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
Woodward Camera Cruise Event

Attached is a special event application submitted by Woodward Camera requesting permission to place two tents in the parking area in front of 33501 Woodward Ave on August 16 - 18, 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 Woodward Camera requesting permission to place two tents in the parking area in front of 33501 Woodward Ave on August 16 - 18, 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.

6/23/14 CC.

#14-10073
$165.
Rec #97179

CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

on SE calendar & website Calendar

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 April 2014

Name of Event Veterans hospitality tent

Detailed Description of Event (attach additional sheet if necessary) Viewing of Dreame Cruise for Veterans and their families

Location front Parking Lot of Woodward Camera 33501 Woodward Ave

Date(s) of Set up Aug ~~16~~ 15 2014 Hours of Set up 10AM

Date(s) of Event Aug 16 – 18 Hours of Event 9AM - 8:30PM

Date(s) of Tear-down Aug 18 2014 Hours of Tear-down 10 AM

Organization Sponsoring Event Woodward Camera & Piety Hill Chapte NSDAR

Organization Address 33501 Woodward ave Birmingham, MI

Organization Phone 248 642 1985

Contact Person Bert Wedner

Contact Phone 248 766 7761

Contact Email Woodwardcamera@hotmail.com

II. EVENT INFORMATION

1. Organization Type Purity Hill is community group 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.) Purity Hill Request
Christine Richman 248 335 2124

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 will be 3rd year We have had a hospitality tent for Veterans

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

6. The event will be held on the following City property: (Please list)
   ☑ Street(s) Woodward Ave
   ☐ Sidewalk(s) _____
   ☐ Park(s) _____

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

8. What parking arrangements will be necessary to accommodate attendance? 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	0	6 for $200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	0	$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	0	$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)	0 # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	0	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	0	$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)	1	9x40
Portable Toilets		
Rides	0	
Displays		
Vendors	0	
Temporary Structure (must attach a photo)	0	
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Veterans Hospitality Tent

EVENT DATE Aug 16

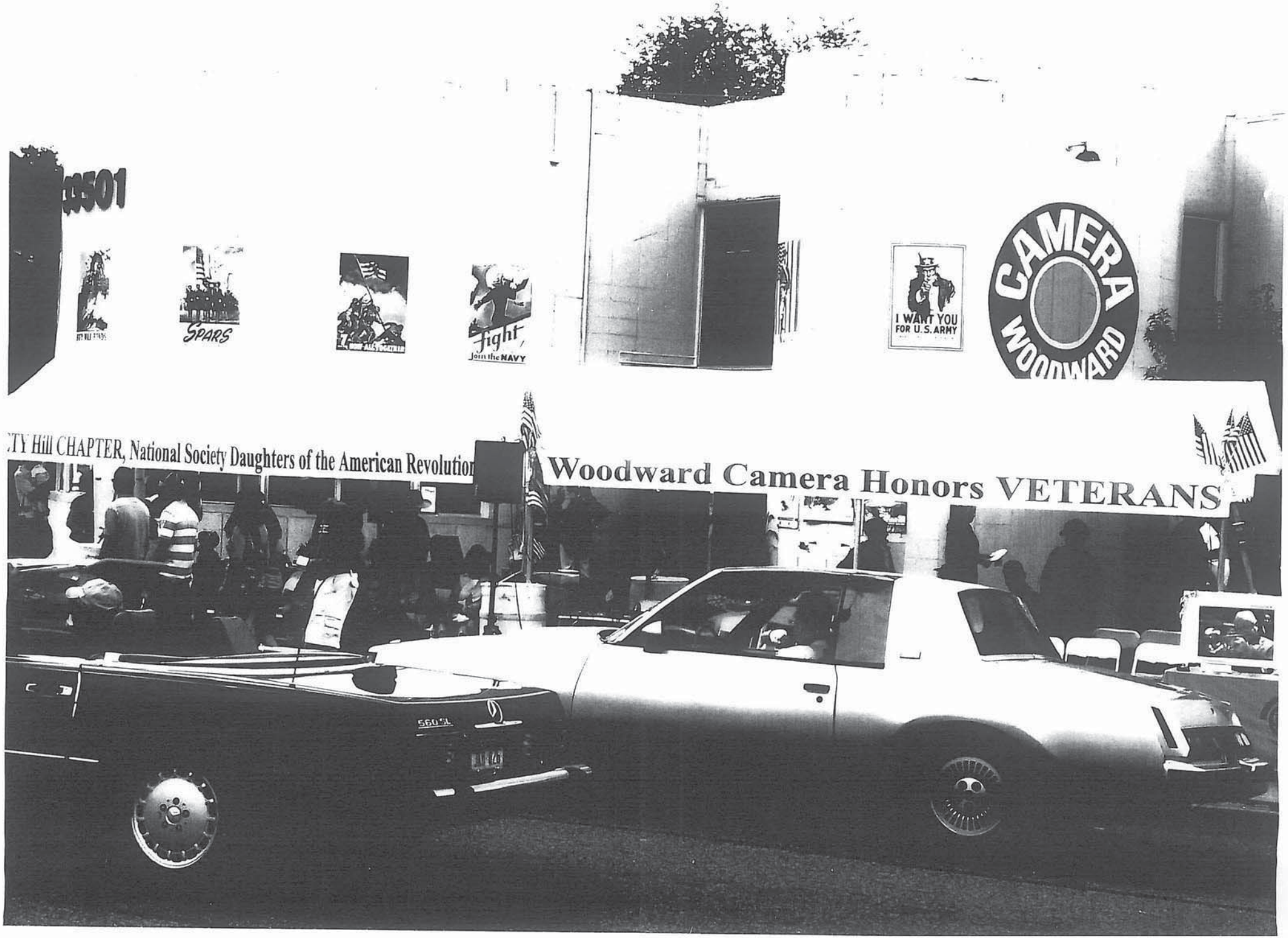
The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely 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

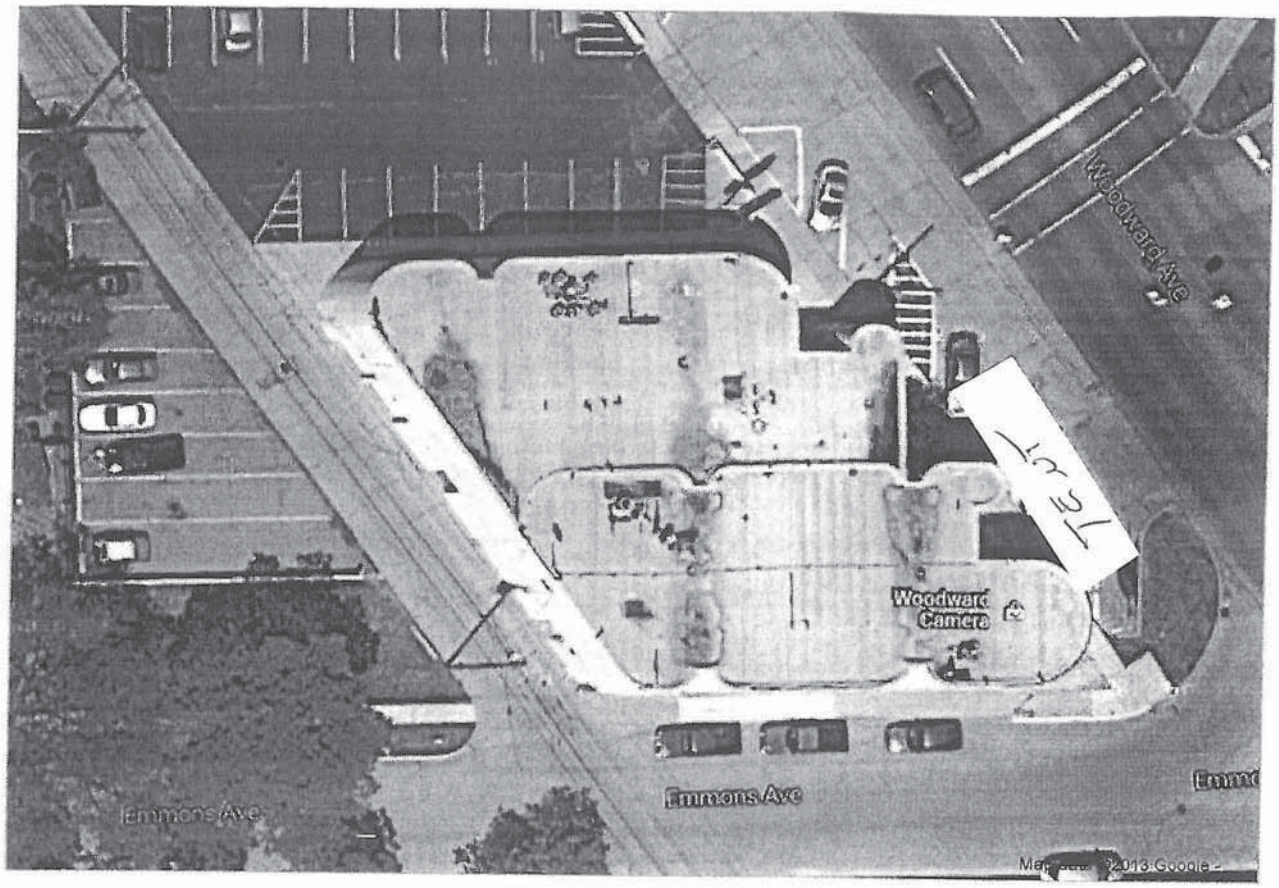
IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- 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.


SPARS
Fight
Join the NAVY
I WANT YOU
FOR U.S. ARMY
CAMERA
WOODWARD
TY Hill CHAPTER, National Society Daughters of the American Revolution
Woodward Camera Honors VETERANS

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google



DEPARTMENT APPROVALS

EVENT NAME VETERANS HOSPITALITY TENT

LICENSE NUMBER #14-10073

COMMISSION HEARING DATE JUNE 23, 2014

NOTE TO STAFF: Please submit approval by **JUNE 2, 2014**

DATE OF EVENT AUGUST 16. 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	PARKING REQUIREMENTS FOR THE OPERATION OF THE BUSINESS MUST BE MAINTAINED IF THE BUSINESS INTENDS TO BE OPEN DURING THE SPECIAL EVENT		0	
BUILDING 101-000.000.634.0005 248.530.1850	Ken Cooper		Tent Permit	Tent permit fee to be paid at time of application for the tent permit	
FIRE 101-000.000-634.0004 248.530.1900	MPM			$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	CL	No Costs for DPS		$0	

ENGINEERING **101-000.000.634.0002** 248.530.1839	BC	Maintain 5' clear pedestrian pathway on sidewalk and keep crosswalk areas clear. No pavement damage from tent supports allowed.		$0	
INSURANCE 248.530.1807	SO	Evidence of required insurance must be on file with the Clerk's Office no later than Aug. 1, 2014.			
CLERK **101-000.000-614.0000** 248.530.1803	LP	Notification letters on file in the Clerk's Office.		$165 (pd)	
				TOTAL DEPOSIT REQUIRED 0	**ACTUAL COST**

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____