

Commission Letter #: 83-10

Commission Meeting of: 3/15/2010

RE: **Special Event – Royal Oak in Bloom, May 9, 2010 Williams Street Parking Lot**

March 9, 2010

The Honorable Mayor
and
Members of City Commission

The Royal Oak Chamber of Commerce has requested permission to use the Williams Street parking lot on Sunday, May 9, 2010 for the 17th Annual Royal Oak in Bloom.

The staff has had discussions involving details of the event with Shelly Kemp, Director of Events for the Royal Oak Chamber of Commerce. Listed below are the specifics of a proposed agreement between the City and the Royal Oak Chamber of Commerce.

I. **Hours of Operation**

The event will be open to the general public from 7:00 a.m. to 2:00 p.m. on Sunday, May 9, 2010. Organizers will set-up between 3:30 and 6:30 a.m. with clean-up following the event from 2:00 p.m. until 4:00 p.m.

II. **Description of Event**

The 17th Annual Royal Oak in Bloom, a one-day outdoor garden sale will be held in the Williams St. surface lot, in front of City Hall. Over 80 vendors will fill the lot selling annuals, perennials, shrubs, law & garden supplies and services. In addition, Master Gardeners, Gardening Club, Nature Society, and the City of Royal Oak Recycling program have been invited to join the show. Chamber of Commerce staff and/or volunteers will hand out food and beverages such as coffee, bagels, pastries and water to vendors only. A local coffee shop may be on hand to sell coffee and baked goods. Shoppers will be able to check their purchases at a "plant pick-up" area as they continue to browse and shop. Three club cars, provided by Beaumont Hospitals will assist shoppers in getting their purchases to their vehicles.

This year's event is expected to draw a crowd of 3,500.

III. **Booths / Tents / Awnings**

Event sponsors plan to place one or more tents/awnings on a designated portion of the Williams Street parking lot.

Organizers have notified vendors that all tents/awnings must be erected/placed without the use of stakes in the parking lot asphalt. Tents must be secured using weights such as sand bags and/or water jugs. The Chamber of Commerce requests ten (10) sandbags be delivered by DPS and dropped by the previous War Memorial location.

In the event any damage, marks or other defacement occurs to parking lot asphalt, parking meters, concrete sidewalk, curbing, or other appurtenances, the Royal Oak Chamber of Commerce agrees to reimburse the City for any related repair costs.

IV. **Tables / Refuse Barrels**

Organizers are requesting delivery of fifteen (15) refuse barrels by the DPS. They will be placed throughout the venue for clean-up throughout the day. The Chamber is also requesting extra bags be given to Chamber staff or placed in the bottom of the refuse barrels.

V. **Parking and Traffic Control**

Event sponsors will be using the entire north and south Williams Street Parking Lot for this event. Vendors will be directed to park their vehicles in the Daily Tribune auxiliary parking lot, Billings Lawn Equipment lot, and Jim Fresard Automotive lot on Main Street. Permission will be obtained by the Chamber of Commerce for all private lot usage. Shoppers will utilize the numerous public lots throughout the downtown area. The Chamber will not direct people to use the Farmers Market lot at any time.

Traffic control will be necessary during set-up/tear down hours on the day of the event. Vendors will enter the Williams Street lot from the Eleven Mile and Third Street entrances only. Only vehicles with approved "loading/unloading" passes will be allowed in the lot. Chamber volunteers will be on hand to assist vendors/vehicles checking in. Barricades need to be placed, by DPS, at the following Williams St. surface lot entrances: 2nd & Main (3), Eleven Mile & Williams St. (3), Third St. & Williams St. (3), Third St. & Alley (3) to prevent access to the lot. Barricades will be in place from 3:30 a.m. until 3:30 p.m. on Sunday, May 9, 2010. **A total of twelve (12) barricades will be needed.** The Chamber is coordinating with DPS on signage.

Street Closings: The Chamber is requesting that Second Street be closed between Main St. and the alley. The Chamber will accommodate valet parking from Andiamo beginning at 12:00 noon to 2:00 p.m., when the event ends.

VI. **Crowd Control & Security**

As in past year's events, the Chamber wishes to utilize the services of the Royal Oak Police Department and the Auxiliary Police unit for security and crowd control.

VII. **Music**

There will be no music provided at this event.

VIII. **Insurance**

A Certificate of Insurance for \$1 million combined single limits coverage has been provided to the City by the Chamber of Commerce with the City named as an additional insured.

VIX. **Reimbursement to the City**

A. **Public Services Overtime**

Organizers request Public Service employees deliver and place twelve (12) barricades, which will be adequate to establish a perimeter within which the Royal Oak in Bloom event will take place. Ten (10) sandbags, to be dropped off by the previous War Memorial location, and fifteen (15) refuse barrels, placed throughout, are also being requested. Organizers are asking that extra refuse bags be provided to Chamber staff or placed in the bottom of the refuse barrels.

Public Services overtime in connection with the drop-off and retrieval of barricades, sandbags and refuse containers is estimated at \$300 - \$400.

B. Police Protection

For purpose of crowd control and traffic direction activity, Royal Oak Police will be assigned at the discretion of the Chief of Police. In the event of any unanticipated circumstance connected in any way to this special event, which necessitates alerting of and/or deployment of police officers, the Chamber of Commerce agrees to reimburse all related expenses incurred by the City. Organizers agree that they will be responsible for any/all overtime costs.

Members of the Auxiliary Police are being requested to assist with security and crowd control.

X. Impact on Adjacent Commercial/Residential Property

The Chamber of Commerce will send out a letter listing this event along with Clay, Glass & Metal and the Antique & Garage Sale to all CBD businesses before the Bloom event.

XI. Restroom Facilities

Event promoters will provide 4 rental port-a-potties which will be placed on the west side of the library, on the sidewalk. The units will be delivered on Saturday, May 8, 2010 and picked up on Monday, May 10, 2009 before 9:00 a.m.

XII. Food and Beverage

Royal Oak in Bloom will be an alcohol free environment. Alcoholic beverages will not be permitted on site. The Chamber of Commerce may provide complimentary food/beverages to Bloom vendors only during set-up (between 3:30-6:45 a.m.). A local coffee house may be on hand to sell coffee and baked goods.

Organizers acknowledge that they are responsible for contacting the Oakland County Health Department to secure any and all permits required from the County for this event.

XIII. Electrical/Water Needs

Chamber of Commerce will need water periodically from both City Hall and Library for the vendors to refresh their flowers. Royal Oak Chamber staff have a water key in their possession.

XIV. Clean-up Procedures

The Royal Oak Chamber of Commerce will provide for clean-up of the area throughout the day with final clean-up after the event from 2-4 p.m. As in past years, barricades will be gathered in a central location, garbage bags will be dropped in a central location, and signage will be taken down.

In the event the City is required to perform any clean-up after this event, the Royal Oak Chamber of Commerce agrees to reimburse the City for all related overtime expense incurred by City workers.

XV. Fire Protection

Event promoters will provide full access to this area for emergency vehicles, which will allow entry response for fire, medical emergency or police related needs.

XVI. **Special Event Permit Fee**

The \$125.00 Special Event Permit fee was paid at the City Clerk's Office on March 4, 2010.

XVII. **Revocation**

The Royal Oak Chamber of Commerce acknowledges that operations under this permit will cease immediately upon notification from the Chief of Police or his designee, that in the judgment of the Chief of Police or his designee, continued operation would pose a threat to the health, safety or welfare of the general public.

XVIII. **Cost Recovery History**

The Royal Oak Chamber of Commerce reimbursed the City of Royal Oak \$ 256.61 for cost recovery associated with their 2006 event, zero for 2007, as there were no costs incurred, \$ 72.00 for 2008 and \$ 270.15 for the 2009 Royal Oak in Bloom event.

The following resolution is recommended for approval:

BE IT RESOLVED, that the Mayor is hereby authorized to execute the attached agreement between the City of Royal Oak and the Royal Oak Chamber of Commerce for the 17th Annual Royal Oak in Bloom on Sunday, May 9, 2010.

Respectfully submitted,

Approved by:



Christopher M. Jahnke
Chief of Police

Donald E. Johnson
City Manager

cc: Wil White, Fire Chief
Greg Rassel, Director of Recreation and Public Service
Julie Rudd, Finance Director
John Kravitz, Treasurer
David Gillam, City Attorney
Al Orr, Superintendent of Motor Pool

AGREEMENT

The agreement between the Royal Oak Chamber of Commerce and the City of Royal Oak concerning the special event, Royal Oak In Bloom 2010, on Sunday, May 9, 2010, as enumerated in Commission Letter # 83-10 is hereby approved this date _____.

ROYAL OAK CHAMBER OF COMMERCE

CITY OF ROYAL OAK

Shelly Kemp
Director of Events

James Ellison
Mayor

Melanie Halas
City Clerk