MEMORANDUM

City Clerk's Office

DATE: **June 16, 2015**

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

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

SUBJECT: **Special Event Request**
Birmingham in Stitches

Attached is a special event application submitted by the Public Arts Board to hold Birmingham in Stitches from September 19th – 28th. If weather permits, the Board would like to leave the knitted and crocheted artwork up until October 11th. If the condition of the yarn starts to deteriorate, it will be removed immediately by volunteers.

The event, originally held in 2012, is based around the concept of "yarn bombing". Knitted and crocheted artwork, created by volunteers, will be placed on City trees, light poles, bike racks, and benches at various locations around the downtown. 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 September 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
Farm to Table Block Party	Sept 5	Streets surrounding the Community House
Run on the Town 5K	Sept 12	Booth Park area
Lung Run	Sept 19	Seaholm High School and surrounding streets
B'ham Street Art Fair	Sept 19-20	South Old Woodward
Rail Jam	Sept 20	South Old Woodward triangle

SUGGESTED RESOLUTION:
To approve a request submitted by the Public Arts Board to hold the 2015 Birmingham in Stitches from September 19th – 28th, with an extension until October 11th based on the condition of the yarn, 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 6.12.2015

Name of Event Birmingham in Stitches

Detailed Description of Event (attach additional sheet if necessary) __The Birmingham in Stitches event is a "yarn bombing" that proposes to attached pre-sewn yarn projects to streetscape items in the right of way, including parking meters, benches and trees. In addition, the Public Arts board would also like to include the Baldwin Public Library, St. James Church, and the Birmingham Historical Museum. The yarn will not be attached to any public sculptures as in the previous event of 2012.

Location see attached map

Date(s) of Event Sep. 19th Hours of Event _____

Date(s) of Set-up Sep. 16-18 Hours of Set-up _____

Date(s) of Tear-down Sep. 28th Hours of Tear-down _____

Organization Sponsoring Event Public Arts Board

Organization Address 151 Martin, Birmingham MI 48009

Organization Phone 248 530-1848

Contact Person Matthew Baka

Contact Phone 248 530-1848

Contact Email mbaka@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City
(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 event was held in 2012

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

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

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_____

_____

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 _____

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 _____

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.

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	0	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	0	$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)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham in Stitches

EVENT DATE Sep 19, 2015 - Sep 27, 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.

6.12.15

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.

Laura Pierce <lpierce@bhamgov.org>

Birmingham In Stitches Requests

1 message

Marianne Gamboa <mgamboa@bhamgov.org> Fri, Jun 19, 2015 at 2:03 PM
To: Laura Pierce <lpierce@bhamgov.org>
Cc: Matthew Baka <MBaka@bhamgov.org>

Laura, at the Public Arts Board meeting this past Wednesday (June 17) the board requested approval for placing yarn on the small tables in Shain Park during the Birmingham In Stitches event. Also, weather permitting they're hoping to leave all knitted and crocheted artwork up until October 11. If the yarn begins to fall apart due to weather or other factors, the volunteers will remove it immediately.

Thank you~
Marianne

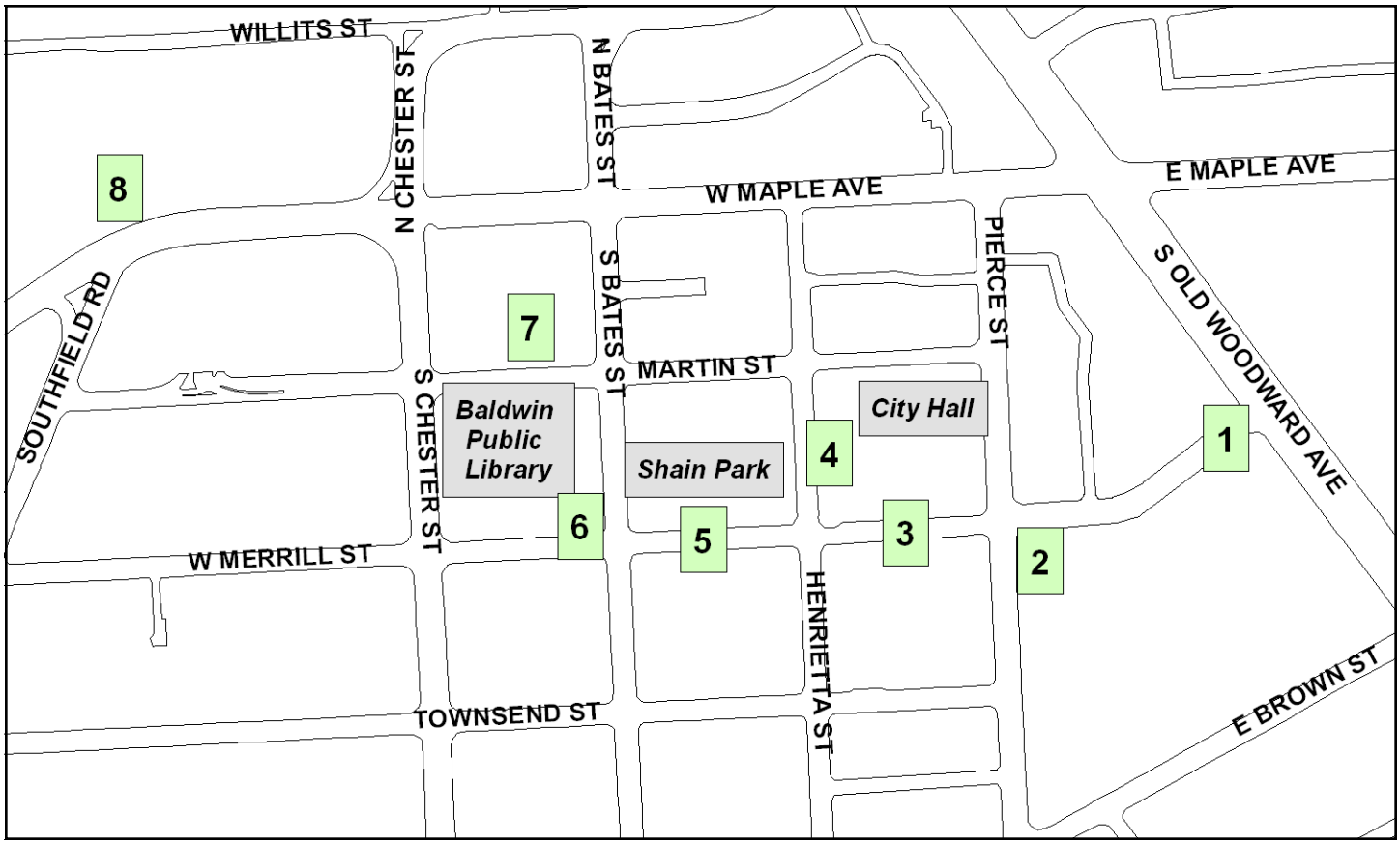
–
Marianne Gamboa
Public Relations Specialist
City of Birmingham
151 Martin Street
Birmingham, Michigan 48009
Phone 248.530.1812
Fax 248.530.1072

birmingham in stitches

A YARN BOMBING PROJECT

May 16-30, 2015

More information
at www.bhamgov.org/art



1. **Merrill St. - Old Woodward to Pierce St.**
2. **Plaza - Merrill St. & Pierce St.**
3. **Merrill St. - Pierce St. to Henrietta St.**
4. **City Hall & Shain Park**
5. **Merrill St. Plaza & Shain Park**
6. **Baldwin Public Library**
7. **St. James Episcopal Church**
8. **Birmingham Historical Museum & Park**

The *Birmingham in Stitches* project is intended to involve the Birmingham community in an interactive public art project and to raise awareness for public art programs in Birmingham, including the City-Scapes partnership between the City and the Cultural Council of Birmingham-Bloomfield. Find more information at www.bhamgov.org/art.

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: Birmingham in Stitches
LOCATION: Downtown Birmingham – Merrill, Baldwin Library and Shain Park (see attached map)
DATES/TIMES: Saturday, September 19, 2015 – September 28, 2015

- set up: September 17-18 2015
- take-down: Sep. 29, 2015

DATE/TIME OF CITY COMMISSION MEETING: Monday, June 29, 2015, 7:30PM
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, Public Arts Board
City Staff Contact: Matthew Baka, 248.530.1848, mbaka@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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Birmingham, MI 48009

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DEPARTMENT APPROVALS

EVENT NAME BIRMINGHAM IN STITCHES

LICENSE NUMBER #15-00010426

COMMISSION HEARING DATE JUNE 29, 2015

NOTE TO STAFF: Please submit approval by **JUNE 19, 2015**

DATE OF EVENT: 9/19 - 28/15

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	PENDING APPROVAL				
FIRE 101-000.000-634.0004 248.530.1900	FM Bigger	Call 911 for fire/rescue and medical emergencies.	None	$0	$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	There are no services needed by the Department of Public Services.		$0	$0
ENGINEERING 101-000.000.634.0002 248.530.1839	AF	Approved	None	$0	$0
INSURANCE 248.530.1807	CA	City event-Public Arts Board	N/A	$0	$0

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notifications mailed by the applicant on **6/17/15**. 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 **N/A.**	$0	
				TOTAL DEPOSIT REQUIRED $0	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 6/19/15
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