City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **March 3, 2015**

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

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

SUBJECT: **Special Event Request**
ParkArt

Attached is a special event application submitted by the Community House requesting permission to hold ParkArt – an evening of interactive family-oriented art displays in Shain Park June 26, 2015.

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

Event Name	Date	Location
Farmers Market	June – August (Sundays)	Lot 6
In the Park Concerts	June – August (Wednesdays)	Shain Park
Lungevity 5K	June 6	Booth Park & surrounding neighborhood
Battle of the Bands	June 12	Shain Park

SUGGESTED RESOLUTION:
To approve a request from the Community House to hold ParkArt on June 26, 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.

15-00010335

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 February 16, 2015

Name of Event ParkArt

Detailed Description of Event (attach additional sheet if necessary)
This event was held last year (2014)Tented areas in Shain Park will have areas for children to learn art techniques as well as a performance by the TCH Dance Academy on the pavillion. Registration tables will give tickets for $5 per tent activity or $20 for unlimited activity wrist bands. We will have fliers, but will not post fliers in the park day of event.

Location Shain Park near Pavillion

Date(s) of Event June 26, 2015 Hours of Event 5:00-9:00pm

Date(s) of Set-up June 26, 2015 Hours of Set-up 2:00-5:00pm

Date(s) of Tear-down June 26, 2015 Hours of Tear-down 9:00-11:00pm

Organization Sponsoring Event The Community House

Organization Address 380 S. Bates Birmingham, MI 48009

Organization Phone 248-644-5832

Contact Person Nevan Schatz

Contact Phone 248-594-6416

Contact Email nevans@tchserves.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.) Under Review

3. Is the event a fundraiser? ☑ YES ☐ NO
   List beneficiary The Community House
   List expected income $5000.00
   Attach information about the beneficiary.

4. First time event in Birmingham? ☐ YES ☑ NO
   If no, describe Friday June 27, 2014 we held this event in Shain Park.

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

6. The event will be held on the following City property: (Please list)
   ☐ Street(s)
   ■ Sidewalk(s) Sidewalks near the pavillion
   ■ Park(s) Grass area near the pavillion- but before the statue.

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 The Community House will be providing all staff to have this event running smoothly and safely.

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 2:00pm (Practice)

Time music will end 8:00pm

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 Tents will be labeled with Art

Size of signs/banners None

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?
None	—	—	—

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	5	$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	0	$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)	0 # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	0	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.		

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)	10	varies
Portable Toilets	0	
Rides	0	
Displays	0	
Vendors	0	
Temporary Structure (must attach a photo)	0	
Other (describe)	Registration Tables	Four 8 foot tables

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME ParkArt

EVENT DATE June 26, 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 2/17/15 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.

THE COMMUNITY HOUSE
Teach · Connect · Help

February 19, 2015

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: ParkArt

Location: Shain Park, near the Band Shell. In case of rain, the event will be moved into The Community House.

Date of Event: June 26, 2015
Date of Set - Up: June 26, 2015
Date of Tear-Down: June 26, 2015

Hours of Event: 5-9:00 p.m.
Hours of Set-Up: 1-3:00 p.m.
Hours of Tear-Down: 9-10:00 p.m.

Date of City Commission meeting: March 16, 2015

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. 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: Nevan Schatz - The Community House

Address: 380 S. Bates, Birmingham, MI 48009

Phone: 248.644.5832

Direct: 248.594.6416

Park will be set up:

2 Black linen registration tables on both sides of sidewalk next to stage & chairs.

(4) 10x10 tents and (2) 20x20 tents

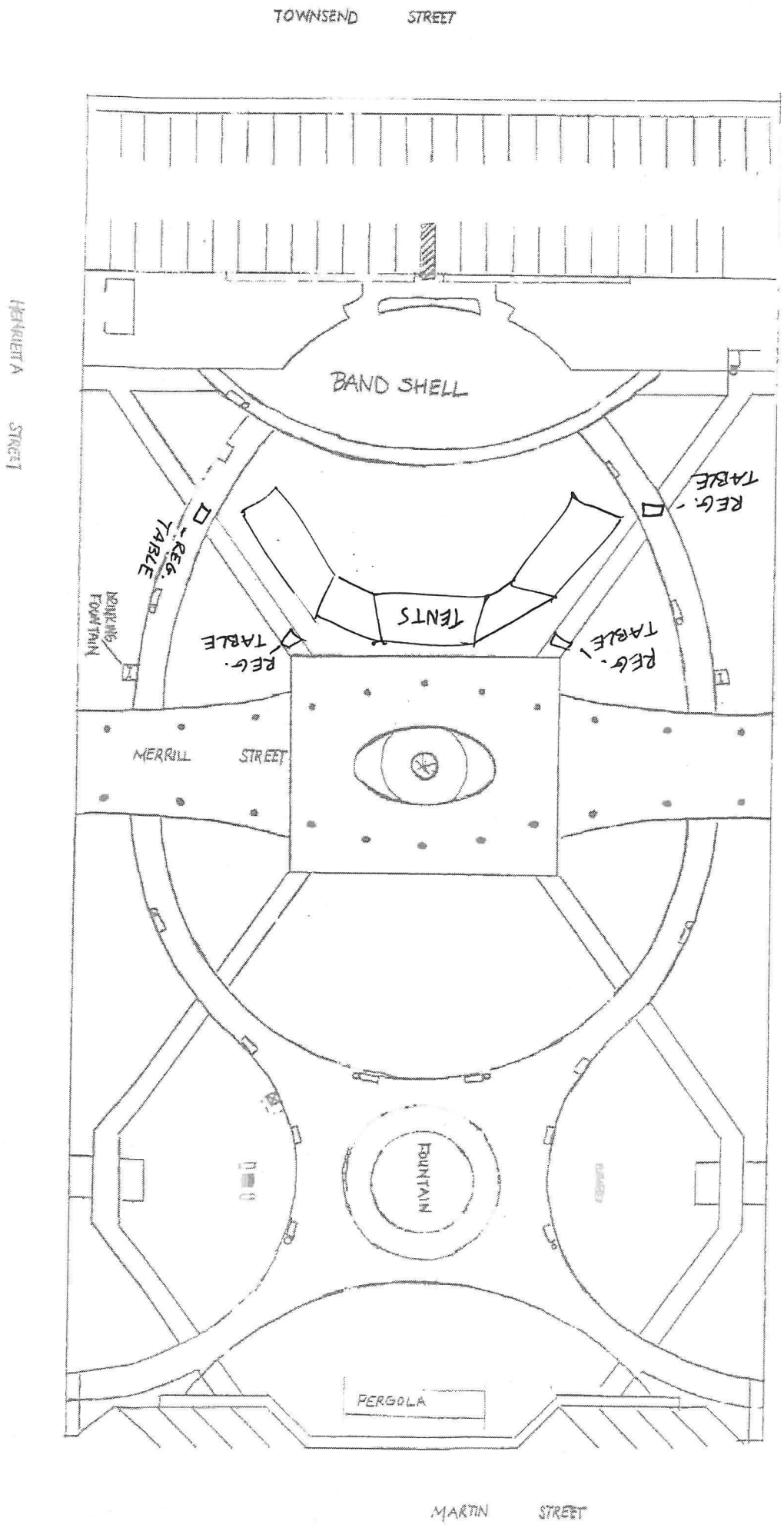
10x10 #1. Recycled Art: 2qty 8 foot tables 4 chairs on each side of tables.
10x10 #2. Origami: 2qty 8 foot tables 4 chairs on each side of tables.
10x10 #3 Fiber Art: 2 qty 8 foot tables 4 chairs on each side of tables.
10x10 #4 Zentangle & Calligraphy: 2 qty 8 foot tables 4 chairs on each side of tables & flip chart with markers
20x20 Henna & Fiber Art: 2 qty 8 foot tables with 4 chairs on each side
20x20 ECC. Tie Dye, Pet Rocks and Puffy Paints. 3 tables 4 chairs on each side.

Mural Painting - Please set up 2 8 foot tables on the east side side walk of stage with 3 chairs on each side of tables and 3 table easles on each side of table.

Ballet Performance needs:
5 white ballet barres
Sound system with iPad sound patch and cd player and 2 stand mics

Total equipment needed:
8 foot tables -17
Chairs - 116

Stage details. Please set up the full stage in Shain Park under the stage are with portable sound system. We will need two wireless mics with mic stands.


TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
REG. TABLE
REG. TABLE
DRINKING FOUNTAIN
TENTS
REG. TABLE
REG. TABLE
MERRILL STREET
FOUNTAIN
PERGOLA
MARTIN STREET

Celebrate & Participate in the Arts

Friday, June 27, 2014, 5-9pm

All Ages Welcome

Held at Shain Park, Birmingham across the street from TCH

ParkArt is an interactive, youth oriented artful evening. Participants are invited to enjoy hands-on art projects throughout Shain Park. There will be main stage performances including: TCH Youth Summer Theater Actors and TCH Dance Academy Ensemble.

Hands-on Projects:

- Calligraphy
- Dancing
- Fiber Art
- Henna
- Mural Art
- Origami
- Painting
- Recycled Art
- Theater
- Tie-Dye
- Zentangle

Free Admission
$5 per project
Projects Free for Lemonade Day Participants*

70 YEARS TCH THE COMMUNITY HOUSE

Proceeds Benefit TCH Youth Outreach Programs

*For more information on Lemonade Day visit:
www.Detroit.LemonadeDay.com

Sponsored by
Huntington
Welcome.

DEPARTMENT APPROVALS

EVENT NAME PARK ART

LICENSE NUMBER #15-00010335

COMMISSION HEARING DATE MARCH 16, 2015

NOTE TO STAFF: Please submit approval by **2/25/15**

DATE OF EVENT JUNE 26, 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	none	
FIRE 101-000.000-634.0004 248.530.1900	MPM	Maintain emergency vehicle and fire hydrant access.		-0-	
POLICE 101-000.000.634.0003 248.530.1870	TK	On duty personnel to give event extra patrol.		-0-	
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	Carrie Laird	Department will deliver the 5 PSD boxes. Tents being placed in Shain Park can't be staked down. The Department does not have nor can we provide tables, chairs, risers, sound system, microphone stands or speakers. These items are the responsibility of the event holder.		$50	
ENGINEERING 101-000.000.634.0002 248.530.1839	PO				
INSURANCE 248.530.1807	AT	ok			

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on **2/19/15**. 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 **6/12/15**.	Applications for vendors license must be submitted no later than **6/12/15.**	$165 (pd)	
				TOTAL DEPOSIT REQUIRED **$50.00**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 3/3/15
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