages. Users are advised that their use of any of this information is at their own risk.
The City of Birmingham, its consultants and data providers, do not assume, and hereby disclaim, legal responsibility for the information contained herein which is provided "as is" with no warranties of any kind whether such errors, inaccuracies or omissions result from negligence, accident or any other cause.

Directions to N Old Woodward Ave & Harmon St, Birmingham, MI 48009
3.4 mi about **1 hour 6 mins**

Save trees. Go green!
Download Google Maps on your phone at **google.com/gmm**

Walking directions are in beta.
Use caution This route may be missing sidewalks or pedestrian paths.



©2012 Google Map data ©2012 Google

A Harmon St

1. Head **west** on **Harmon St** toward **Bonnie Brier St**
About 5 mins
go 0.3 mi
total 0.3 mi

Total: **0.3 mi** about **5 mins**

B Harmon St & Greenwood St, Birmingham, MI 48009
total 0.0 mi

2. Head **north** on **Greenwood St** toward **Vinewood Ave**
About 4 mins
go 0.2 mi
total 0.2 mi

Total: **0.2 mi** about **4 mins**

C Oak Ave & Greenwood St, Birmingham, MI 48009
total 0.0 mi

3. Head **west** on **Oak Ave** toward **Hazelwood St**
About 3 mins
go 0.2 mi
total 0.2 mi

Total: **0.2 mi** about **3 mins**

D Oak Ave & Lakeside Dr, Birmingham, MI 48009
total 0.0 mi

4. Head **north** on **Lakeside Dr** toward **Midland St**
About 7 mins
go 0.4 mi
total 0.4 mi

Total: **0.4 mi** about **7 mins**

E Redding Rd & Lakeside Dr, Birmingham, MI 48009
total 0.0 mi

5. Head **west** on **Redding Rd** toward **Willow Ln**
About 9 mins
go 0.5 mi
total 0.5 mi

Total: **0.5 mi** about **9 mins**

F Redding Rd & Chesterfield Ave, Birmingham, MI 48009
total 0.0 mi

6. Head **south** on **Chesterfield Ave** toward **Raynale St**
About 11 mins
go 0.6 mi
total 0.6 mi

Total: **0.6 mi** about **11 mins**

G Chesterfield Ave & Pine St, Birmingham, MI 48009
total 0.0 mi

7. Head **south** on **Chesterfield Ave** toward **Pine St**
go 177 ft
total 177 ft

8. Turn left onto **Pine St**
About 7 mins
go 0.3 mi
total 0.4 mi

Total: **0.4 mi** about **7 mins**

H pine and lakepark
total 0.0 mi

9. Head **north** on **Lake Park Dr** toward **Oak Ave**
About 5 mins
go 0.2 mi
total 0.2 mi

Total: **0.2 mi** about **5 mins**

lakepark and oak
total 0.0 mi

10. Head **east** on **Oak Ave** toward **Lakeside Dr**
About 3 mins
go 0.1 mi
total 0.1 mi

Total: **0.1 mi** about **3 mins**

J Oak Ave & Lakeview Ave, Birmingham, MI 48009
total 0.0 mi

11. Head **south** on **Lakeview Ave** toward **Vinewood Ave**
About 4 mins
go 0.2 mi
total 0.2 mi

Total: **0.2 mi** about **4 mins**

K Harmon St & Lakeview Ave, Birmingham, MI 48009
total 0.0 mi

12. Head **east** on **Harmon St** toward **Baldwin Rd**
About 7 mins
go 0.4 mi
total 0.4 mi

Total: **0.4 mi** about **7 mins**

L N Old Woodward Ave & Harmon St, Birmingham, MI 48009

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

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SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: 12/28/14
TO: _____
Residential Property or Business Owner

_____
Address

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: Breathe Deep Michigan
LOCATION: Booth Park
DATE(S) OF EVENT: 6/6/15
HOURS OF EVENT: 9AM-11:30AM
BRIEF DESCRIPTION OF EVENT/ACTIVITY: 5K Walk and Fun Run to raise funds for lung cancer research, support and education.
DATE(S) OF SET-UP: 5/23/15 HOURS OF SET-UP: 7AM-9AM
DATE(S) OF TEAR-DOWN: 5/23/15 HOURS OF TEAR-DOWN: 11:30AM-12:30PM
DATE OF CITY COMMISSION MEETING: January 12, 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)**. Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: Heather Hermiz and LUNGevity Foundation
ADDRESS: 218 S. Wabash, Suite 540, Chicago, IL 60604
PHONE: 248-930-2845

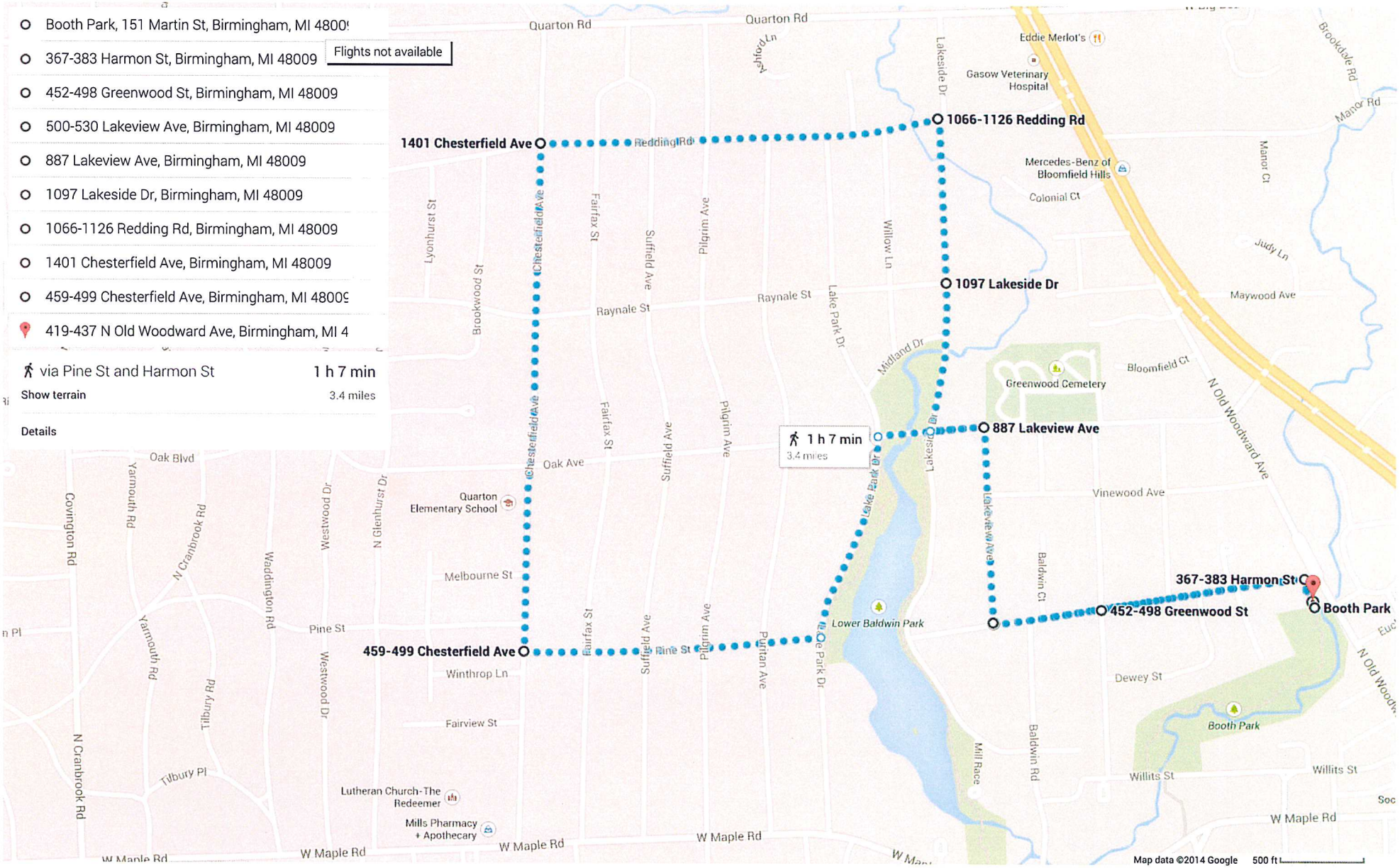
- Booth Park, 151 Martin St, Birmingham, MI 4800
- 367-383 Harmon St, Birmingham, MI 48009
- 452-498 Greenwood St, Birmingham, MI 48009
- 500-530 Lakeview Ave, Birmingham, MI 48009
- 887 Lakeview Ave, Birmingham, MI 48009
- 1097 Lakeside Dr, Birmingham, MI 48009
- 1066-1126 Redding Rd, Birmingham, MI 48009
- 1401 Chesterfield Ave, Birmingham, MI 48009
- 459-499 Chesterfield Ave, Birmingham, MI 4800
- 419-437 N Old Woodward Ave, Birmingham, MI 4

Flights not available

via Pine St and Harmon St — 1 h 7 min

Show terrain — 3.4 miles

Details



DEPARTMENT APPROVALS

EVENT NAME **Breathe Deep Michigan**

LICENSE NUMBER **#15-00010212**

COMMISSION HEARING DATE: **1/12/15**

NOTE TO STAFF: Please submit approval by **12/1/14**

DATE OF EVENT: **June 6, 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 as proposed.		None	
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	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. Cords, hoses, etc. shall be matted to prevent trip hazards.	None	None	

		6. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 7. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Must have sufficient volunteers to assist walkers at intersections. Walkers must obey all traffic laws. On duty personnel to give event extra-patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CF	To cover for trash clean up and trash receptacles if needed.		$40	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Proposed route may conflict with Oak St. reconstruction project at Lakepark and Chesterfield. Coordinate with Engineering Dept. four (4) weeks prior to event to ensure safe crossings of the construction site.		$0	
INSURANCE 248.530.1807		Insurance certs needed			
CLERK **101-000.000-614.0000** 248.530.1803		Notification letters were mailed by applicant **12/28/14**. 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 **5/22/15**.	Applications for vendors license must be submitted no later than **5/22/15.**	$165	
				TOTAL DEPOSIT REQUIRED **$40**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____