City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **April 10, 2017**

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

FROM: **J. Cherilynn Brown, City Clerk**

SUBJECT: **Special Event Request**
Havdalah in the Park

Attached is a special event application submitted by Temple Beth El requesting permission to hold Havdalah in the Park in Shain Park on June 17, 2017 and July 22, 2017.

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 in July and have not yet submitted an application. There may be some parking overlap with the end of Day on the Town and the beginning of Havdalah in the Park on July 22, 2017.

Event Name	Date	Location
Art Birmingham	May 13	Shain Park
Parkinson Foundation 5K	May 20	Booth Park area
Farmers Market	Every Sunday May - October	Lot 6 (North Old Woodward)
Celebrate Birmingham Parade	May 21	S. Old Woodward, Frank, Brown, Martin, Pierce, Bates streets & Shain Park
Memorial Day Service	May 29	Shain Park
In the Park Concerts	Every Wednesday June - August	Shain Park
Village Fair	May 31- June 4	Shain Park
Breathe Deep Michigan 5K	June 3	Booth Park & surrounding neighborhood
Battle of the Bands	June 16	Shain Park
Movie Night	June 23, July 14, August 11	Booth Park
Park Art	June 22	Shain Park
Day on the Town	July 22	Maple, Pierce, Merrill, Henrietta and Martin streets
Bates St. Block Party	August 12	Shain Park
Street Art Fair	September 15-17	Downtown

SUGGESTED RESOLUTION:

To approve a request from Temple Beth El to hold Havdalah in the Park in Shain Park, on June 17, 2017 and on July 22, 2017 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.

17-00010972

RECEIVED BY
MAR 16 2017
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 March 2, 2017

Name of Event Havdalah in the Park

Detailed Description of Event (attach additional sheet if necessary)
a one hour meeting of song (with a guitar), snacks and play time (hoola hoops, soccer ball, etc.) very casual
we will bring a plastic table and trash bags

Location Shain Park

Date(s) of Event June 17, July 22, Hours of Event 6:30 - 7:30pm

Date(s) of Set-up ↗ Same as above Hours of Set-up 5:45 pm

Date(s) of Tear-down ↗ Same as above Hours of Tear-down 7:45 pm

Organization Sponsoring Event Temple Beth El

Organization Address 7400 Telegraph Road Bloomfield Hills - 48301

Organization Phone 248.851.1100

Contact Person Danielle Gordon

Contact Phone 248.878.3759

Contact Email DGORDON@tbeonline.org

II. EVENT INFORMATION

1. Organization Type non-profit / religious institution
(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.) N/A

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 occurred summer of 2015

5. Total number of people expected to attend per day 50

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? we will use parking spots / garage
Nothing special needed

9. Will staff be provided to assist with safety, security and maintenance? (YES) NO

Describe at least 5 staff from organization will be present

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

X Live _____ Amplification _____ Recorded _____ Loudspeakers

Time music will begin 6:30pm

Time music will end 7:30pm

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 1

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 N/A

(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	2	$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		$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 Havdalah in the Park

EVENT DATE June 17, July 22,

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.

D. Gordon 3.2.17

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.

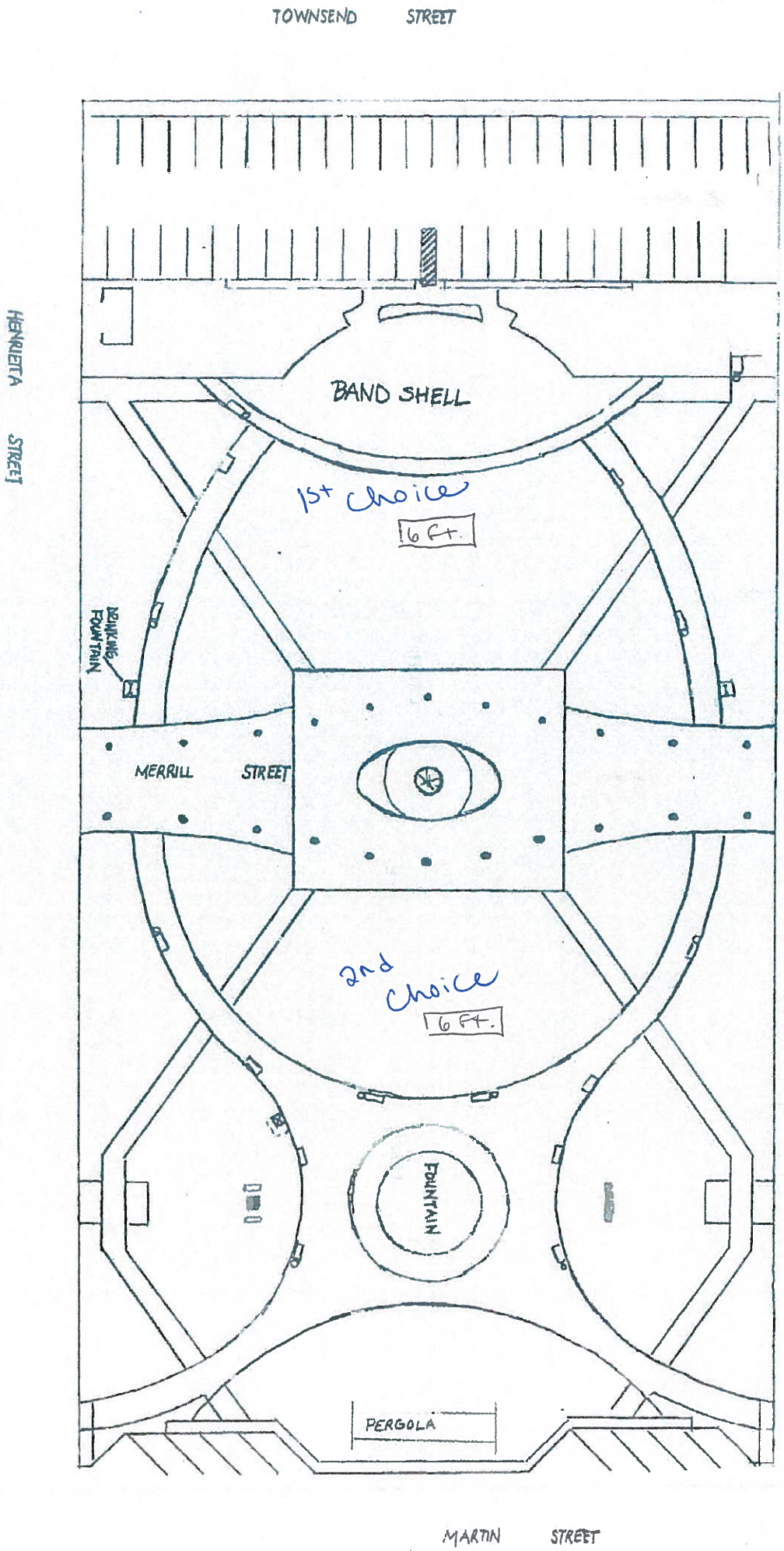
TEMPLE
BETH EL
Our Spirit is Growing

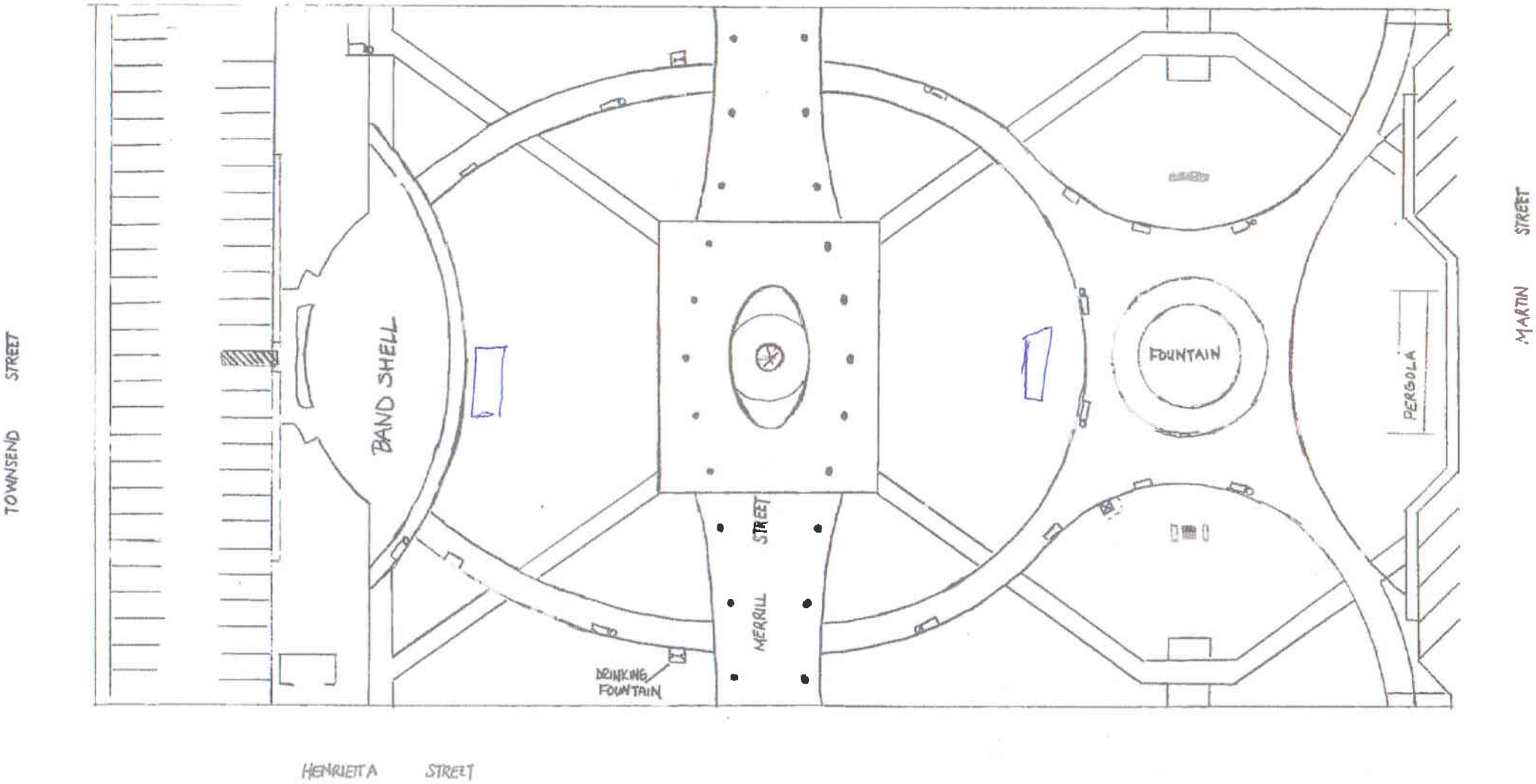
March 2, 2017

To the fullest extent permitted by law, Temple Beth El and any entity or person for whom Temple Beth El 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, 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.

Kim Raznik
Executive Director
3.2.17

7400 Telegraph Road Bloomfield Hills, MI 48301 248.851.1100 248.851.1187 fax www.tbeonline.org


TOWNSEND STREET
HENRIETTA STREET
BAND SHELL
1st choice
16 ft.
DRINKING FOUNTAIN
MERRILL STREET
2nd choice
16 ft.
FOUNTAIN
PERGOLA
MARTIN STREET



There will be no road closures.
We will have one 6 ft. table, either by the band shell or the fountain.

Thank you.

Client#: 7837 CONGBET2

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Meadowbrook, Inc.
Southfield Commercial Agency
26255 American Drive
Southfield, MI 48034-6112

CONTACT NAME:
PHONE (A/C, No, Ext): 248 358-1100 FAX (A/C, No): 248-603-8430
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insuranc	
INSURER B : Accident Fund Ins Company of Am	10166
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Congregation Beth El aka Temple Beth El
7400 Telegraph Rd
Bloomfield Hills, MI 48301

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			PHPK1551667	09/14/2016	09/14/2017	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			PHPK1551667	09/14/2016	09/14/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			PHUB556471	09/14/2016	09/14/2017	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV6111424	05/04/2016	05/04/2017	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					E.L. EACH ACCIDENT	$500,000
							E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Havdalah in the Park - 06/17/17; 07/22/17; and 08/12/17

City of Birmingham is an additional insured as respects General Liability.

CERTIFICATE HOLDER

City of Birmingham
PO Box 3001
Birmingham, MI 48012

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kevin R. Allen

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DEPARTMENT APPROVALS

EVENT NAME Havdalah in the Park

LICENSE NUMBER #17-00010972

COMMISSION HEARING DATE April 13, 2017

NOTE TO STAFF: Please submit approval by **March 22, 2017**

DATE OF EVENT: June 17 & July 22, 2017

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)
PLANNING 101-000.000-634.0005 248.530.1855	SC	No comments		$0	$0
BUILDING 101-000.000.634.0005 248.530.1850	SW	Building Department has no involvement.	none	$0	
FIRE 101-000.000-634.0004 248.530.1900	JMC			$0	$0
POLICE 101-000.000.634.0003 248.530.1870	SG	On duty officer will provide extra patrol		$0	$0
PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	CL	The department will make arrangements with representative to deliver trash receptacles.		$20	

ENGINEERING **101-000.000.634.0002** 248.530.1839	A.F.	No Comments	None	$0	$0
INSURANCE 248.530.1807	CA	Hold Harmless Agreement on file in Clerk's Office; Needs revised COI		$0	$0
CLERK **101-000.000-614.0000** 248.530.1803		Notification letters mailed by applicant 3/28/17. 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 6/2/17.	Applications for vendors license must be submitted no later than N/A..	$200 pd	
				TOTAL DEPOSIT REQUIRED	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____