MEMORANDUM

City Clerk's Office

DATE: **February 18, 2015**

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

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

SUBJECT: **Special Event Request**
In the Park Concerts

Attached is a special event application submitted by the City of Birmingham requesting permission to hold the In the Park Concerts on Wednesday evenings from June, 2015 through August, 2015 and the Band Jam on June 12, 2015 in Shain Park.

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

SUGGESTED RESOLUTION:
To approve a request from the City of Birmingham to hold the In the Park Concerts on Wednesday evenings from June, 2015 through August, 2015and the Band Jam on June 12, 2015 in Shain Park, 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 Monday, January 26, 2015

Name of Event City of Birmingham In The Park Concert Series

Detailed Description of Event (attach additional sheet if necessary)

Summer Concert Series sponsored by the City of Birmingham.

Band Jam (6/12/15) 3pm-10pm

Wednesday evenings (6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 2015) 7pm-10pm

Location Shain Park (Thomas M. Markus Pavilion)

Date(s) of Event See Above Hours of Event See Above

Date(s) of Set-up Day of Concert Hours of Set-up 3:00pm-6:00pm

Date(s) of Tear-down Evening after each Concert Hours of Tear-down Evening after each Concert

Organization Sponsoring Event City of Birmingham Department of Public Services

Organization Address 851 South Eton, Birmingham, MI 48009

Organization Phone 248.530.1642

Contact Person Connie Folk, Recreation Coordinator

Contact Phone 248.530.1642

Contact Email Cfolk@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City of Birmingham
(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? ☐ YES ☑ NO
List beneficiary _____
List expected income _____
Attach information about the beneficiary.

4. First time event in Birmingham? ☐ YES ☑ NO
If no, describe Annual Event

5. Total number of people expected to attend per day 500 (Approximate)

6. The event will be held on the following City property: (Please list)
☐ Street(s) _____
☐ Sidewalk(s) _____
☒ Park(s) Shain Park (Thomas M. Markus Pavilion

7. Will street closures be required? ☐ YES ☑ NO

8. What parking arrangements will be necessary to accommodate attendance? Parking will be available at the parking structures located in Birmingham.

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

Describe A city representative will be present for each concert.

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 7:00 pm

Time music will end 9:00 pm (tear down will finish by 10:00 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 ☐ NO

Number of signs/banners 1 banner

Size of signs/banners There will be a sponsor banner that will be placed the day of the event.

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	2	4 x 4 x 7
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME City of Birmingham In The Park Concert Series

EVENT DATE Band Jam (6/12/15) 3pm-10pm, Wednesday evenings (6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 2015) 7pm-10pm

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 Date

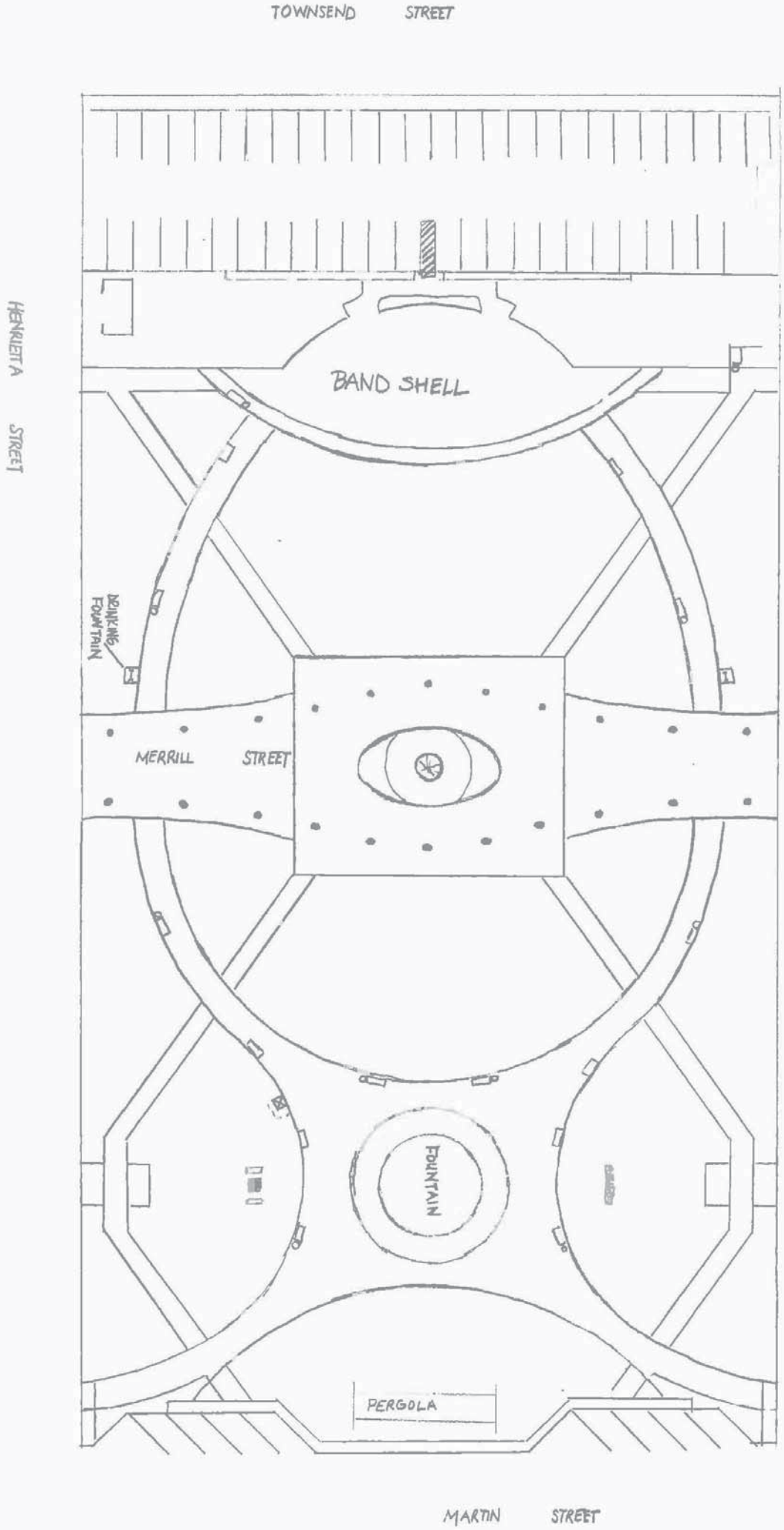
IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- 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
FOUNTAIN
PERGOLA
MARTIN STREET

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: In The Park Summer Concerts
LOCATION: Shain Park (Thomas M. Markus Pavilion)
DATES/TIMES: Wed. Evenings (7pm-10pm) 6/17, 6/24, 7,1 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 2015
Band Jam on Friday Evening 6/12/15 (3pm-10pm)

DATE/TIME OF CITY COMMISSION MEETING: ***Monday, February 23, 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).

EVENT ORGANIZER: City of Birmingham, -DPS
851 South Eton, Birmingham, MI 48009
City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

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

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DEPARTMENT APPROVALS

EVENT NAME **In the Park Concert Series**

LICENSE NUMBER #

COMMISSION HEARING DATE **Feb. 23, 2015**

NOTE TO STAFF: Please submit approval by **2/13/15**

DATE OF EVENT **6/12, 6/17 – 8/12/2015 (weekly)**

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		None	
FIRE **101-000.000-634.0004** 248.530.1900	LKB	No Fire Department involvement		$0	
POLICE **101-000.000.634.0003** 248.530.1870	TK	During In the Park Concerts on duty officers will give extra patrol. Band Jam 2 officers for 5 hours/personnel costs. 3 meters average per event.		$847.00	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	Includes set-up and take down for concerts.		$4,200	
ENGINEERING **101-000.000.634.0002** 248.530.1839	Pending Approval				
INSURANCE 248.530.1807					

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed on **2/9/15**. Notification addresses on file in the Clerk's Office.	Applications for vendor license must be submitted no later than **5/29/15.**	$165	
				TOTAL DEPOSIT REQUIRED **$5,212.00**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 2/18/15
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