MEMORANDUM

City Clerk's Office

DATE: June 12, 2015

TO: Joseph A. Valentine, City Manager

FROM: Laura M. Pierce, City Clerk

SUBJECT: Special Event Request
The Lung Run

Attached is a special event application submitted by Seaholm Interact Club, Seaholm Offers Support, and the Humanity Club to hold the Lung Run benefitting the American Cancer Society on September 19, 2015.

The event will start and finish on Seaholm property. The special event application was required because the streets will be closed for the runners. 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
B'ham Street Art Fair	Sept 19-20	South Old Woodward
Rail Jam	Sept 20	South Old Woodward triangle
Birmingham in Stitches	Sept 19-28	Downtown Birmingham

SUGGESTED RESOLUTION:
To approve a request submitted by Seaholm Interact Club, Seaholm Offers Support, and the Humanity Club to hold the Lung Run benefitting the American Cancer Society on September 19, 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.

#15-0001/0419

RECEIVED BY
JUN - 5 2015
CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

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 June 1st 2015

Name of Event The Lung Run

Detailed Description of Event (attach additional sheet if necessary) A 5k walk/run, directed by 3 sophmores at Seaholm high school. The money that is raised is being put towards the American cancer society for lung cancer research

Location Seaholm high school is the base and 5k is through neighborhood

Date(s) of Event 9/19 Hours of Event 9-1

Date(s) of Set-up 9/19 Hours of Set-up 5-9am

Date(s) of Tear-down 9/19 Hours of Tear-down 1-4pm

Seaholm Clubs: Interact, Seaholm Offers Support & Humanity Clubs to benefit

Organization Sponsoring Event American cancer Society

Organization Address 20450 Civic Center Dr. Southfield, MI

Organization Phone (248) 663-3400

Contact Person Jo Rosen

Contact Phone (248)496-8388

Contact Email jo.rosen@cancer.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.) Seaholm Interact Club, Seaholm Offers Support, Humanity Club

Address: ~~2346~~ 2436 West Lincoln Birmingham, MI 48009

Cole Miller (Humanity club) Alex Wineman (SOS) Interact club
248 703 3712 248 990 7939 Cheryl Snettle
248 703 9294

3. Is the event a fundraiser? (YES) NO
List beneficiary American Cancer Society
List expected income $5,000
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 250

6. The event will be held on the following City property: (Please list)
[X] Street(s) Wellesley, Radnor, S. Glennurst, Midvale, Westchester, Shirley, Arlington, Larchmea, Lincoln
[X] Sidewalk(s)
[ ] Park(s)

7. Will street closures be required? (YES) (NO)

8. What parking arrangements will be necessary to accommodate attendance? patrons will park on parking lot on Midvale and on interacher lot if necessary

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

Describe Volunteers to guide the route

10. Will the event require safety personnel (police, fire, paramedics)? YES NO

Describe Road blockage?

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 X Loudspeakers

Time music will begin 9 am

Time music will end 1 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 _____

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 * Not sold but donated

- 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?
Bigaiora	Gelato	NO	NO

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

N/A Seanoim property

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.

N/A Seanoim property

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 120 sq ft)	2	
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME The Long Run

EVENT DATE September 19th 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.

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X M Sills — June 3rd /2015

Signature — Date

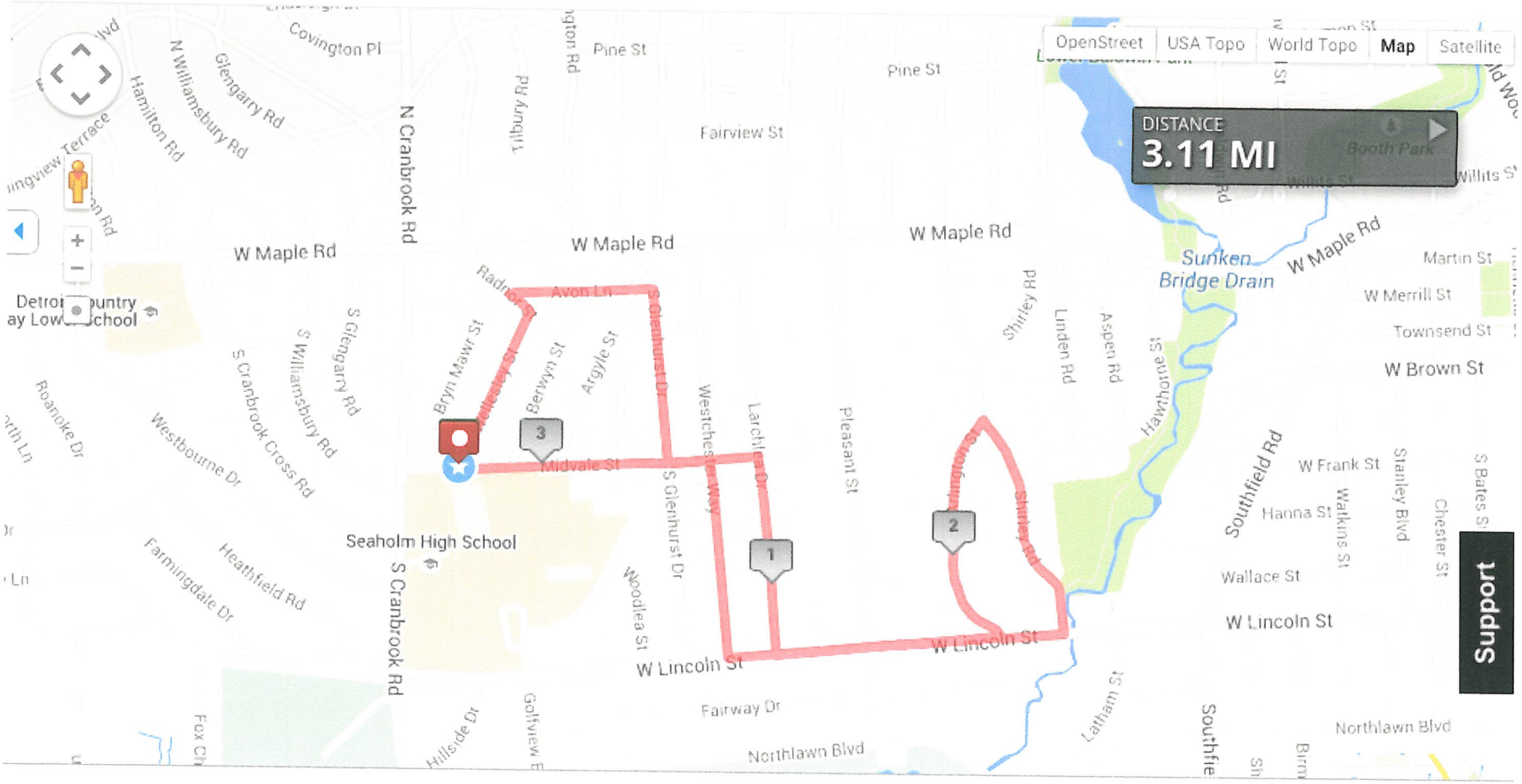
IV. ***SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS***

- 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.

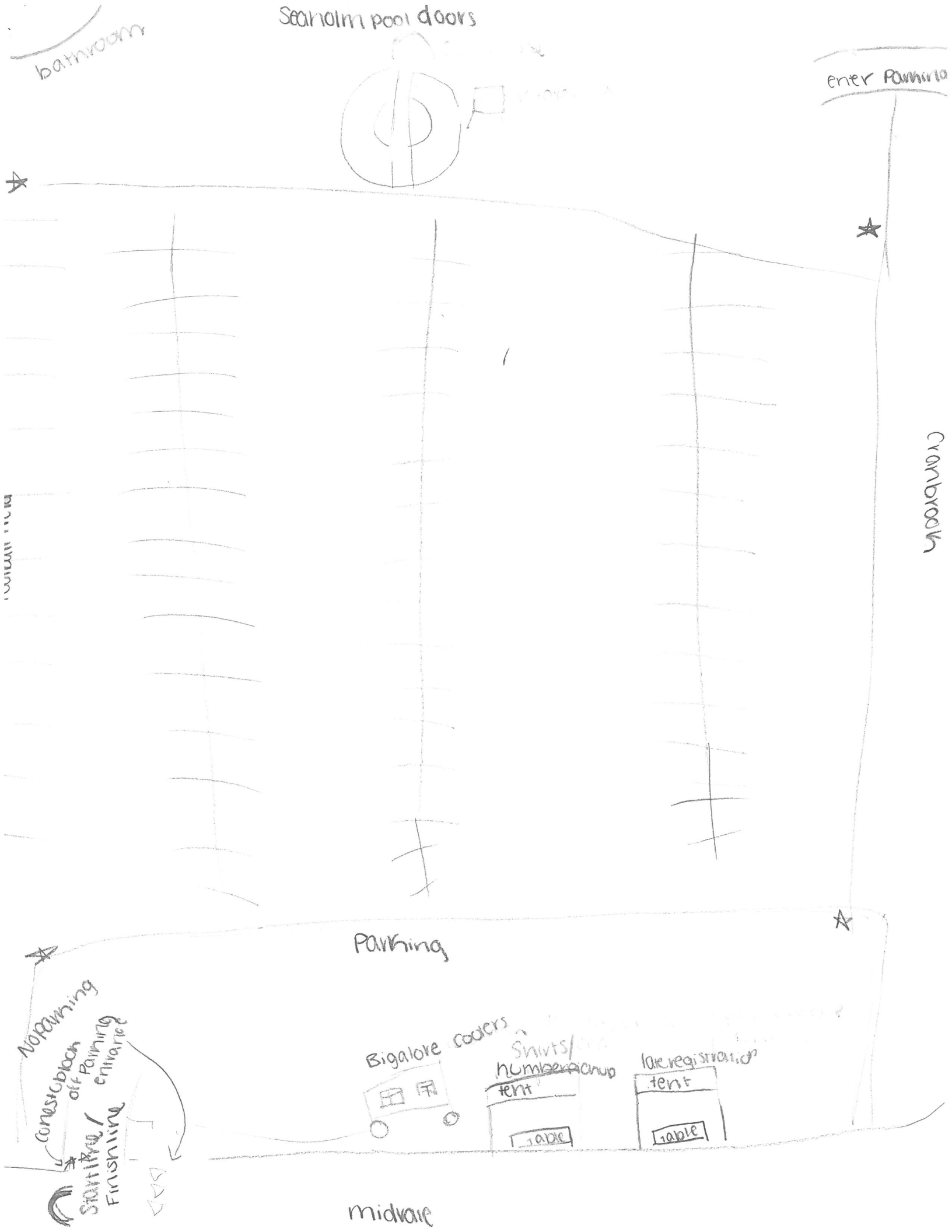
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.

- If street closures are necessary, a map must be included with the letter to the affected property/business owners.


OpenStreet
USA Topo
World Topo
Map
Satellite
DISTANCE
3.11 MI
Support
1
2
3
W Maple Rd
N Cranbrook Rd
S Cranbrook Rd
Covington Pl
Pine St
Fairview St
Tilbury Rd
Glengarry Rd
N Williamsburg Rd
Hamilton Rd
Roanoke Dr
Westbourne Dr
S Cranbrook Cross Rd
S Williamsburg Rd
S Glengarry Rd
Farmingdale Dr
Heathfield Rd
Seaholm High School
Bryn Mawr St
Berwyn St
Argyle St
Avon Ln
Midvale St
S Glenhurst Dr
Westchester Way
Larchmont Dr
Woodlea St
W Lincoln St
Fairway Dr
Northlawn Blvd
Hillside Dr
Golfview
Pleasant St
Shirley Rd
Linden Rd
Aspen Rd
Hawthorne St
Sunken Bridge Drain
Southfield Rd
W Frank St
Hanna St
Wallace St
Watkins St
Stanley Blvd
Chester St
S Bates St
Martin St
W Merrill St
Townsend St
W Brown St
Booth Park
Willits St
Latham St

The Lung Run
Written Route

Begin at the intersection of Wellesley and Midvale.
Head Straight down Wellesley
Veer Left onto Radnor
Make a sharp right onto Avon Ln.
Continue on Avon
Turn right on S Glenhurst Dr
Turn Left on Midvale
Continue Straight on Midvale
Turn Right onto Larchlea
Left on West Lincoln
Left on Shirley
Continue on Shirley as it loops around and turns into Arlington
Continue down Arlington back towards Lincoln
Right On Lincoln
Right on Westchester
Left On Midvale
Finish line is at the intersection of Wellesley and Midvale


bathroom
Seaholm pool doors
enter Parking
Cranbrook
Parking
No parking
cones to block off parking entrance
Start line / Finish line
Bigalore coolers
Shirts/ number chip
tent
table
late registration
tent
table
midway

The Lung Run

Date: June 7th 2015

To:

_____

_____

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 many 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. We are organizing this on behalf of a Interact Club, Seaholm Offers Support and The Humanity Club to benefit The American Cancer Society.

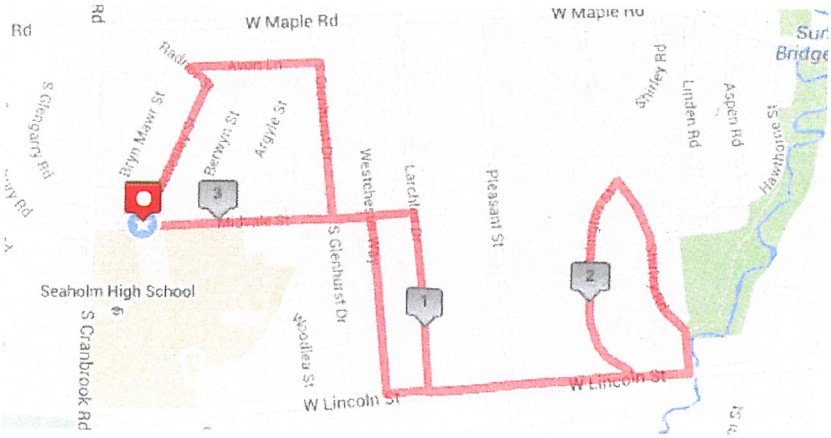
Event Information

Name of Event: The Lung Run
Location: Seaholm High School and neighborhood streets around Seaholm
Date: September 19th 2015
Hours of Event: 9am-1pm
Brief Description of Event: A 5k walk/run held through the streets of Birmingham to benefit the American Cancer Society.
Date Of Set-up: September 19th
Hours of Set-up: 5am-9am
Dates of Tear-down: September 19th
Hours of Tear-down- 1pm-4pm

Date of City Commission Meeting: June 29th 2015

The City commission meets in room 205 of the municipal building at 151 Martin at 7:30 pm. **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: Stephanie Sills, Mary Kate Mullen and Tess Collins
Sponsored by: Seaholm's Interact Club, Seaholm Offers Support and The Humanity Club of Seaholm.
Phone: 248-462-4612



Information on the American Cancer Society
The Lung Run

The American Cancer Society is a national, voluntary based organization that is dedicated to finding a cure for cancer. This cooperation has saved over 1.5 million lives through prevention education and donations. It is a nonprofit organization that includes over 2.5 million volunteers that support the patients including raising funds to support research, providing transportation for patients , provide lodging for patients (Hope Lodge) and giving one on one support to those who need it. In 2014, Hope Lodge provided 44,000 patients with 276,000 nights of free lodging that is near their treatment center which saved patients approximately 36 million dollars. There are operators around the clock that can provide support for cancer patients that have any questions that range from the type of medicine they take, to the food they can eat and everything in between. The website provides various symptoms, signs, prevention tips, treatment ideas, side effects, statistics and basics about cancer. American Cancer Society has spent more than $4 billion on cancer research since 1946 and has played a role in nearly every major cancer breakthrough in recent history.

DEPARTMENT APPROVALS

EVENT NAME **The Lung Run**

LICENSE NUMBER **#15-00010419**

COMMISSION HEARING DATE: **JUNE 29, 2015**

NOTE TO STAFF: Please submit approval by **JUNE 10, 2015**

DATE OF EVENT: **SEPT. 19, 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	Pending Approval				
FIRE **101-000.000-634.0004** 248.530.1900		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. 6. All food vendors are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible.	None	$0	

		7. Cords, hoses, etc. shall be matted to prevent trip hazards. 8. Paramedic/FF will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.			
POLICE **101-000.000.634.0003** 248.530.1870	SG	Barricades and personnel to block roads. Walkers must remain on the sidewalk. Only west bound Lincoln will be closed.		$650	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CF	Barricades must be placed by DPS staff.		$600	
ENGINEERING **101-000.000.634.0002** 248.530.1839	AF	Approved	None	$0	$0
INSURANCE 248.530.1807	CA	Approved.	N/A	$0	$0
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters distributed on **6/12/15**. 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 **9/4/15**.	Applications for vendors license must be submitted no later than **N/A.**	$200 (pd)	
				TOTAL DEPOSIT REQUIRED **$1,250**	**ACTUAL COST**