City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **September 11, 2015**

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

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

SUBJECT: **Special Event Request**
Nativity Scene

Attached is a special event application submitted by Ascension of Christ Lutheran Church requesting permission to place a Nativity scene in Shain Park from November 27, 2015 to December 31, 2015.

The application has been circulated to the affected departments and approvals and comments have been noted. The Menorah display, Tree Lighting, Santa House and Winter Markt will also be held in Shain Park in December, however there is no conflict with the location of the Nativity scene and the other events.

The following events have been approved by the Commission. These events do not pose a conflict with the location of the Nativity Scene.

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

SUGGESTED RESOLUTION:
To approve a request submitted by Ascension of Christ Lutheran Church requesting permission to place a Nativity scene in Shain Park from November 27, 2015 to December 31, 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.

15-000104-62

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

RECEIVED BY
AUG - 6 2015
CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

FEES: **FIRST TIME EVENT:** **$200.00**
ANNUAL APPLICATION FEE: **$165.00**

(Please print clearly or type)

Date of Application _____

Name of Event 2015 CHRISTMAS NATIVITY DISPLAY

Detailed Description of Event (attach additional sheet if necessary)
DISPLAY OF FIBERGLASS NATIVITY SCENE AND WOODEN PLATFORM (PICTURE ON PAGE 8b)

Location SHAIN PARK

Date(s) of Event 11/27/15 - 12/31/15 Hours of Event ALL DAY

Date(s) of Set-up 11/27/15 Hours of Set-up 9AM - 12 PM

Date(s) of Tear-down 12/31/15 Hours of Tear-down 9AM - 12PM

Organization Sponsoring Event ASCENSION OF CHRIST LUTHERAN CHURCH

Organization Address 16935 W. 14 MILE ROAD, BEVERLY HILLS 48025

Organization Phone 248 644 8890

Contact Person CHARLES W. JACKSON

Contact Phone 248-885-4101

Contact Email TREASURER@ASCENSIONOFCHRIST.ORG

II. EVENT INFORMATION

1. Organization Type NOT FOR PROFIT CHURCH
(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.)
LUTHERAN CHURCH OF THE REDEEMER, 1800 W. MAPLE, BIRM 48009 GARY PRISKORN 248 644 4010
OUR SHEPHERD LUTHERAN CHURCH, 2225 E. 14 MILE, BIRM 48009 DAVID PRISKORN 248 646 6100

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 THIS DISPLAY HAS BEEN SET UP IN SHAIN PARK ANNUALLY SINCE 2005

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

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? [X] YES [ ] NO

Describe PERIODIC INSPECTION FOR DAMAGE AND BURNED OUT LIGHTS

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

Describe _____

11. Will alcoholic beverages be served? [ ] YES [X] 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 [X] NO

[ ] Live [ ] Amplification [ ] Recorded [ ] Loudspeakers

Time music will begin _____

Time music will end _____

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? [X] YES [ ] NO

Number of signs/banners 1

Size of signs/banners 18" X 48"

Submit a photo/drawing of the sign(s). A sign permit is required. Page 8a & 8b

14. Will food/beverages/merchandise be sold? [ ] YES [X] 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) N/A

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)* No

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) (A)	____ # 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 [X] 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)		

(A) 1 ELECTRIC OUTLET FOR LIGHTING (ON OTHER) OF DISPLAY IN THE EVENING

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 2015 CHRISTMAS NATIVITY DISPLAY

EVENT DATE NOV. 27, 2015 → DEC. 31, 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.

Charlotte Jackson, Treasurer — 8/6/15

Signature — Date

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

- 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.

THIS NATIVITY DISPLAY IS LOVINGLY SHARED
WITH THE RESIDENTS OF BIRMINGHAM AND VISITORS BY:

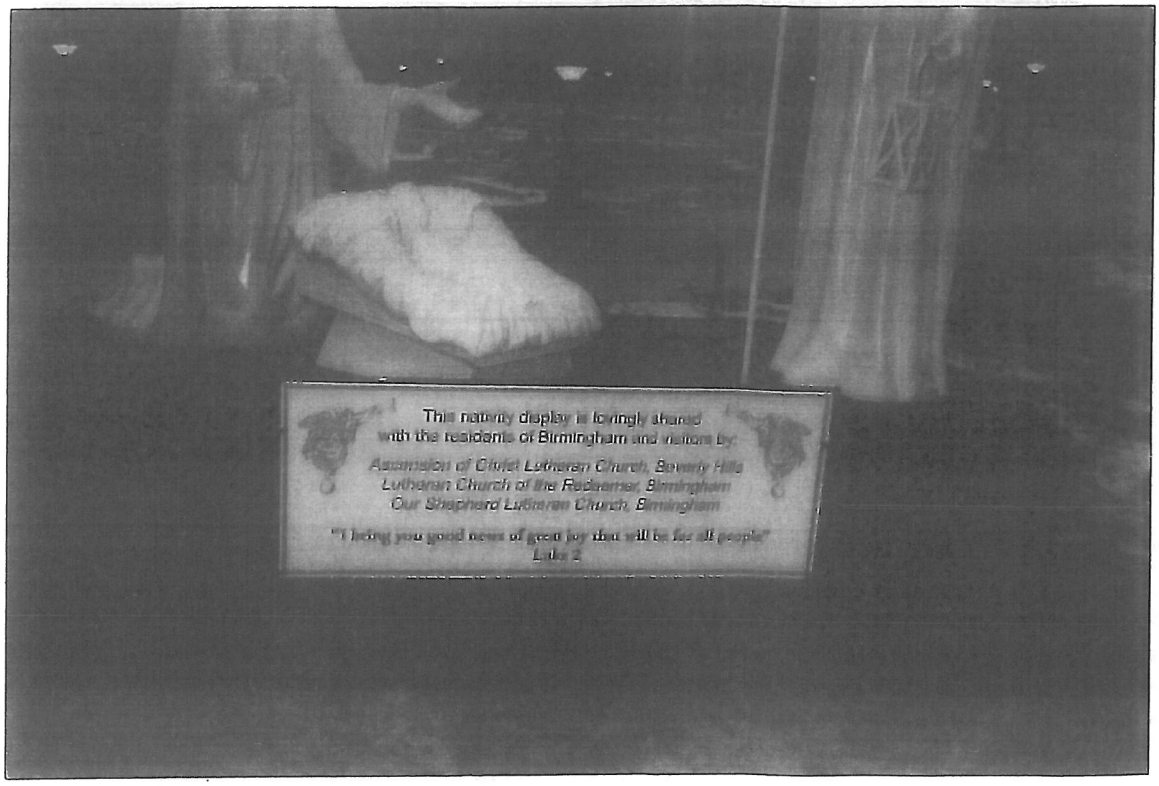
ASCENSION OF CHRIST LUTHERAN CHURCH, BEVERLY HILLS
LUTHERAN CHURCH OF THE REDEEMER, BIRMINGHAM
OUR SHEPHERD LUTHERAN CHURCH, BIRMINGHAM

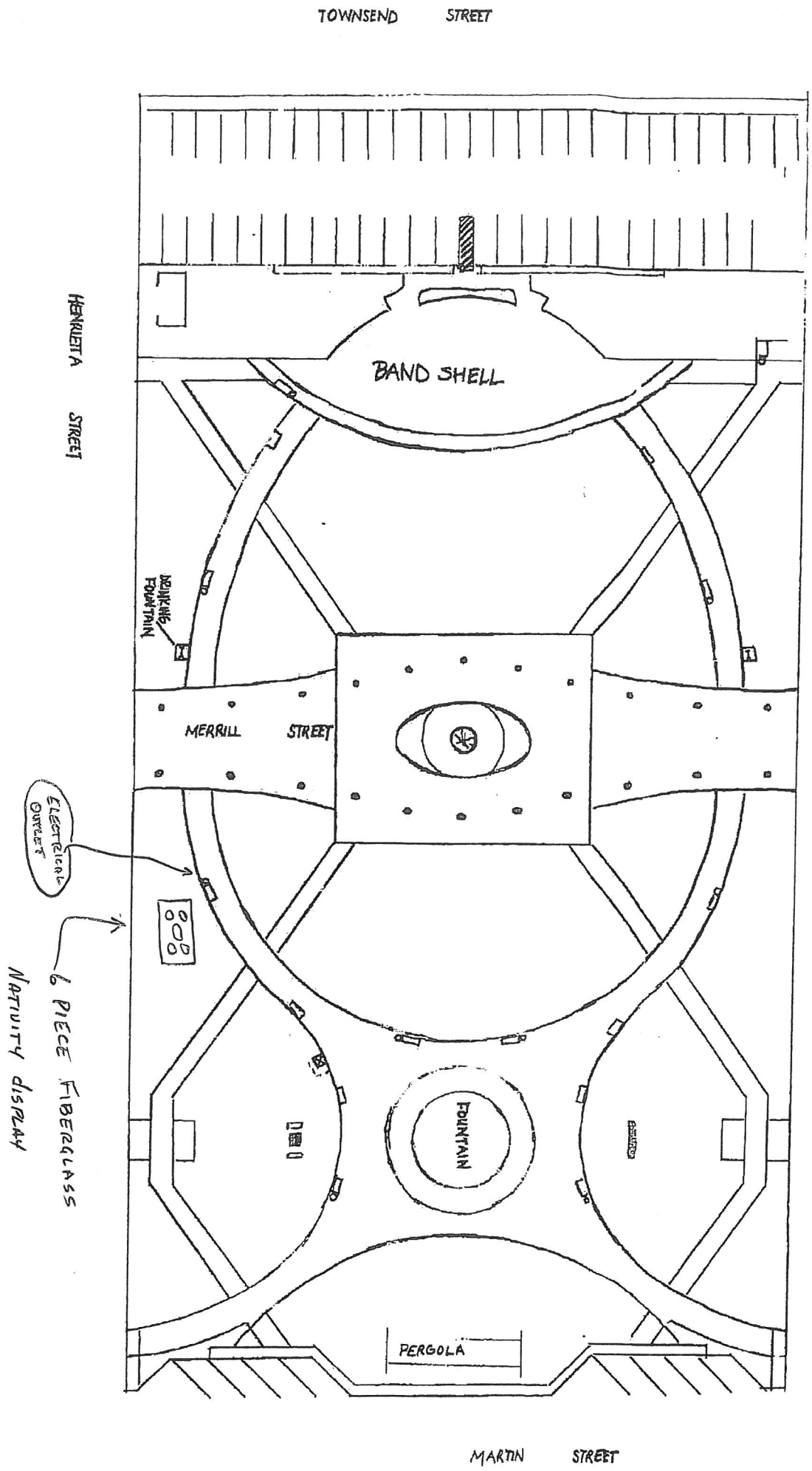
"I BRING YOU GOOD NEWS OF GREAT JOY THAT WILL BE FOR ALL PEOPLE"
LUKE 2

18"

48"

Text for free-standing sign/attached to front of wooden platform


This nativity display is lovingly shared
with the residents of Birmingham and nature by:
Ascension of Christ Lutheran Church, Beverly Hills
Lutheran Church of the Redeemer, Birmingham
Our Shepherd Lutheran Church, Birmingham
"I bring you good news of great joy that will be for all people"
Luke 2


TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
DRINKING FOUNTAIN
MERRILL STREET
ELECTRICAL OUTLET
6 PIECE FIBERGLASS NATIVITY DISPLAY
FOUNTAIN
PERGOLA
MARTIN STREET

ASCENSION
OF CHRIST
LUTHERAN CHURCH

16935 WEST 14 MILE ROAD
BEVERLY HILLS, MICHIGAN 48025

TEL: (248) 644-8890
FAX: (248) 644-1181

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Ascension of Christ Lutheran Church and any entity or person for whom Ascension of Christ Lutheran Church 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 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 contract. 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.

Charles M. Jackson, Treasurer 8/6/15

Applicant's signature

ASCENSION OF CHRIST
LUTHERAN CHURCH

16935 WEST 14 MILE RD.
BEVERLY HILLS,
MICHIGAN
48025

TEL: (248) 644-8890
FAX: (248) 644-1181

www.ascensionofchrist.org

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: Aug. 28, 2015
TO: Resident/Property Owner/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.

EVENT INFORMATION

NAME OF EVENT: 2015 Christmas Nativity Display
LOCATION: Shain Park, Henrietta (east) side
DATES OF EVENT: 11/27-12/31/15 HOURS OF EVENT: 24 hrs/day
BRIEF DESCRIPTION OF EVENT: The display includes 6 fiberglass figures (Baby Jesus, Mary, Joseph and 3 Shepherds) with signage that identifies the 3 Lutheran Churches who lovingly share this Nativity scene with residents of and visitors to the City of Birmingham.
DATE AND HOURS OF SET-UP: 11/28/2015, 9-11AM
DATE AND HOURS OF TEAR-DOWN: 12/31/2015, 9-11AM

DATE OF CITY COMMISSION MEETING: Sept. 21, 2015
The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. **A complete copy of the appliction to hold this special event is available for your review at the City Clerks Office (248/530-1880).** Log on to 'www.bhamgov.org/events' for a complete list of special events.

EVENT ORGANIZER: Ascension of Christ Lutheran Church**
ADDRESS: 16935 W. 14 Mile Road, Beverly Hills, MI 48025
PHONE: 248-644-8890
**Jointly sponsored with Our Shepherd Lutheran Church and Lutheran Church of The Redeemer, both located in the City of Birmingham

DEPARTMENT APPROVALS

EVENT NAME **Christmas Nativity Display**

LICENSE NUMBER **#15-00010462**

COMMISSION HEARING DATE: **9/21/15**

NOTE TO STAFF: Please submit approval by **8/21/15**

DATE OF EVENT: **11/27 – 12/31/15**

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	BRJ	No concerns	None	$0.00	
FIRE **101-000.000-634.0004** 248.530.1900	LKB	1. No open flame or devices emitting flame, fire or heat in any tents. 2. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 3. Cords, hoses, etc. shall be matted to prevent trip hazards. 4. A permit is required for Fire hydrant usage. 5. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.	None	$0	
POLICE **101-000.000.634.0003** 248.530.1870	SG	On duty personnel to give extra patrol.		$0	

PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	Carrie Laird	NO STAKES DRIVEN INTO THE GROUND OF ANY TYPE TO HOLD DOWN NATIVITY SCENE. 2). DEPARTMENT REPRESENTATIVE NEEDS TO MEET WITH ORGANIZATION REPRESENTATIVE ON THE PLACEMENT OF THE NATIVITY SCENE, TO AVOID DAMAGE TO PROPERTY, ELECTRICAL, ETC.		$0	
ENGINEERING **101-000.000.634.0002** 248.530.1839	A.F.	No Damage to Pavement Allowed	None	$0	
INSURANCE 248.530.1807	CA	Approved	None	$0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters mailed by applicant on 8/28/15. 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 **11/13/15**.	Applications for vendors license must be submitted no later than N/A.	$165 (pd)	
				TOTAL DEPOSIT REQUIRED **0**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____