MEMORANDUM

City Clerk's Office

DATE: **July 21, 2015**

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

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

SUBJECT: **Special Event Request**
Tree Lighting

Attached is a special event application submitted by the Principal Shopping District requesting permission to hold the Tree Lighting on Wednesday, November 25, 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 planned to be held August and have not yet submitted an application. These events do not pose a conflict with the location of the Santa House.

Event Name	Date	Location
Tree Lighting	Nov 25	Shain Park
Nativity Display	Nov 25 – Dec 31	Shain Park
Winter Markt	Dec 4 – 6	Shain Park
Menorah Display	Dec 6 - 14	Shain Park

SUGGESTED RESOLUTION:
To approve a request from the Principal Shopping District to hold the Tree Lighting on November 25, 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 July 17, 2015

Name of Event Holiday Tree Lighting

Detailed Description of Event (attach additional sheet if necessary)
Birmingham residents are invited to attend the lighting of the tree in Shain Park along with entertainment.

Location Shain Park

Date(s) of Event November 25, 2015 Hours of Event 6-7 pm

Date(s) of Set-up November 25, 2015 Hours of Set-up 12 noon/4pm sound & stage set-up

Date(s) of Tear-down November 25, 2015 Hours of Tear-down 7-8 pm

Organization Sponsoring Event Birmingham PSD

Organization Address 151 Martin Street

Organization Phone 248-530-1200

Contact Person Lori Rondello

Contact Phone 248-530-1254

Contact Email lrondello@bhamgov.org

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 6 pm

Time music will end 7 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

- 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.

II. EVENT INFORMATION

1. Organization Type Birmingham PSD
   (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 It is an annual event that kicks off the holiday season in Birmingham.

5. Total number of people expected to attend per day 400-500

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

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

8. What parking arrangements will be necessary to accommodate attendance? No additional.

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	12	$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)	1 # 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)	2	10 x 10
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)	Oakland County Show	8' x 45' long

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Holiday Tree Lighting

EVENT DATE November 25, 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.

Signature 7-17-15 Date

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

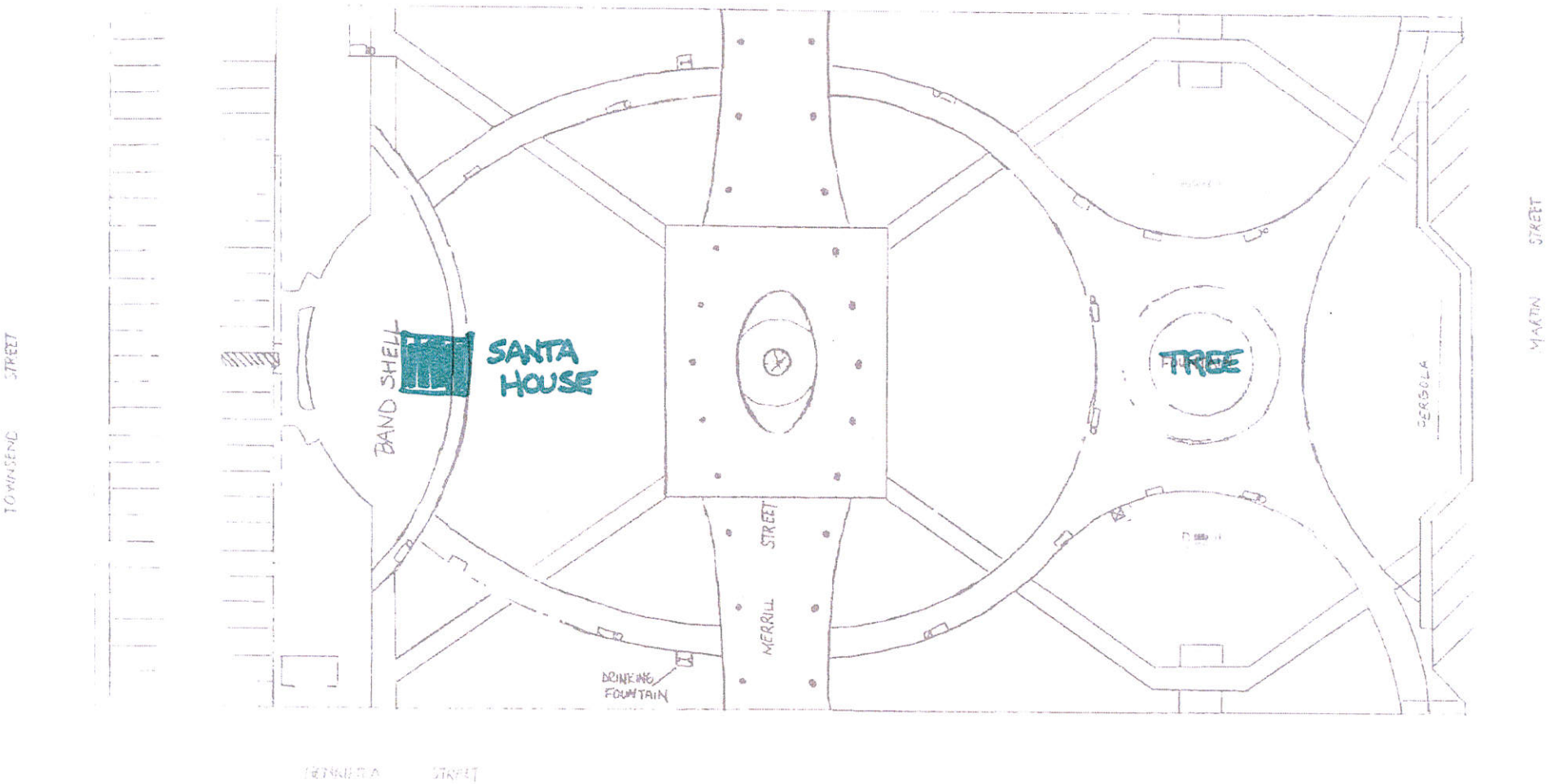
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*

- 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.

2015 TREE LIGHTING



HOT COCOA

STAGING AREA

OAK. CO. SHOW MOBILE

NOTIFICATION

July 17, 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 an opportunity exists for **comments prior to this approval.**

NAME OF EVENTS: 1) City Tree Lighting and 2) Santa House

LOCATION: 1) Shain Park
2) Shain Park

DATES & TIMES: 1) City Tree Lighting-Wednesday, November 25, 2015, 6-7 pm
2) Santa House--various weekends throughout holidays

DATE/TIME OF CITY COMMISSION MEETING: Monday, July 27, 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 these special are available for your review 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 Principal Shopping District

ADDRESS: 151 Martin Street

PHONE: 248/530-1200

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EVENT ORGANIZER: Birmingham Principal Shopping District

ADDRESS: 151 Martin Street

PHONE: 248/530-1200

Birmingham Principal Shopping District 151 Martin Street, Birmingham, Michigan 48009

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the Birmingham Principal Shopping District and any entity or person for whom the Birmingham Principal Shopping District 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."

Applicant's signature

7-17-15
Date

ph 248-530-1200 • fax 248-530-1246 • info@enjoybirmingham.com • www.enjoybirmingham.com

DEPARTMENT APPROVALS

EVENT NAME **Holiday Tree Lighting**

LICENSE NUMBER **#15-00010443**

COMMISSION HEARING DATE **7/27/15**

NOTE TO STAFF: Please submit approval by **7/20/15**

DATE OF EVENT: **11/25/15**

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	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. 6. Cords, hoses, etc. shall be matted to prevent trip hazards. 7. Paramedics will respond from the		$0	

		fire station as needed. Dial 911 for fire/rescue/medical emergencies. 8. Provide protective barriers between hot surfaces and the public.			
POLICE **101-000.000.634.0003** 248.530.1870		On duty personnel to give event extra patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	Department will assist with event.		$650.00	
ENGINEERING **101-000.000.634.0002** 248.530.1839	A.F.	Maintain 5' clear pedestrian route on sidewalks and no damage to pavements allowed for tents, shelters, barricades, etc...	None	$0	$0
INSURANCE 248.530.1807	CA	City event		$0	$0
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on **7/17/15**. 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 **11/11/15.**	$165	
				TOTAL DEPOSIT REQUIRED **$815.00**	**ACTUAL COST**