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**
Memorial Day

Attached is a special event application submitted by the Memorial Day Committee requesting permission to hold the Memorial Day Ceremony and aerial fly over on May 30, 2016 at 10:00AM.

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

The following events are usually held in May and do not pose a conflict with the proposed event.

Event Name
Farmers Market
Celebrate Birmingham Hometown Parade
Lungevity 5K Run/Walk
Village Fair

SUGGESTED RESOLUTION:
To approve a request submitted by the Memorial Day Committee to hold the Memorial Day Ceremony and aerial fly over on May 30, 2016 at 10:00AM, 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 10, 2015

Name of Event ANNUAL CITY OF BIRMINGHAM MEMORIAL DAY SERVICE

Detailed Description of Event (attach additional sheet if necessary) ANNUAL PATRIOTIC PROGRAM INCLUDING RECOGNITION OF VETERANS, HISTORICAL PRESENTATIONS, BIRMINGHAM CONCERT BAND, MAYORAL AND STATE REPRESENTATIVE ADDRESSES AND LAYING OF WREATHS AT THE WAR AND CIVIL WAR MONUMENTS

Location SHAIN PARK

Date(s) of Event MAY 30, 2016 Hours of Event 10AM-11AM

Date(s) of Set-up SAME Hours of Set-up 9AM-9:30AM

Date(s) of Tear-down ~~[illegible]~~ - SAME Hours of Tear-down 11AM-11:30AM

Organization Sponsoring Event BIRMINGHAM MEMORIAL DAY COMMITTEE

Organization Address 1267 TWIN MAPLES LANE, BLFD. TWP MI 48301

Organization Phone 248.258.9007

Contact Person BRUCE W. MILLER

Contact Phone 248.258.9007

Contact Email SPARTAN70@SBCGLOBAL.NET

II. EVENT INFORMATION

1. Organization Type 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.) FRIENDS OF THE BIRMINGHAM HISTORICAL SOCIETY

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 ANNUAL EVENT FOR WELL OVER 50 YEARS

5. Total number of people expected to attend per day 300

6. The event will be held on the following City property: (Please list)
   - [ ] Street(s) _____
   - [ ] Sidewalk(s) _____
   - [x] 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 10AM

Time music will end 10:45AM

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	Ø	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	Ø	$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	Ø	$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)	Ø # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	Ø	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	1	$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 City of Birmingham Memorial Day Service
EVENT DATE May 30, 2016

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.

Bruce Wm. [illegible] July 10, 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.

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: _____

LOCATION: _____

DATE(S) OF EVENT _____ HOURS OF EVENT _____

BRIEF DESCRIPTION OF EVENT/ACTIVITY: _____

_____

_____

DATE(S) OF SET-UP _____ HOURS OF SET-UP _____

DATE(S) OF TEAR-DOWN _____ HOURS OF TEAR-DOWN _____

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: _____

ADDRESS: _____

PHONE: _____

A map showing street closures must be attached.

The Star Spangled Banner (first verse)

Oh, say can you see by the dawn's early light
what so proudly we hailed at the twilight's last gleaming
whose broad stripes and bright stars, through the perilous fight ,
o'er the ramparts we watched, were so gallantly streaming?
And the rockets red glare; the bombs bursting in air,
gave proof through the night that our flag was still there.
Oh, say does that star spangled banner yet wave
O'er the land of the free and the home of the brave?

America the Beautiful

Oh beautiful for spacious skies for amber waves of grain,
for purple mountain majesties above the fruited plain
America! America;
God shed his grace on thee
and crown thy good with brotherhood
from sea to shining sea.

God Bless America

God bless America, land that I love.
Stand beside her and guide her
through the night with a light from above.
From the mountains to the prairies
to the oceans white with foam,
God bless America, my home sweet home…
God bless America, my home sweet home.

City of Birmingham
Memorial Day Service
May 25, 2015 10:00a.m.
Shain Park

Commemorating the 70th Anniversary of the end of World War II

City of Birmingham
Mayor Stuart Sherman

40th District State Representative
Mike McCready

Chairman
Bruce Miller
SUVCW

The Birmingham Concert Band's Straw Hat Band
Rob Olson, Director

Sons of Union Veterans of the Civil War
Camp 2, Oakland County

Color Guard
I & R Platoon,
180th Infantry Regiment
45th Infantry Division

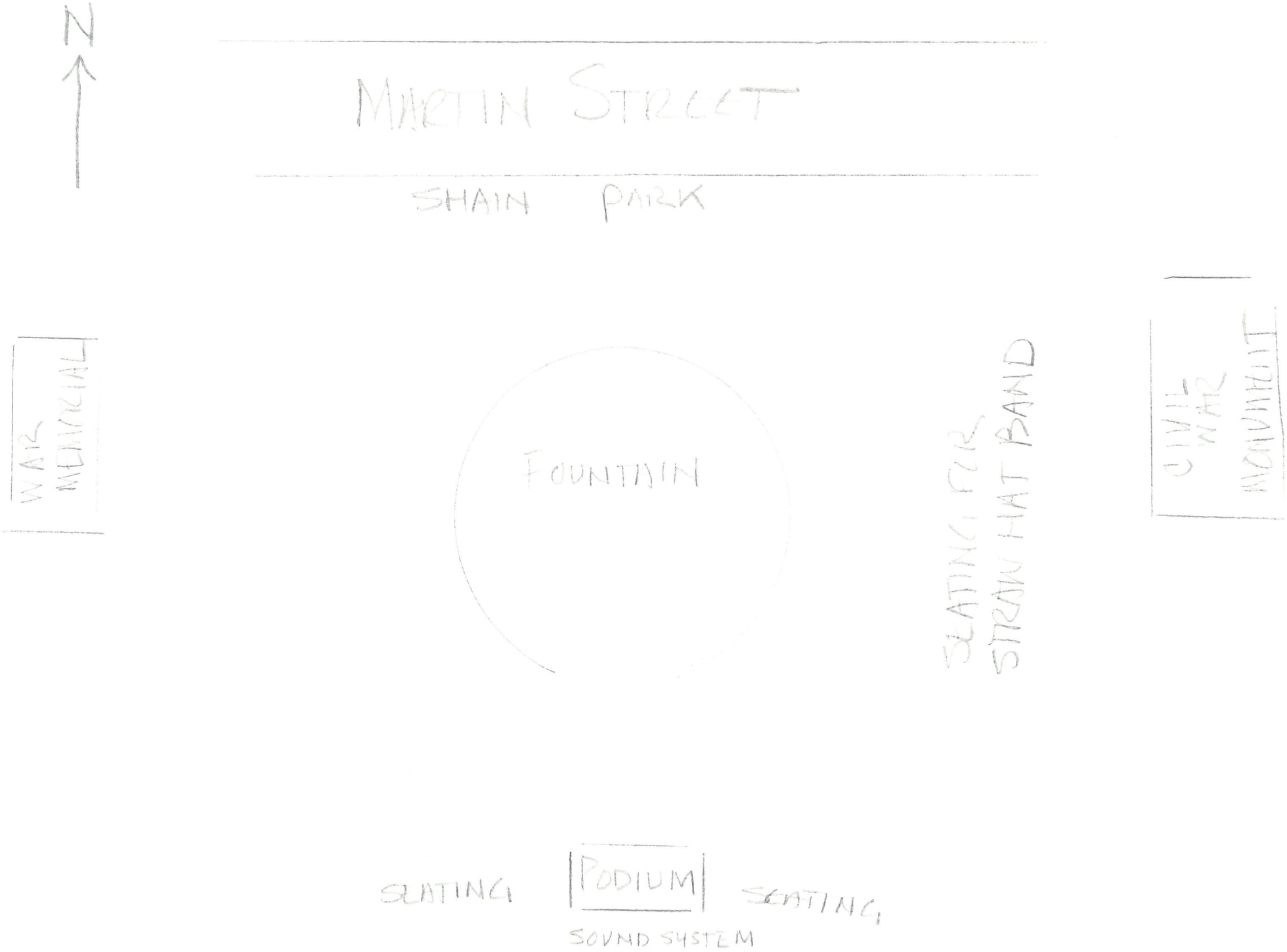
Program

Welcome	Bruce Miller
"To the Colors" (Flag Raising)	Straw Hat Band
Pledge of Allegiance	
Invocation	Col. Jim Meinershagen
"The Star Spangled Banner" (first verse)	Straw Hat Band
Recognition of Veterans	Col. Christina Constant
"Medley of Service Songs"	Straw Hat Band
The Origin of Memorial Day	Kevin Lindsey
"America the Beautiful"	Straw Hat Band
Memorial Day Address	Mayor Stuart Sherman
"The Stars and Stripes Forever"	Straw Hat Band
Memorial Day Remarks	State Representative Mike McCready
"God Bless America"	Straw Hat Band
Birmingham and its heroes of WWII	George Getschman
Necrology 2014-2015	
Birmingham's Memorials and Memorial Wreath Ceremony	Bruce Miller Sons of Union Veterans Birmingham Rotary Club
Volley and Taps	45th I. D./Straw Hat Band

The Birmingham Historical Society will host a special Memorial Day Tour of historic Greenwood Cemetery. Established in 1826, Greenwood Cemetery contains over 3,000 graves; 650 from the 19th century. Today's tour will feature the human interest stories of Birmingham's World War II soldiers, sailors, marines and airmen.

The tour starts at 11:30 a.m. today. Admission is free.

Greenwood is on Oak Street between Greenwood and Lake Streets, west of Old Woodward.


N
MARTIN STREET
SHAIN PARK
WAR MEMORIAL
FOUNTAIN
SEATING FOR STRAW HAT BAND
CIVIL WAR MONUMENT
SEATING
PODIUM
SEATING
SOUND SYSTEM

DEPARTMENT APPROVALS

EVENT NAME **2016 Memorial Day Service**

LICENSE NUMBER **#16-00010439**

COMMISSION HEARING DATE **August 10, 2015**

NOTE TO STAFF: Please submit approval by **July 24, 2015**

DATE OF EVENT **May 30, 2016**

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	BRJ	No Building Department Concerns	None	$0.00	
FIRE **101-000.000-634.0004** 248.530.1900	LKB	1. Cords, hoses, etc. shall be matted to prevent trip hazards. 2. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.		$0	
POLICE **101-000.000.634.0003** 248.530.1870	TK	On duty personnel to give event extra patrol.		$0	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	DPS representative will meet with organizers for the use of the sound system.		$0	
ENGINEERING **101-000.000.634.0002** 248.530.1839	A.F.	No Engineering Department Involvement	None	$0	$0
INSURANCE 248.530.1807	CA	City event	N/A		

CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed 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 (city event). Contact the Clerk's Office in advance of event to discuss details of the event and any costs that may be involved.	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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