MEMORANDUM

City Clerk's Office

DATE: **June 12, 2015**

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

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

SUBJECT: **Special Event Application**
Menorah Display

Attached is a special event application submitted by the Birmingham Jewish Connection requesting permission to display a Menorah in Shain Park from December 6 - 14, 2015 and to hold a lighting ceremony on December 10, 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 anticipated to be held in December and have not yet submitted an application. These events do not pose a conflict with the proposed event.

Event Name	Date	Location
Santa House	11/25 – 12/24	Shain Park
Nativity Display	11/26 – 12/31	Shain Park
Winter Markt	12/4 - 12/6	Shain Park

SUGGESTED RESOLUTION:
To approve a request submitted by the Birmingham Jewish Connection to display a Menorah in Shain Park from December 6 - 14, 2015 and to hold a lighting ceremony on December 10, 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 4/13/15

Name of Event Shain Park Menorah

Detailed Description of Event (attach additional sheet if necessary) Electric bulb menorah display for eight days of Chanukah. One night, to be designated for special "menorah lighting" event.

Thurs, Dec. 10, 2015 - Lighting ceremony - 7pm

Location Shain Park

Date(s) of Event 12/6/15 Hours of Event

Date(s) of Set-up 12/6/15 Hours of Set-up

Date(s) of Tear-down 12/14/15 Hours of Tear-down

Organization Sponsoring Event The Birmingham Jewish Connection

Organization Address c/o Rabbi Cohen, 31578 Lakeside Dr, Birmingham

Organization Phone 248 225-0246

Contact Person Rabbi Cohen

Contact Phone 248 225-0246

Contact Email thebirminghamjewishconnection@gmail.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.) _____

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 ~~[illegible]~~ applied for by Rabbi Cohen, ~~[illegible]~~ now of the "Birmingham Jewish Connection"

5. Total number of people expected to attend per day One night special event ≈ 75 people; otherwise ongoing holiday display

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

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

8. What parking arrangements will be necessary to accommodate attendance? N/A

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

Describe Volunteers

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 TBA

Time music will end TBA

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

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

- 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.

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) Park outlets	____ # 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		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Shain Park Menorah

EVENT DATE 12/6/15 – 12/14/15

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 4/13/15

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

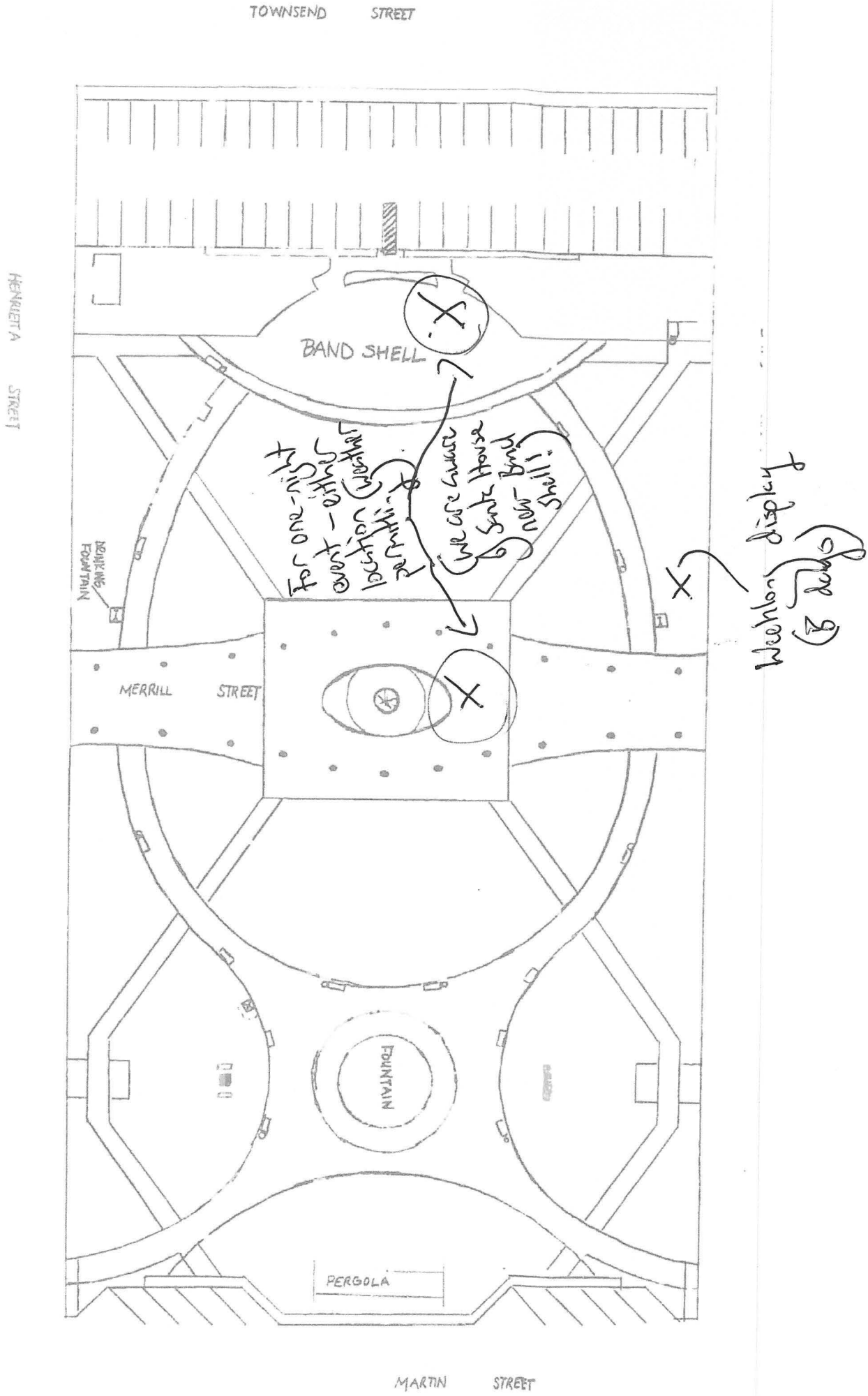
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*

- 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 TOWN
MENORAH
IN
SHAIN PARK
Happy Chanukah from the
BIRMINGHAM-BLOOMFIELD
CHAI CENTER
We're right here in the neighborhood.
CALL 248-203-6721
Birmingham-Bloomfield
CHAI CENTER


Weather display
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Lake Hope Band Shell
Lake Cafe Cluster
Lakeside Cafe
Lakeside Cafe
BAND SHELL
DRINKING FOUNTAIN
MERRILL STREET
FOUNTAIN
PERGOLA
TOWNSEND STREET
HENRIETTA STREET
MARTIN STREET

SAMPLE NOTIFICATION LETTER

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: 6/12/5

TO: Occupants
Residential Property or Business Owner
Adjacent to Shain Park
Address

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.

EVENT INFORMATION

NAME OF EVENT: Shain Park Menorah

LOCATION: Shain Park - west side of park

DATE(S) OF EVENT 12/10/15 HOURS OF EVENT 7pm - 8pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Menorah gathering 7pm 12/10
Menorah will be in park as Chabuhanukah display
12/6 - 12/14

DATE(S) OF SET-UP _____ HOURS OF SET-UP _____

DATE(S) OF TEAR-DOWN _____ HOURS OF TEAR-DOWN _____

DATE OF CITY COMMISSION MEETING: June 29, 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 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: The Birmingham Jewish Connection

ADDRESS: Rabbi Cohen - 1578 Lakeside Dr, Birmingham

PHONE: 248.225.0246

A map showing street closures must be attached.

DEPARTMENT APPROVALS

EVENT NAME Shain Park Menorah

LICENSE NUMBER #15-00010406

COMMISSION HEARING DATE: June 29, 2015

NOTE TO STAFF: Please submit approval by **May 29, 2015**

DATE OF EVENT: 12/6 – 12/14/15

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	BRJ	No Building Department concerns	N/A	N/A	N/A
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	1. Cords, hoses, etc. shall be matted to prevent trip hazards. 2. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 3. A permit is required for Fire hydrant usage. 4. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.	None	$0	
POLICE **101-000.000.634.0003** 248.530.1870	TK	On duty officers to give event extra patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	A representative from the DPS department requests to meet with the representative for the proper installation of the Menorah Display.		$0	

ENGINEERING **101-000.000.634.0002** 248.530.1839	A. Fletcher	Do not obstruct Public Sidewalks	None	$0	
INSURANCE 248.530.1807	CA	Pending approval	None	$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters to be mailed on **6/15/15**. 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 **11/20/15**.	Applications for vendors license must be submitted no later than **N/A**	$165 (PD)	
				TOTAL DEPOSIT REQUIRED **$0**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 6/16/15
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