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 Application**
Rail Jam

Attached is a special event application submitted by Don Thomas Sporthaus requesting permission to hold the Rail Jam in Woodward Triangle area on September 20, 2014.

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

The Birmingham Street Art Fair will be held September 20th – 21st on South Old Woodward from Maple to Frank. The Rail Jam does not pose a conflict with this event.

SUGGESTED RESOLUTION:
To approve a request submitted by Don Thomas Sporthaus to hold the Rail Jam in Woodward Triangle area on September 20, 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.

5/30/14 emails
6/23 CC Mtg.
to S.E. calendar

#14-100789

RECEIVED BY
MAY 30 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**

$165.-

(Please print clearly or type)

Date of Application 5/30/14

Name of Event 6th ANNUAL BIRMINGHAM RAIL JAM

Detailed Description of Event (attach additional sheet if necessary)
SKI AND SNOWBOARD COMPETITION AND DEMONSTRATION FEATURING 2 PROFESSIONAL ATHLETES

Location THE TRIANGLE BETWEEN S. OLD WOODWARD AND WOODWARD

Date(s) of Event 9/20/14 Hours of Event 9-5
Date(s) of Set-up 9/19/14 Hours of Set-up 9-6
Date(s) of Tear-down 9/20/14 Hours of Tear-down 5-9

Organization Sponsoring Event DON THOMAS SPORTHAUS
Organization Address 690 S. OLD WOODWARD
Organization Phone 248-220-1999
Contact Person HANS ERNI
Contact Phone 248-835-7847
Contact Email HANS@SKIS.COM

5.30.

II. EVENT INFORMATION

1. Organization Type COMMERCIAL ORGANIZATION IN BIRMINGHAM
(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? ☒ YES ☐ NO
List beneficiary MS SOCIETY OF MICHIGAN
List expected income $ 700.00
Attach information about the beneficiary.

4. First time event in Birmingham? ☐ YES ☒ NO
If no, describe THE FIRST EVENT WAS HELD IN THE DON THOMAS PARKING LOT IN 2009

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) _____
☒ Park(s) THE TRIANGLE BETWEEN S. OLD WOODWARD AND WOODWARD

7. Will street closures be required? ☐ YES ☒ NO

8. What parking arrangements will be necessary to accommodate attendance? USING PUBLIC PARKING

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

Describe DON THOMAS SPORTHAUS EMPLOYEES

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

Describe WE WILL HAVE 2 EMT'S ON SITE

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? [X] YES [ ] NO

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

Time music will begin 10 AM

Time music will end 5 PM

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 [X] 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 [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)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?

None

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	1	$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)	1 # 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)	15	10x10
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 6th. ANNUAL BIRMINGHAM RAILJAM
EVENT DATE 9/20/2014

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 5/21/2014
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.

Don Thomas Sporthaus

NOTIFICATION LETTER

Date: ____6/2/2014_____

To: __
Property/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.

NAME OF EVENT: 6th Annual Rail Jam
LOCATION: The triangle (between Old Woodward & Woodward Ave
DATES/TIMES: 9/20/2014 9:00am – 5:00pm
DATES/TIMES OF SET UP: 9/19/2014 10:00am-7:00pm
DATES/TIMES OF TEAR DOWN: 9/20/201 5:00pm-8pm
DATE/TIME OF CITY COMMISSION MEETING_6/23/2014 7;30PM

DESCRIPTION OF EVENT: Don Thomas Sporthaus will be hosting a free ski and snowboard competition for kids and teens. A temporary rail structure will be constructed for competitors to attempt tricks and skills. In addition we will have many of our reps on site to promote their new skiing and snowboarding product. Free give-a-ways and general store promotion will be going on all day. Music all day to add to the overall experience.

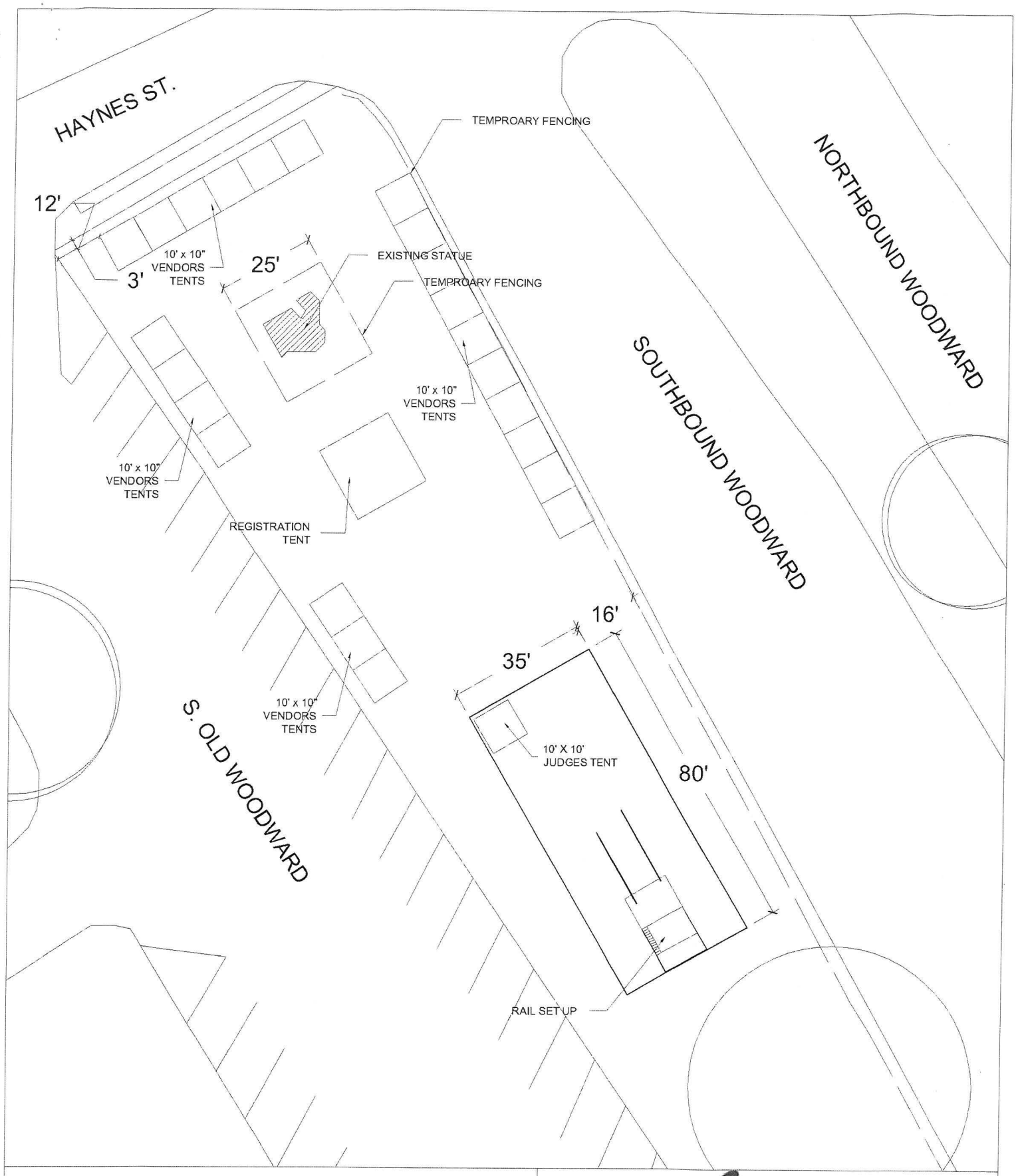
The city commission meets in room 205 of the Municipal Building at 151 Martin. A complete copy of the application to hold this special event is available for your review at the city clerks office (248-530-1880). To receive updates on special events held in the city, log onto: www.bhamgov.org/enotify.

EVENT ORGANIZER: Don Thomas Sporthaus
ADDRESS/PHONE: 690 S. Old Woodward/ 248-835-7847

NOTIFICATION LETTER FOR 6TH. ANNUAL RAIL JAM SEPTEMBER 20 2014

The following addresses are all on S. Old Woodward:

1050 Virtuoso Salon
1020 Caden Design Group
1000 Edward Jones
1000 Benedikt Vander Kolk D.D.S.
1000 National Realty Center
1000 Birmingham Family Therapy Clinic
1000 Specialists in Psyciatric Pharmacology
1000 Dan Stall INC.
1000 Pierce Street Photography
988 Advantage Staffing
966 M.T. Hunter Country Store
950 Wittock Kitchen and Bath Supply
912 Bridal Couture
912 Kitchen by Richards
880 HWWB Realators
880 Berkshire Hathaway Home Sevices
850 Hagopian World of Rugs
820 Sherwin-Williams Paint
808 Birmingham Design Studio
784 Tiffany Florist
750 Be Well
670 BoConcepts



DON THOMAS SPORTHAUS
RAIL JAM EVENT SITE PLAN

SCALE: 1/32" = 1'-0"

Don Thomas Sporthaus

DEPARTMENT APPROVALS

EVENT NAME 2014 Rail Jam

LICENSE NUMBER #14-10079

COMMISSION HEARING DATE June 23, 2014

NOTE TO STAFF: Please submit approval by **June 4, 2014**

DATE OF EVENT September 20, 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	MB	No signage requested		0	
BUILDING **101-000.000.634.0005** 248.530.1850	Ken Cooper	Building permit required for the ski structure. All canopies must be weighted down.	Building permit required for the ski structure	1. Cost of the building permit. 2. 2 hours of overtime costs $127.90	
FIRE **101-000.000-634.0004** 248.530.1900	FM Bigger	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.	None	Inspection – $75.00	

		4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. 5. Pre-event site inspection required. 6. All food vendors are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible. 7. Cords, hoses, etc. shall be matted to prevent trip hazards. 8. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 9. A permit is required for Fire hydrant usage. 10. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 11. Provide protective barriers between hot surfaces and the public.			
POLICE **101-000.000.634.0003** 248.530.1870	TK	10 Meter spaces for Fri and Sat. Must have personnel to assist pedestrians crossing Old Woodward from the store to the event.		$240.00 + $50 Deposit for meter bags. $290.00	
PUBLIC SERVICES **101-000.000-634.0002** 248.530.1642	CL	1). The Department is requiring that the event have (1) trash Dumpster located by the food vendor stations. 2). The Department is requiring that the event double fence around the designated property that is suggested for their demonstration/competition area.		$170.00	

		3). The Department is requiring that the art piece that is located in the triangle be fenced off separately. 4). Additional cost could occur if trash is needed to be picked up after the event.			
ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	No comments.		$0	
INSURANCE 248.530.1807	SO	Contingent upon City's insurance requirements being met.		0	
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters were delivered by applicant 6/2/14. 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 9/5/14.	Applications for vendors license must be submitted no later than 9/5/14.	$165 pd	
				TOTAL DEPOSIT REQUIRED **$662.90**	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____