City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **June 11, 2014**

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

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

SUBJECT: **Special Event Request**
Farm to Table Block Party

Attached is a special event application submitted by the Community House requesting permission to hold the Farm to Table Block Party on Merrill and Bates on September 6, 2014.

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

SUGGESTED RESOLUTION:
To approve a request submitted by the Community House to hold the Farm to Table Block Party on Merrill and Bates on September 6, 2014, 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.

#14-10100

RECEIVED BY
MAY 13 2014
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 May 1, 2014

Name of Event Farm to Table Block Party

Detailed Description of Event (attach additional sheet if necessary) Celebrate Michigan by sampling tastings from local chefs, breweries and wineries. Strolling block party with family fun activities, Michigan food vendors and farm products and produce.

Location Streets surrounding The Community House. In case of rain it will be inside TCH.

Date(s) of Event September 6, 2014 Hours of Event 4-8:00 p.m.

Date(s) of Set-up September 6, 2014 Hours of Set-up 1-3:00 p.m.

Date(s) of Tear-down September 6, 2014 Hours of Tear-down 8-9:00 p.m.

Organization Sponsoring Event The Community House

Organization Address 380 S. Bates

Organization Phone 248.594.6403

Contact Person Kathie Ninneman

Contact Phone 248.594.6403

Contact Email kathien@tchserves.org

II. EVENT INFORMATION

1. Organization Type Non profit
(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? [X] YES [ ] NO
List beneficiary Outreach programs of TCH
List expected income $31,000
Attach information about the beneficiary.

4. First time event in Birmingham? [ ] YES [X] NO
If no, describe This will be the 2nd year for Farm to Table

5. Total number of people expected to attend per day 1000

6. The event will be held on the following City property: (Please list)
[X] Street(s) Bates from Martin to Townsend/Merrill from Bates to Chester
[X] Sidewalk(s) Sidewalks associated with the streets above.
[X] Park(s) Shain Park for electrical hook ups only

7. Will street closures be required? [X] YES [ ] NO

8. What parking arrangements will be necessary to accommodate attendance? Parking structures and street meters only.

9. Will staff be provided to assist with safety, security and maintenance? [X] YES [ ] NO

Describe TCH staff and volunteers will be on site during the event.

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

Describe

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

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission. Alcoholic bervages will be served/sold on TCH Terrace under our liquor license.

12. Will music be provided? [X] YES [ ] NO

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

Time music will begin 4:00 p.m.

Time music will end at or before 8:00 p.m.

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

Area on sidewalk within the Farm to Table footprint. Exact location TBD.

13. Will there be signage in the area of the event? [X] YES [ ] NO

Number of signs/banners Signage on each vendor booth. 40-50 vendors

Size of signs/banners TBD

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

14. Will food/beverages/merchandise be sold? [X] 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		$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 _____

EVENT DATE _____

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 _____ Date 5/8/14

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.

May 16, 2014

Baldwin Library
300 W. Merrill
Birmingham, MI 48009

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 tie that the City commission will consider our request so that an opportunity exists for comments prior to this approval.

Name of Event: Farm to Table Block Party

Location: Bates St. from Martin to Townsend and Merrill from Chester to Bates and on the Terrace of The Community House. In case of rain, the event will be moved into The Community House.

Date of Event: September 6, 2014
Date of Set - Up: September 6, 2014
Date of Tear-Down: September 6, 2014

Hours of Event: 4-8:00 p.m.
Hours of Set-Up: 1-3:00 p.m.
Hours of Tear-Down: 8-9:00 p.m.

Date of City Commission meeting: Monday, June 23, 2014

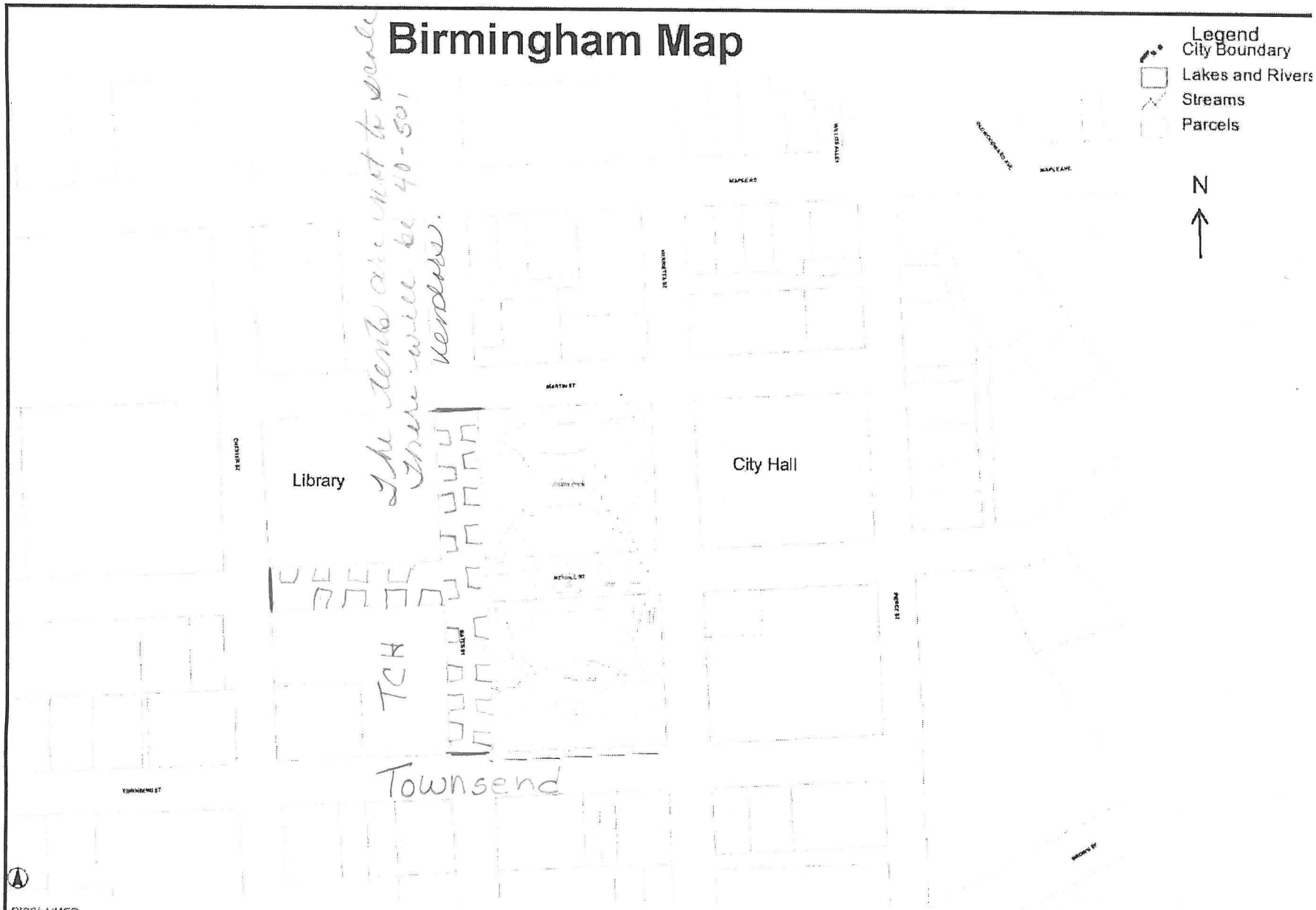
The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248.530.1880). Log on to www.bhamgov.org/events for a complete list of special events.

Event Organizer: The Community House

Address: 380 S. Bates, Birmingham, MI 48009

Phone: 248.644.5832

Birmingham Map



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Garden Fresh Gourmet
Garden Fresh Gourmet
Original
Tortilla Chips
ALL NATURAL!
Garden Fresh Gourmet
Original
Tortilla Chips
ALL NATURAL!
Garden Donated by
FOUR SEASONS GARDEN CENTER
Garden Fresh Gourme

$3

Xiong's
Fresh Asian
Produce
Fight

DEPARTMENT APPROVALS

EVENT NAME & DATE FARM TO TABLE – 9/6/2014 **COMMISSION HEARING DATE 6/23/2014**

LICENSE NUMBER #14-10071 NOTE TO STAFF: Please submit approval by **6/6/2014**

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	SB	Signage Requested	Sign Permit $100.00	-	
BUILDING **101-000.000.634.0005** 248.530.1850	kc	Approved as submitted, all canopies must be weighted down		2 Hrs. overtime inspection costs $157.08	
FIRE **101-000.000-634.0004** 248.530.1900		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. Clear Fire Department access of 12 foot aisles must be maintained, no tents, canopies or	None as proposed	Inspections $75.00	

		other obstructions in the middle of the road unless approved by the Fire Marshal. 6. Pre-event site inspection required. 7. A prescheduled inspection is required for food vendors through the Bldg. dept. prior to opening. 8. All food vendors are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible. 9. Cords, hoses, etc. shall be matted to prevent trip hazards. 10. Exits must be clearly marked in tents/structures with an occupant load over 50 people. 11. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 12. A permit is required for Fire hydrant usage. 13. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 14. Provide protective barriers between hot surfaces and the public.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	Barricades and Road Closures. On duty personnel to give event extra patrol. Roads will be closed by 8 a.m.		$80.00	

PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	$60 Trash Containers $200 Estimated Labor and Equipment for Barricade Placement. Approved as submitted.		Estimated Costs: $120 Trash Containers $100 Barricade placement/removal Total: $220	
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Maintain 5' clear pedestrian zone on all sidewalks. No pavement damage allowed for tent supports.		$0	
INSURANCE 248.530.1807	SO	Renewal Certificate required to be provided before event			
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters were delivered on 5/16/19 & copy is in file. Updated Certificate of Insurance & payment of estimated cost is due no later than 8/22/14 to Clerk's office.		$165 (PD)	
				TOTAL DEPOSIT REQUIRED **$532.08**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____