MEMORANDUM

City Clerk's Office

DATE: **August 4, 2015**

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

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

SUBJECT: **Special Event Request**
Veteran's Day

Attached is a special event application submitted by the Piety Hill Chapter, National Society Daughters of the American Revolution requesting permission to hold the Veteran's Day Wreath Laying Ceremony and aerial fly over on November 11, 2015 at 11:00AM.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following November events have been approved by the Commission and do not pose a conflict with the proposed event.

Event Name	Date	Location
Tree Lighting	Nov 25	Shain Park
Nativity Display	Nov 25 – Dec 31	Shain Park

SUGGESTED RESOLUTION:
To approve a request from the Piety Hill Chapter, National Society Daughters of the American Revolution to hold the Veteran's Day Wreath Laying Ceremony and aerial fly over on November 11, 2015 at 11:00AM, pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

#15-00010421

RECEIVED BY
JUN - 8 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 5, 2015

Name of Event Veteran's Day Wreath Laying

Detailed Description of Event (attach additional sheet if necessary)
Veteran's Day Wreath Laying at both monuments; Flag Ceremony

Location Shain Park

Date(s) of Event November 11, 2015 Hours of Event 11:00 am to 12 noon

Date(s) of Set-up November 11, 2015 Hours of Set-up 10:00 am 0 11:00 am

Date(s) of Tear-down November 11, 2015 Hours of Tear-down 12:00 noon - 1:00 pm

Organization Sponsoring Event Piety Hill Chapter NSDAR

Organization Address 481 Whippers In Court Bloomfield Hills, MI 48304

Organization Phone 248.885.1264

Contact Person Lisa Milton

Contact Phone 248.885.1264

Contact Email ltmilton@brmattorneys.com

II. EVENT INFORMATION

1. Organization Type Non-Profit/Community Group
   (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.) _____
   City of Birmingham

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 9th Veterans Day Celebratiom

5. Total number of people expected to attend per day approx 100

6. The event will be held on the following City property: (Please list)
   ☐ Street(s) _____
   ☐ Sidewalk(s) _____
   ■ 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 Bard members Piety Hill Chapter, National Society Daughters of the American Revolution

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

Describe Police officers to assit placing of wreaths

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 11:00 am (bagpipes & bugle)

Time music will end 11:30 am

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		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	Mic & speakers	$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 Veterens' Day Wreath Laying Ceremony

EVENT DATE November 11, 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

June 5, 2015
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.

SAMPLE NOTIFICATION LETTER

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: _____

TO: _____
Residential Property or Business Owner

_____
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: Veteran's Day Wreath Laying Ceremony

LOCATION: shain Park

DATE(S) OF EVENT November 11, 2015 HOURS OF EVENT 11:00 am to 12 noon

BRIEF DESCRIPTION OF EVENT/ACTIVITY:
Wreath Laying Ceremony

DATE(S) OF SET-UP November 11, 2015 HOURS OF SET-UP 10:00 am to 11:00 am

DATE(S) OF TEAR-DOWN November 11, 2015 HOURS OF TEAR-DOWN 12:00 noon to 1:00 pm

DATE OF CITY COMMISSION MEETING: _____

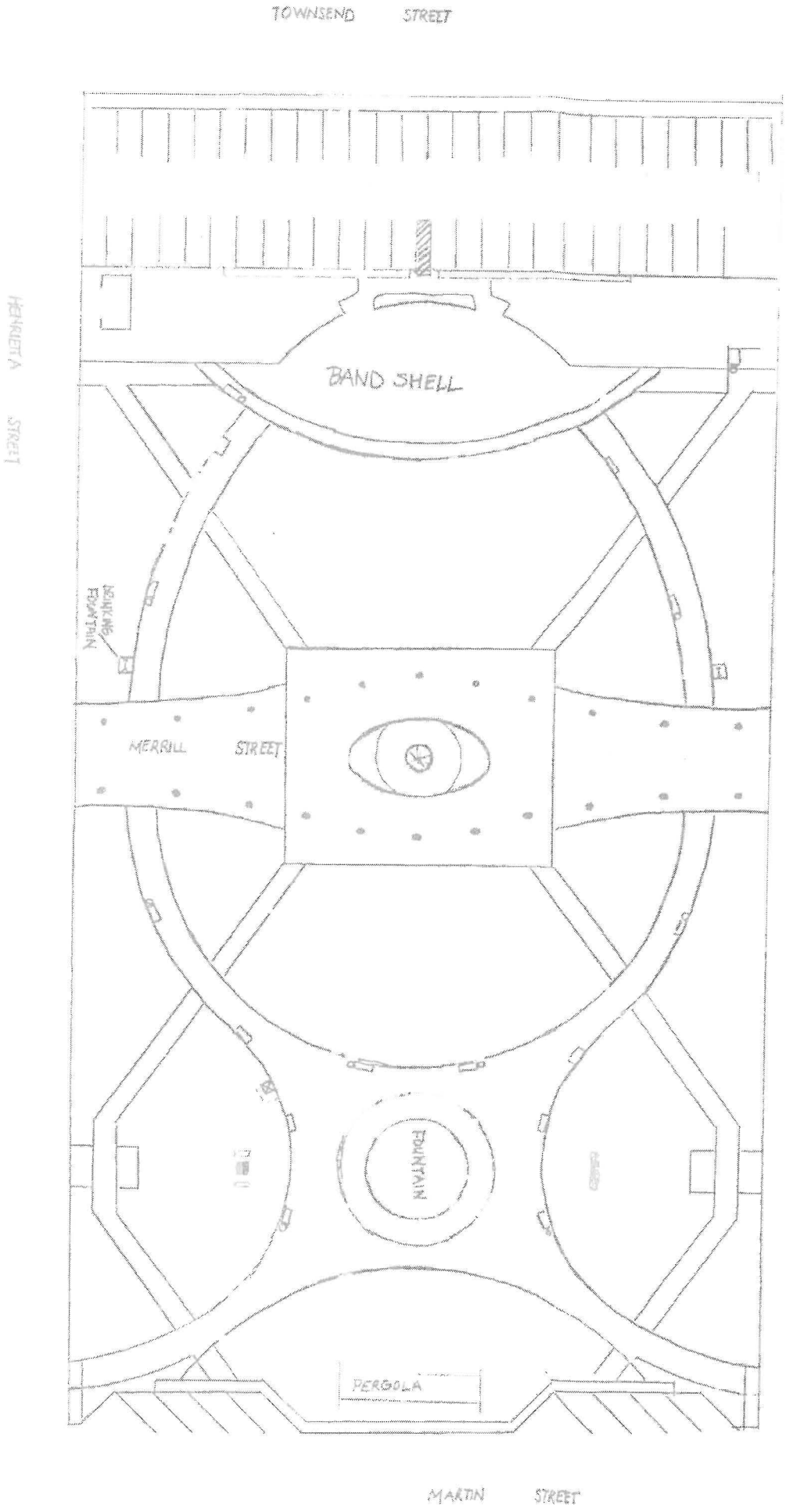
The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. **A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880).** Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: Piety Hill Chapter - NSDAR

ADDRESS: 481 Whippers In Court, BH 48304

PHONE: 248.885.1264

A map showing street closures must be attached.


TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
MERRILL STREET
FOUNTAIN
PERGOLA
MARTIN STREET

DEPARTMENT APPROVALS

EVENT NAME VETERANS DAY WREATH LAYING

LICENSE NUMBER #15-00010421

COMMISSION HEARING DATE: JULY 13, 2015

NOTE TO STAFF: Please submit approval by **JUNE 26, 2015**

DATE OF EVENT: NOVEMBER 11, 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	Bruce Johnson	N/A	N/A	$0	
FIRE 101-000.000-634.0004 248.530.1900	FM Bigger	No Comments	None	$0	
POLICE 101-000.000.634.0003 248.530.1870	TK	On duty officers to give the event extra patrol. If available, officer to assist with wreath ceremony.		$0	
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	CL	1-Portable Audio System 1-Podium 30-folding chairs (chairs placed in Shain Park) Chairs and all flags placed around site. Large flag pole available .		$0	
ENGINEERING 101-000.000.634.0002 248.530.1839	AF	No Comments	NONE	$0	
INSURANCE 248.530.1807	CA	City event	$0	$0	

CLERK **101-000.000-614.0000** 248.530.1803		Notification letters to be mailed on by applicant on **6/21/15**. 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.**		
				TOTAL DEPOSIT REQUIRED **$0**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____

Rev. 7/31/15
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