MEMORANDUM

City Clerk's Office

DATE: **January 16, 2015**

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

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

SUBJECT: **Special Event Request**
Celebrate Birmingham Parade

Attached is a special event application submitted by the City of Birmingham requesting permission to hold the Celebrate Birmingham Parade on Sunday, May 17, 2015, in the downtown area.

The parade staging area will be located on South Old Woodward, south of Brown. The parade will travel north on Old Woodward, west on Maple, and south on Bates. The parade will end in Shain Park. The City is working with the Junior League of Birmingham to sponsor the children's games and activities which will be held in Shain Park.

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
Art Birmingham	May 9-10	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 City of Birmingham to hold Celebrate Birmingham Parade on Sunday, May 17, 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

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 _____January 2, 2015_____

Name of Event _____Birmingham Hometown Parade & Party in Shain Park_____

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

Annual parade ending with family events in Shain Park_____

Location: __South Old Woodward, Maple, Martin, Henrietta, and Bates_____

Date(s) of Event:_____May 17, 2015_____

Hours of Event _____1:00 to 4:00 p.m._____

Date(s) of Set-up __May 17, 2015_____Hours of Set-up___9:00 a.m._____

- Parade staging/set up 9:00 a.m. (South Old Woodward, Brown to the triangle area)
- Parade: 1:00 p.m. (begins at Brown/Old Woodward, travels north on Old Woodward, west on Maple, ends in Shain Park)
- Activities in Park: set up begins at 10:00 a.m., activities held from 1:00 p.m.-4 p.m.

Date(s) of Tear-down :___May 17, 2015_____ Hours of Tear-down: ____4:00 to 6:00 p.m._

Organization Sponsoring Event _____City of Birmingham_____

Organization Address _____151 Martin_____

Organization Phone _____248.530.1880_____

Contact Person _____Sheila Brown_____

Contact Phone _____248-530-1804_____

Contact Email _____sbrown@bhamgov.org_____

II. EVENT INFORMATION

1. Organization Type___City_____
   (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.) _____TBA_____
   _____
   _____
   _____

3. Is the event a fundraiser? NO
   List beneficiary _____
   List expected income _____
   Attach information about the beneficiary.

4. First time event in Birmingham? NO
   If no, describe: _____Annual event_____

5. Total number of people expected to attend per day____2,000_____

6. The event will be held on the following City property: (Please list)
   - ☐ Street(s) _____South Old Woodward, Maple, Martin, Henrietta and Bates_____
     _____
   - ☐ Sidewalk(s)___same as above_____
     _____
   - ☐ Park(s) _____Shain Park_____

7. Will street closures be required? YES

8. What parking arrangements will be necessary to accommodate attendance?
   _____Parking Structure_____

9. Will staff be provided to assist with safety, security and maintenance? YES

Describe: _____with additional parade volunteers_____

10. Will the event require safety personnel (police, fire, paramedics)? YES

Describe: Police personnel at barricades; Police department escort in and at end of parade; request fire department truck in parade._____

11. Will alcoholic beverages be served? 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

_____X_ Live ___X_ Amplification _____Recorded ___X____Loudspeakers

Time music will begin _____1:00 pm_____

Time music will end _____4:00 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

Number of signs/banners __3 Banners (Pierce, Chester and N. Old Woodward Structures)_

Size of signs/banners _____

Submit a photo/drawing of the sign(s). A sign permit is required.

14. Will food/beverages/merchandise be sold? TBD

- 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?
To be determined			

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	6	$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	1	$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)	TBD # 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	0	$200.00 per day	Must meet with City representative.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

- Trash receptacles at Brown and Old Woodward along parade route; plastic bags delivered to city hall for changing by DPS employees and volunteers.

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)	TBD	10 x 10
Portable Toilets	5	
Rides		
Displays		
Vendors	4	TBD
Temporary Structure (must attach a photo)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Celebrate Birmingham Hometown Parade

EVENT DATE May 17, 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.

Laura Pierce 1-9-15

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.

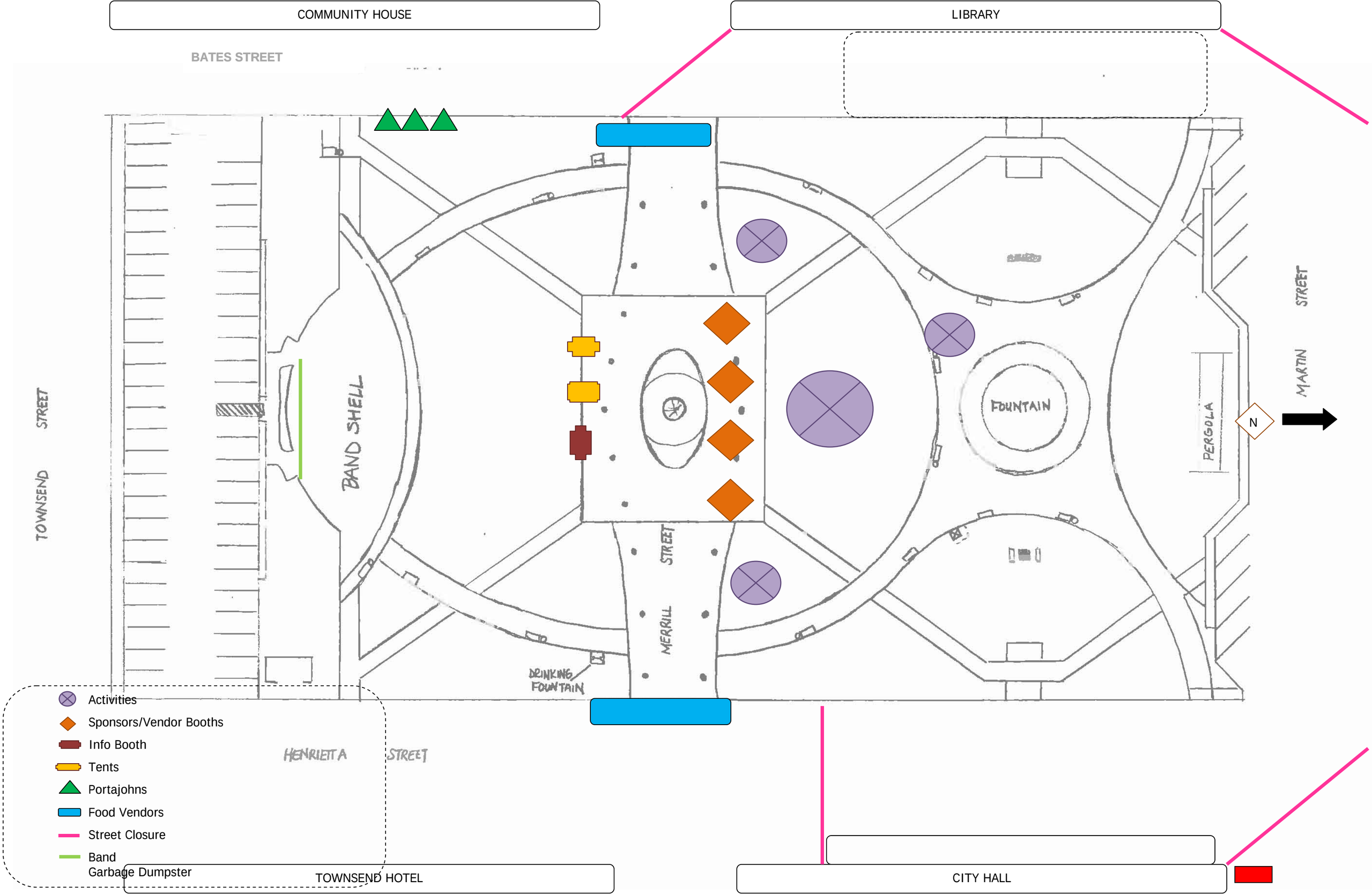
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.

- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

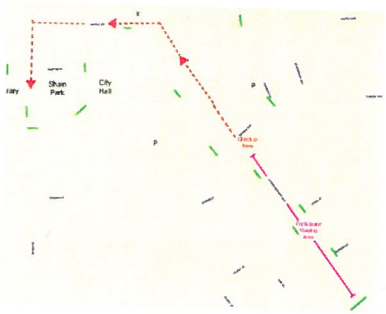
2015 CELEBRATE BIRMINGHAM PARADE

LEGEND

- Street Closure
- Parade Route
- Participant Staging Area
- **X** Announcer Platform
- **P** Parking Structure


COMMUNITY HOUSE
LIBRARY
BATES STREET
TOWNSEND STREET
BAND SHELL
MERRILL STREET
FOUNTAIN
PERGOLA
MARTIN STREET
N
DRINKING FOUNTAIN
HENRIETTA STREET
Activities
Sponsors/Vendor Booths
Info Booth
Tents
Portajohns
Food Vendors
Street Closure
Band
Garbage Dumpster
TOWNSEND HOTEL
CITY HALL

City Clerk's Office
City of Birmingham
151 Martin
Birmingham, MI 48009



Parade Staging Area
Parade Route

City of Birmingham
A Walkable Community

SPECIAL EVENT NOTIFICATION

TO ALL PROPERTY/BUSINESS 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.

NAME OF EVENT: Celebrate Birmingham Parade & Party in the Park
LOCATION: Downtown Birmingham – Old Woodward and Shain Park (see attached map)
DATES/TIMES: Sunday, May 17, 2015

- Parade staging/set up: 9:00 AM (South Old Woodward, Brown to the triangle area)
- Parade: at 1:00 PM (begins at Brown/Old Woodward, travels north on Old Woodward, west on Maple, ends in Shain Park)
- Activities in the Park: set up begins at 10:00 AM, activities held from 1:00 PM – 4:00 PM

DATE/TIME OF CITY COMMISSION MEETING: Monday, January 26, 2015, 7:30PM
The city commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, Celebrate Birmingham Parade Committee
City Staff Contact: Sheila Brown, 248.530.1804, sbrown@bhamgov.org
www.bhamgov.org/parade

TO MANAGERS OF BUILDINGS CONTAINING MORE THAN ONE UNIT: PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.

DEPARTMENT APPROVALS

EVENT NAME CELEBRATE BIRMINGHAM PARADE

LICENSE NUMBER #15-00010309

COMMISSION HEARING DATE JAN. 26, 2015

NOTE TO STAFF: Please submit approval by **JANUARY 16, 2015**

DATE OF EVENT: MAY 17, 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		$0.00	
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. All food vendors preparing food on site are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible. 5. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 6. Clear Fire Department access of 12 foot aisles must be maintained, no	None	$0	

		tents, canopies or other obstructions in the middle of the road unless approved by the Fire Marshal. 7. Cords, hoses, etc. shall be matted to prevent trip hazards. 8. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 9. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.			
POLICE **101-000.000.634.0003** 248.530.1870		Personnel/Barricades/Road Closures		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL			$1,752.02	
ENGINEERING **101-000.000.634.0002** 248.530.1839		Provide advance warning of Old Woodward closure on northbound Woodward Ave.			
INSURANCE 248.530.1807					
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters were mailed by applicant on 1/9/15. 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 **5/1/15.**		
				TOTAL DEPOSIT REQUIRED **$1,752.02**	**ACTUAL COST**