

Commission Letter #: 159-10

Commission Meeting of: 5/17/2010

RE: **Special Event – Woodward Dream Cruise - Walgreens – August 21, 2010**

May 14, 2010

The Honorable Mayor
and
Members of City Commission

Walgreens is requesting permission to hold an outdoor beverage concession, sidewalk sale and offer rental of parking spaces on their property located at 30852 Woodward. This event is to occur in conjunction with the "Woodward Dream Cruise" on Saturday, August 21, 2010.

The staff has had discussions involving details of the event with Joshua Shina, of Walgreens.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and Walgreens:

I. **Hours of Operation**

Walgreens plans to set up for this event on Saturday, August 21, 2010 at 6am. The event itself would run from 8am to 9pm. Clean-up and break down will be performed by organizer immediately following the event, taking approx. 1 hour.

II. **Description of Event**

Organizers plan to sell cold, non-alcoholic drinks, pre-packaged snacks and in-store merchandise to pedestrian traffic from the sidewalk surrounding their store as well as their business parking lot during the Woodward Dream Cruise. Parking spaces will also be leased to Dream Cruise attendees. Pepsi Cola will park a "special events trailer" in the parking lot to vend beverages during the event. Three or four employees will be outdoors handling sales. There will be no customer seating at this event; sales will be to walk-up customers and those seeking parking spaces only. Organizers will place refuse barrels outside and will empty them as needed.

III. **Parking Control**

On-site parking will be available for staff and customers.

IV. **Insurance**

A Certificate of Insurance for \$2 Million general aggregate coverage has been provided to the City by Walgreens, with the City of Royal Oak named as additional insured.

V. **Impact on Adjacent Commercial/Residential Property**

Organizers anticipate that there will be little impact on the adjacent commercial and residential properties.

VI. **Music**

There will be no music provided for this event.

VII. **Restroom Facilities**

There will be no restrooms available at this event.

VIII. **Food and Beverages**

Cold beverages, cookies and snacks will be sold to the public. There will be no alcohol sold, served or consumed at this event.

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.

IX. **Signs – Alcoholic Beverages**

Any inflatable device used to advertise an alcoholic beverage will not be permitted for this event. For all other inflatable devices (non-alcoholic) as well as any signs, banners, etc., the applicant and/or organizers are required to obtain the necessary permits and/or approvals from Inspection Department, Code Enforcement, or any other appropriate department.

X. **Clean-Up Procedures**

Walgreens plans to have debris picked-up throughout the event with final clean up immediately following, taking approximately 1 hour.

XI. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being held at Walgreens

However, 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,

Walgreens, agrees to reimburse all related expenses incurred by the City of Royal Oak.

Police personnel will be monitoring traffic flow at this location as well as several others during the "Woodward Dream Cruise".

XII. **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.

XIII. **Revocation**

Walgreens 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.


XIV. **Special Event Permit Fee**

The \$200.00 Special Event Permit fee was paid at the City Clerk's Office on May 6, 2010.

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 Walgreens for a one-day, outdoor beverage concession, sidewalk sale and lease of parking spaces on August 21, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: Wil White, Fire Chief
Greg Rassel, Director of Recreation and Public Service
Tim Thwing, Director of Planning
Jason Craig, Building Official

AGREEMENT

The agreement between Walgreens and the City of Royal Oak concerning a Special Event Permit for a one-day, outdoor beverage concession, sidewalk sale and lease of parking spaces on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date

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WALGREENS

CITY OF ROYAL OAK

Joshua Shina

James Ellison
Mayor

Melanie Halas
City Clerk