MEMORANDUM

City Clerk's Office

DATE: **July 7, 2015**

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

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

SUBJECT: **Special Event Request**
Halloween Parade & Pumpkin Patch

Attached is a special event application submitted by the Birmingham Bloomfield Chamber, Junior League of Birmingham and The Community House requesting permission to hold the annual Halloween Parade and Pumpkin Patch on Sunday, October 18, 2015 in downtown Birmingham.

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 October and have not yet submitted an application.

Event Name	Date	Location
Farmers Market	Sundays	Lot 6
IMatter for Kids Fun Run	Application not submitted as of 7/7/15	Booth Park area
Children of the World Festival	Application not submitted as of 7/7/15	Shain Park
Sukkah	Application not submitted as of 7/7/15	Shain Park

SUGGESTED RESOLUTION:
To approve a request submitted by the Birmingham Bloomfield Chamber, Junior League of Birmingham, and The Community House requesting permission to hold the annual Halloween Parade and Pumpkin Patch on Sunday, October 18, 2015 in downtown Birmingham, 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.

#15-00010431

City of Birmingham
A Walkable Community

151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
248/530-1880
248/530-1080 FAX

APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

Date of Application	June 24, 2015
Name of Event	79th Annual Halloween Parade & 22nd Annual Pumpkin Patch
Detailed Description of Event	The Pumpkin Patch is an afternoon for families to partake in Halloween activities and games. After the Patch families march in costume in the parade.
Location	Sunday, October 18, 2015 Streets surrounding Shain Park
Dates/Hours of Event	**Patch 1-4 and Parade 4-4:30 p.m.**
Dates/ Hours of set-up & Tear down:	**Patch: Set up 9:00 a.m.** **Tear Down 4:00 p.m.** **Parade: Set up 3:00 p.m.** **Tear Down 5:00 p.m.**
Organization Name:	**Birmingham Bloomfield Chamber** **Jr. League of Birmingham &** **The Community House**
Organization Address:	**Chamber: 725 S. Adams, Suite 130** **League: 460 N. Old Woodward**
Organization Ph	**Chamber: (248) 430-7688** **League: (248) 203-9841**
Contact Person/Ph	**Andrea Kaczmarek -Chamber (248) 430-7688** **Sarah Ambrose (248) 203-9847**
Contact Fax Number	**Chamber (248) 644-0286** **League (248) 203-9847**

II. EVENT INFORMATION

1. Organization Type

   Birmingham Bloomfield Chamber and Junior League of Birmingham – Civic organization (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. Attach an additional page if necessary.)

   There will be sponsors that will help offset activities, permit and refreshments. A list will be provided closer to the event.

3. If the event is a fundraiser, list beneficiary and expected income.

   Not a fundraiser. Community event for families.

4. First time event in Birmingham? If no, describe

   No, 79th Annual Parade and 22nd Annual Patch

   Outside Birmingham? If no, describe

   Streets surrounding Shain Park

5. Total number of people expected to attend per day

   1,000 – 2,500 weather permitting

6. What parking arrangements will be necessary to accommodate attendance?

   None, parking at Chester and Pierce parking decks

7. Is amplification of music or speakers anticipated? No

8. Will a volunteer staff be provided to assist with safety, security and maintenance?

   Fire truck will lead parade and volunteers will assist with safety and security at the Patch and Parade.

9. Will alcoholic beverages be served? No

10. Will food/beverages/merchandise be sold? No

- Peddlers and vendors must obtain a peddler's license from the clerk's office and be listed in this application by the event organizer.
- Peddler/vendor permits must be obtained at least 48 hours prior to beginning of event and must submit a photo with the application.
- All food/beverage vendors must have Oakland County Health Department approval. Attach copy of Health Dept approval.
- There is a $20.00 application/investigation fee for all vendors and peddlers, in addition to the $10.00 daily fee, per location.

VENDOR NAME	GOODS TO BE SOLD

III. EVENT LAYOUT

1. Will the event require the use of any of the following municipal equipment? Include a map showing the location of each item.
   - Picnic tables Quantity: Zero
   - Trash Receptacles Quantity 10 PSD boxes (to be dropped off on site will coordinate w Connie Folk)
   - Dumpsters Quantity 2 (corner of Bates & Martin and Chester & Merrill)
   - Audio System None
   - Barricades Quantity TBD by police department
   - Meter Bags Quantity TBD by police department
   - Traffic Cones Quantity TBD by police department

   Other/Instructions

2. Will the event require safety personnel (police, fire, paramedics)? _____

   Describe Police are needed in streets for closing and traffic control during parade. Fire truck to lead parade beginning at Bates and Martin Street.

3. Will street closures be necessary? If yes, include a detailed map. Indicate the date and time for closing and re-opening including set-up and tear-down.

   *Closing: Sunday, October 18 at 9 a.m. Merrill closed between Bates and Chester between the Community House and Baldwin Library

   *Re-opening: Sunday, October 18 at 5 p.m.

   The ingress and egress of St. James Church must be maintained.

Begin at corner of Martin and Bates and travel North on Bates to Maple. East on Maple to S. Old Woodward, right on Merrillwood to Merrill, right on Pierce, left on Martin and will end at the corner of Bates and Martin. (See map for detailed parade route.) AFTER PARADE cider and seasonal snacks will be provided by Whole Foods Market.

4. Will the event require any public utility connections? Yes, electrical for sponsor tables. Fire hydrant usage requires a permit from the fire department. All electrical/fire permits must be obtained within seven (7) days of commission approval of the event.

- Electrical (note the location of boxes to be used on the map)
- Water/Fire Hydrant (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.)
- Telephone
- Ground
- Other _____

  Describe

5. Will there be signage in the area of the event? Please describe.

   TBD under the tent for Pumpkin Patch and TBD for sponsors *(Sign permits and a photo may be required)*

6. Will the following be constructed or located in the area of the event? Attach a plan of the proposed layout. Include the square foot area and photograph or drawing of any temporary structure or display.

	Number	Size
Booths	_____	_____
Tents*	1	20x40 for Pumpkin Patch
Awnings*	_____	_____
Canopies*	_____	_____
Tables	TBD	6 or 8 ft tables
Portajohns	_____	_____
Rides	_____	_____
Displays	_____	_____
Other	_____	_____

See attached map.

(*NOTE: A building permit for a tent/awning/canopy over 120 square feet is required from the community development department - 248.530.1850)

***PLEASE NOTE: NO STAKES OF ANY KIND ALLOWED**

On-Site Manager

Patch: Sarah Ambrose (248) 203-9847

Parade: Andrea Kaczmarek (586)216-1897

(CHANGES IN THIS INFORMATION MUST BE SUBMITTED TO THE CITY CLERK PRIOR TO THE EVENT.)

The 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 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.

A Kaczmarek — 6/24/15

Signature — Date

79th Annual Halloween Parade

22nd Annual Pumpkin Patch

Map/Route

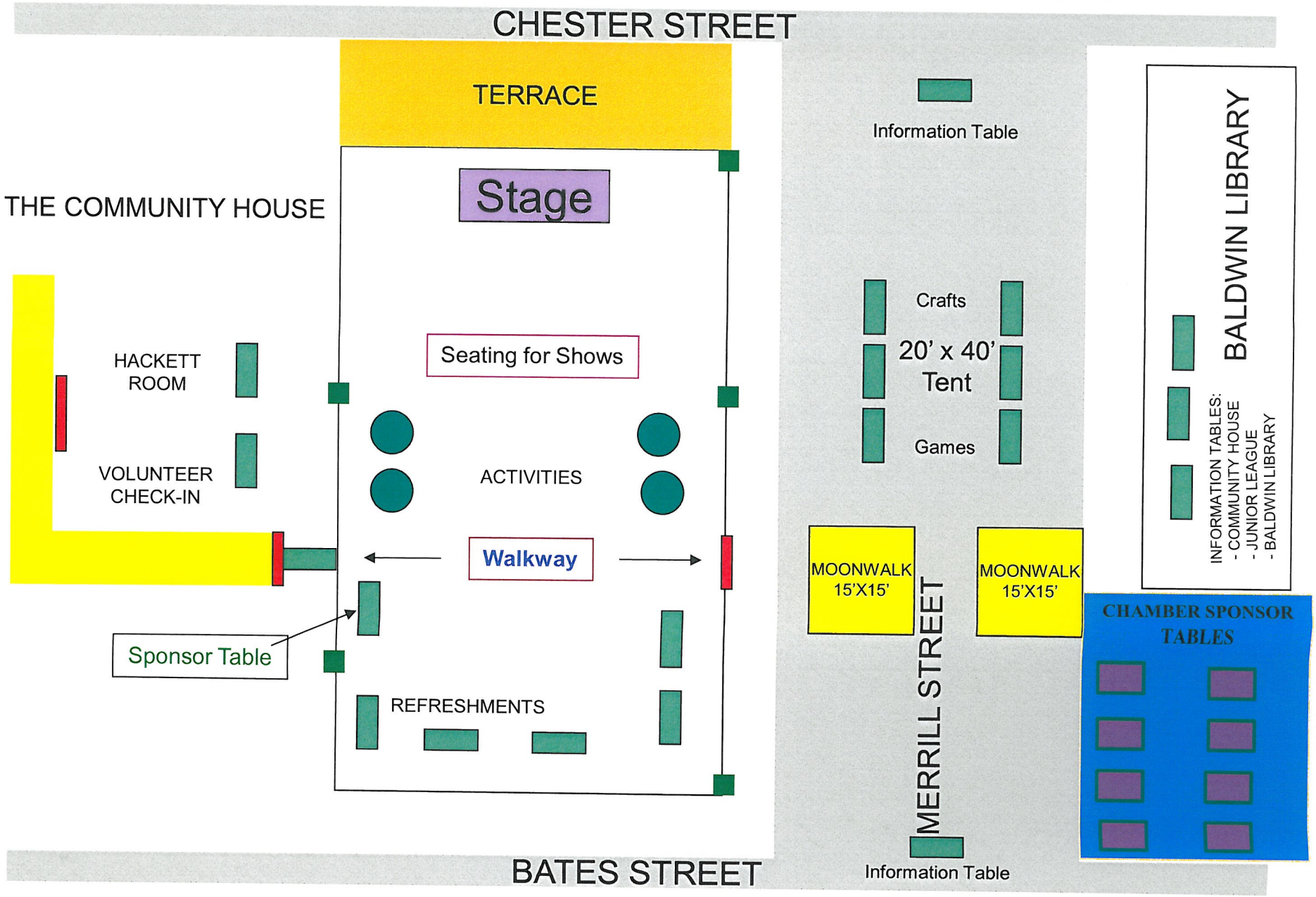
Begin at corner of Martin and Bates and travel North on Bates to Maple. East on Maple to S. Old Woodward, right on Merrillwood to Merrill, right on Pierce, left on Martin and will end at the corner of Bates and Martin.

STREET CLOSED FOR PUMPKIN PATCH

X = BARRICADES

ROUTE

PUMPKIN PATCH 2015 LAYOUT

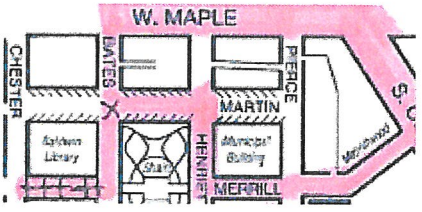


Map as of 4/3/2015

Birmingham Bloomfield Chamber
725 S. Adams, Suite 130
Birmingham, MI 48009

79th Annual Halloween Parade &
22nd Annual Pumpkin Patch

+++=Street Closure for Pumpkin Patch 1-4 p.m.
X=Start & Finish of Parade Route at 4 p.m.



Occupant
200 CHESTER APT 103
BIRMINGHAM, MI 48009

NOTIFICATION
June 29, 2015
To: Property/Business Owner

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 the opportunity exists for comments prior to this approval.

NAME OF EVENT: 79th Annual Parade and 22nd Annual Patch
LOCATION: Streets surrounding Shain Park
DESCRIPTION OF EVENT: Family Halloween activities, games and parade.
DATES/TIMES: Set-up Sunday, October 18, 2015 at 9 a.m.
Pumpkin Patch Hours: 1 – 4 p.m. Parade Hours: 4 – 4:15 p.m.
Tear down: Sunday, October 18, 2015 5 p.m.

DATE/TIME OF CITY COMMISSION MEETING: Monday, July 13, 2015 at 7:30 p.m.

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 at the city clerk's office (248) 530-1880. To receive updates on special events held in the city log on to www.bhamgov.org/enotify.
EVENT ORGANIZER: Birmingham Bloomfield Chamber 725 S. Adams, Suite 130 Birmingham MI 48009 (248) 430-7688

THE
Birmingham
Bloomfield
CHAMBER

725 South Adams Rd. Suite 130 Birmingham MI 48009-6967
Phone: 248 644 1700 | Fax: 248 644 0286 | Web: www.bbcc.com

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the **Birmingham Bloomfield Chamber** and any entity or person for whom the **Birmingham Bloomfield Chamber** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

AKaczmarek 6/24/15

Applicant's signature

DEPARTMENT APPROVALS

EVENT NAME HALLOWEEN PARADE & PUMPKIN PATCH

LICENSE NUMBER #15-00010431

COMMISSION HEARING DATE: JULY 13, 2015

NOTE TO STAFF: Please submit approval by **JULY 2, 2015**

DATE OF EVENT: OCT. 18, 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	PENDING APPROVAL				
POLICE 101-000.000.634.0003 248.530.1870	TK	Officers to block roads/direct traffic and assist with parade.		$0	
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	Carrie Laird	Additional costs could occur for trash pick-up.		$550	
ENGINEERING 101-000.000.634.0002 248.530.1839	AF	No damage to any pavement allowed for tents, inflatables, stages, etc... Maintain 5' clear pedestrian access route on all sidewalks		$0	
INSURANCE 248.530.1807	CA	APPROVED	N/A	$0	

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on June 29, 2015. 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.**	$165 (pd)	
				TOTAL DEPOSIT REQUIRED **$550.00**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 7/7/15
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