MEMORANDUM

City Clerk's Office

DATE: **March 20, 2015**

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

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

SUBJECT: **Special Event Application**
Birmingham Grub Crawl

Attached is a special event application submitted by Connect in the Kitchen to hold the Birmingham Grub Crawl on May 16, 2015 in downtown Birmingham and Shain Park. Participants will utilize the public sidewalk to walk to the participating retail and restaurant locations where the establishments will be offering special promotions and sampling options. A shuttle will also be available. Shain Park will only be utilized as a starting point for participants to pick up their credentials and purchase tickets.

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
Birmingham Art Fair	May 9-10	Shain Park
Celebrate Birmingham Hometown Parade	May 17	Shain Park
Lungevity 5K Run/Walk	May 23	Booth Park area
Memorial Day Service	May 25	Shain Park
Village Fair	May 27-30	Shain Park

SUGGESTED RESOLUTION:
To approve a request from Connect in the Kitchen to hold the Birmingham Grub Crawl on May 16, 2015 in downtown Birmingham and 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
Special Events List

DATE OF EVENT	NAME OF EVENT	TYPE OF EVENT	LOCATION OF EVENT
5/3 - 10/18/15	Farmers Market	Farm/fresh produce	Parking Lot #6
5/3/2014	Dash for Destiny	Withdrawn in 2015	
5/9 - 5/10	Art Birmingham	Art fair	Shain Park
5/16/2015	Grub Crawl	Dining and shopping	Downtown/Shain Park
5/17/2015	Parade	Parade & Activities	Downtown/Shain Park
5/25/2014	Memorial Day Service	Patriotic Program	Shain Park
5/27 - 5/31	Village Fair	Fair	Shain Park area
6/6/2014	Lungevity Breathe Deep 5K	Walk-Fundraiser	Booth Park
6/12/2015	Band Jam	Concerts	Shain Park
6/17 - 8/12/15	In the Park Summer Concert Series	Concerts	Shain Park
6/19, 7/17, 8/7/2015	PSD Movie Nights	Movies/Entertainment	Booth Park
6/26/2015	ParkArt	Children's art workshop/dance performance	Shain Park
7/3/2015	Fireworks Display	Fireworks	Lincoln Hills Golf Course
7/12/2014	Courage for Cures Movie in the Park	Movie-fundraiser	Booth Park
7/25/2015	Day on the Town	Shopping	Downtown
8/3/2014	Bham Harriers 5K Run/Walk	Run/walk fundraiser	Downtown
8/16/2014	Birmingham Cruise Event	Dream Cruise	Woodward/downtown
8/24/2014	Bike Festival	Bike races, vendors, education	Shain Park/Downtown
9/6/2014	Farm to Table	tastings/vendors/farm produce/activities	Shain Park
9/12/2015	Run on the Town 5K Race	Run/walk-Fundraiser	Booth Park area
9/20/2014	Rail Jam	Ski/Snowboard competition/demonstrations	Triangle on South Old Woodward
9/19 - 9/20	Street Art Fair	Art fair	Downtown streets
10/13/2014	Sukkah in Shain Park	Display	Shain Park
10/19/2014	Halloween Parade & Party	Parade	Shain Park area
10/19/2014	iMatter for Kids Fun Run/Walk	Run/walk-Fundraiser	Booth Park area
11/11/2014	Veterans Day	Patriotic Program	Shain Park
11/26/2014	Bham Tree Lighting	Community Tree Lighting Program	Shain Park
11/26-12/24/14	Santa House	Display	Shain Park
11/26-12/31/14	Christmas Nativity Display	Display	Shain Park
12/5-7/14	Winter Markt	Outdoor Market	Shain Park
12/16-12/24/14	Shain Park Menorah	Display	Shain Park

Events in red have not yet submitted an application for 2015. The 2014 date is still listed as the events are generally held around the same time.

RECEIVED BY

FEB 11 2015

CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

CAROL LEWIS
Executive Director

CONNECT IN THE KITCHEN

343 E. Maple
Troy, MI 48083
Troy Office: 248 - 619 - 9696
Traverse City Office: 231 - 714 - 4646
carol@lakeshoreeventgroup.com
www.connectinthekitchen.org

I. EVENT DETAILS

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, 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 4, 2015

Name of Event Birmingham Grub Crawl

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

Location Strategic locations (retail + Restaurants) + Start in chene park.

Date(s) of Event May 16, 2015 Hours of Event 4:00 - 8:00pm

Date(s) of Set-up May 16, 2015 Hours of Set-up Approx noon-1:00pm

Date(s) of Tear-down May 16, 2015 Hours of Tear-down Approx 9:00pm

Organization Sponsoring Event Connect in the Kitchen

Organization Address 343 E. Maple Rd Troy, MI 48083

Organization Phone (248) 619-9696

Contact Person Carol Lewis

Contact Phone (248) 619-9696 or cell (248) 701-8944

Contact Email Carol@lakeshoreeventgroup.com

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 will give complete list prior to the event. main participants Birmingham retalers + Restaurants

3. Is the event a fundraiser? (YES) NO
List beneficiary Connect in the Kitchen
List expected income most likely hope to break even first year
Attach information about the beneficiary.

4. First time event in Birmingham? (YES) NO
If no, describe

5. Total number of people expected to attend per day 200±

6. The event will be held on the following City property: (Please list)
☐ Street(s)
☐ Sidewalk(s)
☑ Park(s) Shain Park - Starting location to pick up credentials + buy tickets

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 Staff and volunteers will be responsible

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. Possibly in restaurants and merchants establishments but no where else

12. Will music be provided? YES (NO)

_____ Live _____ 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 will not know until closer to event

Size of signs/banners _____

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

14. Will food/beverages/merchandise be sold? YES (NO) Grub Crawlers will be offered complimentary samples

- 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.		Bagged meters for shuttle stops

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		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Grub Crawl
EVENT DATE May 16, 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.

Paul Lu — 3/4/15

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.

CONNECT
IN THE KITCHEN

The Taste of Traverse City is produced by a registered 501c3 non profit called Connect in the Kitchen.

Our Mission:

To recognize and support businesses and individuals who are doing inspiring and innovative things to further the food & beverage industries in Michigan including farmers, winemakers, breweries, restaurants, chefs, and product developers. Connect in the Kitchen will also work to educate schools, businesses, communities and chefs on a wide variety of topics based upon the use of fresh, Michigan grown and/or produced products to bring awareness to Michigan's immense and diverse epicurean and agricultural communities.

*An unforgettable **Sip**, **Sample** & **Shop** tour of Downtown Birmingham*

EVENT OVERVIEW

Saturday, May 16th 2015
Shopping & Sampling: 4:00-7:00pm
Afterglow for Silver Spoon Pass Holders: 7:00-8:30pm

The Birmingham Grub Crawl is an epicurean and shopping enthusiasts dream and has all the delicious makings for a fun and unique Saturday night out on the town for family, friends or couples. On Saturday, May 16th, 2015 from 4:00 pm – 7:00 pm participants *sip, sample, and shop* their way through downtown Birmingham and choose which destinations they want to experience.

The Downtown Grub Crawl is the perfect opportunity for locals and visitors to experience Birmingham as a unique foodie destination and shopping hub, all in one amazing night on the town!

Guests will have the opportunity to walk or ride to various locations on the Grub Crawl route. Along the way, they are encouraged to Sip, Sample and Shop at the many restaurant and retail partners involved in the Grub Crawl offering special promotions and delicious sampling options exclusively to Grub Crawlers. A Grub Crawl general admission ticket includes sampling punches to use at their desired restaurant and retail sampling locations, as well as a commemorative Survival Kit containing exclusive offers and giveaways from participating Birmingham businesses! In addition, a Silver Spoon VIP experience is offered as an upgrade and includes 5 more sampling punches and a private, dessert afterglow at The Corner Bar featuring the amazing delicacies of The Townsend Bakery and a Birmingham Grub Crawl signature cocktail.

EVENT LOGISTICS:

REGISTRATION SITE DESCRIPTION/SETUP The registration area will include up to four 10x10 tents in the south corner of Shain Park, with use of the Band Shell area. Event registration setup will begin at 12:00pm on Saturday May 16th.

REGISTRATION TEAR DOWN Event registration teardown will take place following the close of registration, and will conclude by 8:00pm.

PARKING Participants are encouraged to park in the downtown parking structures.

SHUTTLE The proposed shuttle route is indicated on the attached map. The shuttle will run continuously throughout the event. Event attendees are also encouraged to walk between participating business locations, as many are within close distance of each other.

SHUTTLE STOPS The proposed shuttle stops are indicated on the attached map. Shuttle stops will be reserved by bagged meters, with two parking spaces at each location:

1. 8 W. Maple (in front of Lululemon store)
2. 273 S. Woodward (in front of Max Broock Realtors)
3. S. Bates (south corner of Shain Park, by the Band Shell)

IMPACT No streets will be closed for this event.

EVENT PRODUCTION:

CONNECT IN THE KITCHEN

The Downtown Birmingham Grub Crawl is produced in partnership with **Connect in the Kitchen,** a registered 501(c) 3 non-profit organization. Connect in the Kitchen recognizes and promotes people, companies and products that are doing innovative and inspiring things in the food and beverage industry. Connect in the Kitchen supports education in the food and beverage industry by assisting those who cannot afford the education needed to support their proven talent. We also sponsor a mentoring program connecting professional chefs with students to expose them to the best learning experience possible outside of the classroom.

LIST OF PARTICIPATING BUSINESSES (in alphabetical order): At this time, no participating businesses have requested to use sidewalk space for this event. Participating businesses will be identified by a Grub Crawl branded balloon at each location. (Attendees will be provided a map at registration to help them locate each participating business).

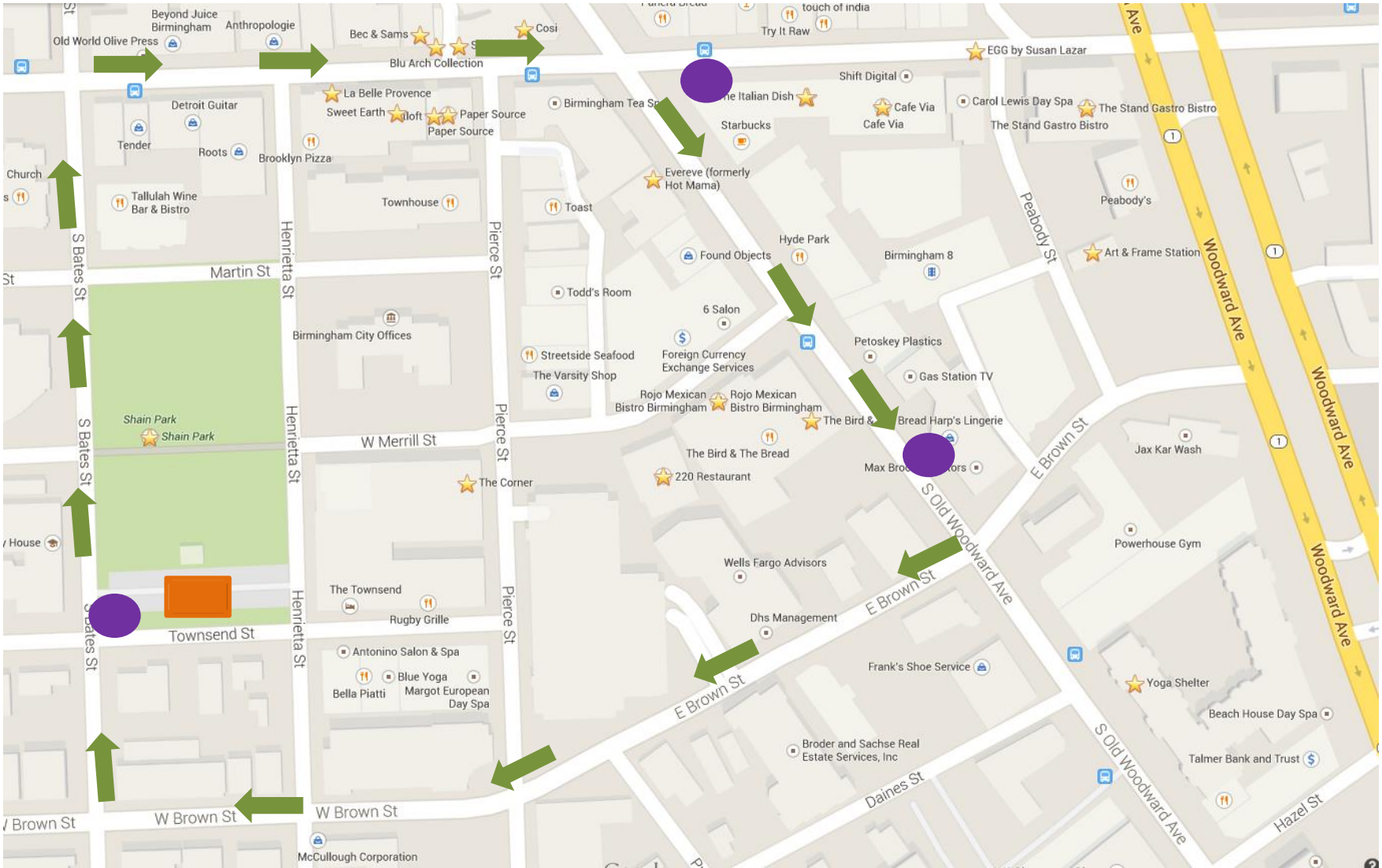
- **Art & Frame Station (215 Peabody)**
- **Artloft (123 W. Maple)**
- **bec & sam's (146 W. Maple)**
- **BluArch Collection (142 W. Maple)**
- **Café Via (310 E. Maple)**
- **Cosi (101 N. Old Woodward)**
- **Cucina Medoro (768 N. Old Woodward)**
- **EGG by Susan Lazar (244 E. Maple)**
- **Evereve (128 S. Old Woodward)**
- **La Belle Provence (185 W. Maple)**
- **Lark & Co. (138 W. Maple)**
- **Papersource (115 W. Maple)**
- **Rojo Mexican Bistro (250 Merrill)**
- **suhm-thing (122 W. Maple)**
- **Sweet Earth (141 W. Maple)**
- **The Bird & The Bread (210 S. Old Woodward)**
- **The Corner (100 Townsend)**
- **The Stand (34977 Woodward)**
- **The Italian Dish (288 E. Maple)**
- **Yoga Shelter (379 S. Old Woodward)**
- **Woodward & Maple (266 E. Maple)**
- **220 Merrill (220 Merrill)**

BIRMINGHAM DOWNTOWN GRUB CRAWL

www.birminghamgrubcrawl.com

KEY:

- Indicates participating business location
- Indicates proposed shuttle route
- Indicates registration area (3 10x10 tents on the south corner of Shain Park, including use of Band Shell)
- Indicates proposed shuttle stop (bagged parking meters will reserve two consecutive parking spaces)



Wednesday, March 11th, 2015

To Whom It May Concern:

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 business or property 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: Birmingham Downtown Grub Crawl

LOCATION: Over twenty retail businesses and restaurants throughout downtown Birmingham. Registration area will be set up in the south corner of Shain Park, near the Pavilion. (No street closures).

DATE OF EVENT: Saturday, May 16th, 2015 **TIME OF EVENT:** 4:00pm-8:00pm

BRIEF DESCRIPTION OF EVENT: Downtown Birmingham offers so many exceptional and diverse shopping/dining experiences it's hard to take them in all at once. The Downtown Grub Crawl is the perfect opportunity for visitors to experience Birmingham as a unique foodie destination and shopping hub, all in one amazing night on the town!

Guests will have the opportunity to walk or shuttle to various locations on the Grub Crawl route. Along the way, they are encouraged to stop and shop at the many retail partners involved in the Grub Crawl offering special promotions and sampling options exclusively to Grub Crawlers for this night only. Grub Crawlers will receive a sampling card to use at the sampling partner locations, as well as a commemorative Survival Kit containing exclusive offers and giveaways from participating Birmingham businesses! For more information, please visit our website www.birminghamgrubcrawl.com.

DATES OF SETUP: May 16th, 2015 **HOURS OF SETUP:** 12:00pm-4:00pm
DATES OF TEAR DOWN: May16th, 2015 **HOURS OF TEARDOWN:** 8:00pm-9:00pm

DATE OF CITY COMMISSION MEETING: Monday, March 30th, 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 review at the City Clerk's office (248) 530-1880. Log on to bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER:
Connect in the Kitchen, a registered 501(c)3 non-profit organization
343 E. Maple Road
Troy, MI, 48083
(248) 619 9696

We hope to see you at this special event!

DEPARTMENT APPROVALS

EVENT NAME BIRMINGHAM GRUB CRAWL

LICENSE NUMBER #15-00010331

COMMISSION HEARING DATE MARCH 30, 2015

NOTE TO STAFF: Please submit approval by **MARCH 13, 2015**

DATE OF EVENT MAY 16, 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		1. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 2. Pre-event site inspection required.	The proposed canopies do not require a permit. However they need to be inspected when set up and before the event starts.	2 Hrs. OT inspection costs. $127.90	
FIRE **101-000.000-634.0004** 248.530.1900	LKB	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. Pre-event site inspection required.	none	$35	

		6. Cords, hoses, etc. shall be matted to prevent trip hazards. 7. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Participants must remain on sidewalks. All state liquor laws must be obeyed. No alcohol allowed on sidewalks or public property. Restaurants with liquor licenses must comply with all state regulations.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	The department is requiring that the (3) proposed tents be installed on the marble walkway and not in the grass areas of Shain Park.		$0	
ENGINEERING **101-000.000.634.0002** 248.530.1839	PM	Approved			
INSURANCE 248.530.1807	CA	Pending approval		$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on **3/13/15**. 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 **5/1/15**.	Applications for vendors license must be submitted no later than **5/1/15.**	$200 (pd)	
				TOTAL DEPOSIT REQUIRED $162.90	**ACTUAL COST**