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**
Farmers Market

Attached is a special event application submitted by the Principal Shopping District requesting permission to hold Birmingham Farmer's Market in Municipal Parking Lot #6 (North Old Woodward) on Sundays, May through October, 2015 from 9:00 AM to 2:00 PM.

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 May - October and have not yet submitted an application. These events do not pose a conflict with the proposed event.

Event Name	Date	Location
Art Birmingham	May 9-10	Shain Park
Celebrate Birmingham Parade	May 17	Downtown & Shain Park
Village Fair	May 27-30	Shain Park
Bike Fest	Aug (date TBD)	Downtown & Shain Park
Birmingham Street Art Fair	Sept 19-20	South Old Woodward
Halloween Parade & Pumpkin Patch	Oct 18	Downtown & Shain Park

SUGGESTED RESOLUTION:
To approve a request from the Principal Shopping District to hold Birmingham Farmers' Market May through October, 2015 from 9:00 AM to 2:00 PM, in Municipal Parking Lot No. 6 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
A Walkable Community

151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
248/530-1880
248/530-1080 FAX

APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

Date of Application **January 13, 2015**

Name of Event **Birmingham Farmers Market**

Detailed Description of Event _____

Location **City Parking Lot #6 on N. Old Woodward**

Dates/Hours of Event **Sundays, May 3 - October 18, 2015 from 9 am to 2 pm**

Dates/Hours of Set-up _____

Dates/Hours of Tear-Down _____

Organization Name **Birmingham PSD**

Organization Address **151 Martin Street**

Organization Phone **248/530-1200**

Contact Person/Phone **John Heiney or Lori Rondello / 248/530-1200**

Contact Fax Number **248/530-1246**

On-Site Manager **Lori Rondello**

(CHANGES IN THIS INFORMATION MUST BE SUBMITTED TO THE CITY CLERK PRIOR TO THE EVENT.)

The 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 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

1-12-15
Date

II. EVENT INFORMATION

1. Organization Type **Principal Shopping District**
   (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. Attach an additional page if necessary.) **To be determined**

3. If the event is a fundraiser, list beneficiary and expected income. **No**

4. First time event in Birmingham? If no, describe **No, this is the 13th year.**

   Outside Birmingham? If no, describe

5. Total number of people expected to attend per day **2,500-2,800**

6. What parking arrangements will be necessary to accommodate attendance? **Nearby parking deck and street meters are sufficient**

7. Is amplification of music or speakers anticipated? **Yes**
   Describe **Some small entertainment groups will be playing after 9:30 am.**

8. Will a volunteer staff be provided to assist with safety, security and maintenance? **Yes**
   Describe **There will be a Market Master in charge each week as well as community volunteers.**

9. Will alcoholic beverages be served? **No**

10. Will food/beverages/merchandise be sold? **Yes**

- Peddlers and vendors must obtain a peddler's license from the clerk's office and be listed in this application by the event organizer.
- Peddler/vendor permits must be obtained at least 48 hours prior to beginning of event and must submit a photo with the application.
- All food/beverage vendors must have Oakland County Health Department approval. Attach copy of Health Dept approval.
- There is a $20.00 application/investigation fee for all vendors and peddlers, in addition to the $10.00 daily fee, per location.

VENDOR NAME	GOODS TO BE SOLD
To be determined	

III. EVENT LAYOUT

1. Will the event require the use of any of the following municipal equipment? Include a map showing the location of each item.

   X Picnic tables Quantity____**6**_____

   X Trash Receptacles Quantity____**TBD**__

   X Dumpsters **PSD reserving dumpster from outside contractor**

   o Audio System

   X Barricades Quantity____**TBD**__

   o Meter Bags Quantity_____

   o Traffic Cones Quantity_____

   o Other/Instructions__**DPS provides trailer transport and set-up**

2. Will the event require safety personnel (police, fire, paramedics)? _**No**_____

   Describe_____

   _____

   _____

3. Will street closures be necessary? If yes, include a detailed map. Indicate the date and time for closing and re-opening including set-up and tear-down.

   *Closing: Date/Time_**Parking Lot #6 to be closed Sundays @ 6 am**

   *Re-opening: Date/Time_**To be re-opened by 4 pm**_____

   The ingress and egress of St. James Church must be maintained.

4. Will the event require any public utility connections? _____

   Fire hydrant usage requires a permit from the fire department. All electrical/fire permits must be obtained within seven (7) days of commission approval of the event.

   X Electrical (note the location of box to be used on the map)

   o Water/Fire Hydrant (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.)

   o Telephone

   o Ground

   o Other _____

   Describe_____

   _____

5. Will there be signage in the area of the event? Please describe. **_Yes, 5 x 10" sign on south end of lot**_____

(Sign permits and a photo may be required)

6. Will the following be constructed or located in the area of the event? Attach a plan of the proposed layout. Include the square foot area and photograph or drawing of any temporary structure or display.

		Number	Size
o	Booths	_____	_____
X	Tents*	**_1-50_**	**_10 x 10_**
o	Awnings*	_____	_____
o	Canopies*	_____	_____
X	Tables	**_1-100_**	**_Various_**
X	Portajohns	**__2__**	**1 reg/1 handi**
o	Rides	_____	_____
o	Displays	_____	_____
o	Other _____		_____

Describe_____

_____

(*NOTE: A building permit for a tent/awning/canopy over 120 square feet is required from the community development department - 248.530.1850)

***PLEASE NOTE: NO STAKES OF ANY KIND ALLOWED**

Birmingham Principal Shopping District 151 Martin Street, Birmingham, Michigan 48009

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the **Birmingham PSD** and any entity or person for whom the **Birmingham PSD** is legally liable, agrees to be responsible for any liability, defend, pay 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 therewith, and for any damages which may be asserted, 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 property 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."

Applicant's signature

ph 248-530-1200 • fax 248-530-1246 • info@enjoybirmingham.com • www.enjoybirmingham.com

January 14, 2015

TO: Downtown Birmingham Property 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.

NAME OF EVENT: **Birmingham Farmers Market**

LOCATION: **Parking Lot #6 on N. Old Woodward**

DATES/TIMES: **Sundays only, May 3 – October 18, 2015, 9 am – 2 pm**

DATE/TIME OF CITY COMMISSION MEETING:
Monday, January 26, 2015 @ 7:30 pm

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

EVENT ORGANIZER: **Birmingham Principal Shopping District (PSD)**

ADDRESS: **151 Martin Street, Birmingham, MI 48009**

PHONE: **248/530-1200**

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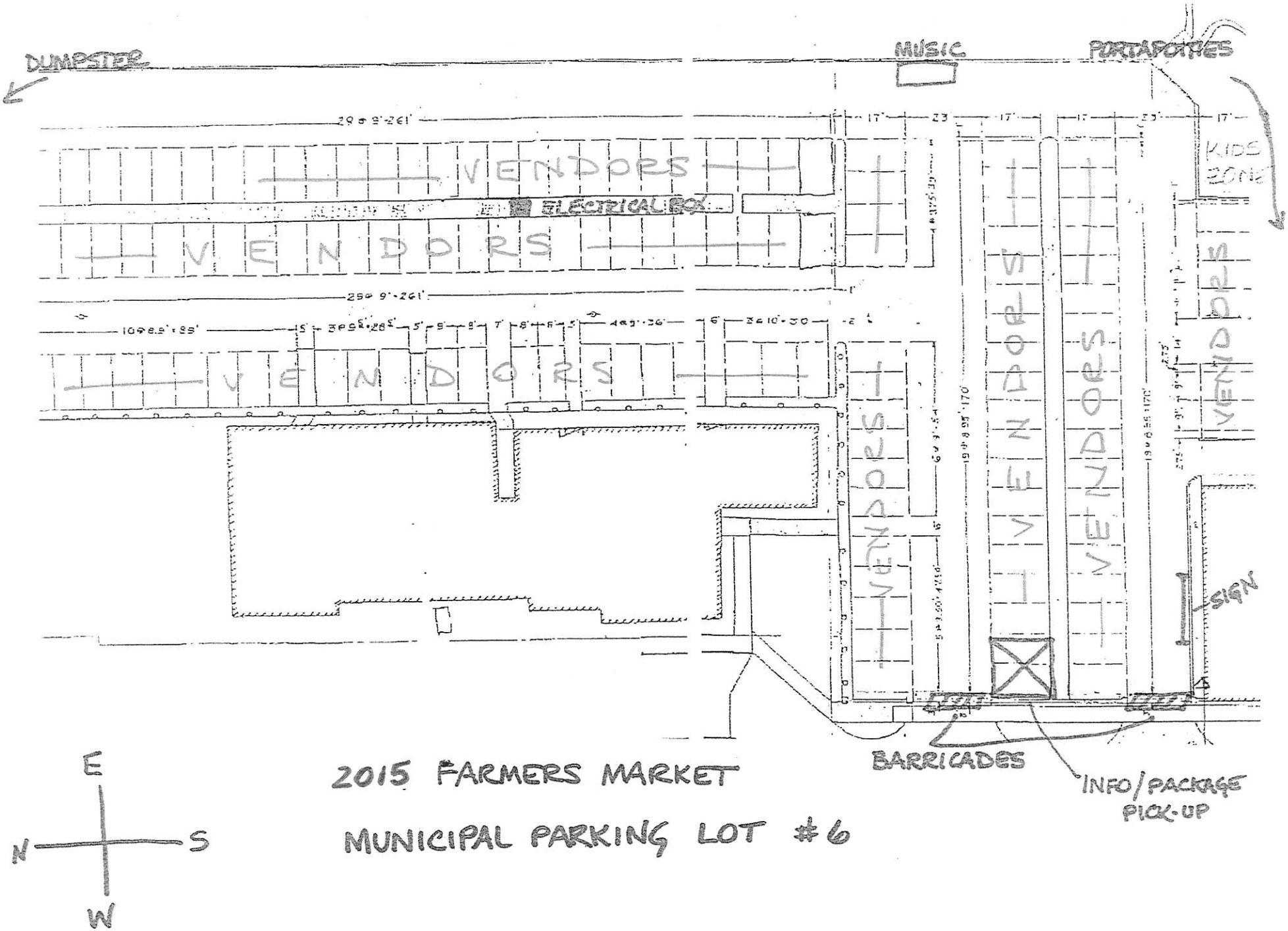

2015 FARMERS MARKET

MUNICIPAL PARKING LOT #6

DEPARTMENT APPROVALS

EVENT NAME FARMERS MARKET

LICENSE NUMBER #15-00010322

COMMISSION HEARING DATE JAN. 26, 2015

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

DATE OF EVENT MAY 3 – OCT. 18, 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	Annual safety inspection. All tents and canopies must be weighted down.		$127.90	
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. Provide protective barriers between hot surfaces and the public. 6. Tents and Canopies must be	none	$75	

		properly anchored for the weather conditions, no stakes allowed. 7. Pre-event site inspection required. 8. Cords, hoses, etc. shall be matted to prevent trip hazards. 9. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 10. Do Not obstruct fire hydrants, Keep a clear 5 feet perimeter.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Barricades/On duty personnel to give event extra patrol.		$520	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL			ESTIMATED COSTS $2,325.00 Equipment, Labor, Trash	
ENGINEERING **101-000.000.634.0002** 248.530.1839	Paul O'Meara	Keep City sidewalk clear during event.			
INSURANCE 248.530.1807					
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on **1/13/15**. 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 **4/17/15.**	$165	

				TOTAL DEPOSIT REQUIRED $3,212.90	ACTUAL COST

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 1/16/15
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