

Commission Letter #: 159-10

Commission Meeting of: 6/21/2010

RE: **Special Event – Woodward Dream Cruise – Steven Brown – August 21, 2010**

June 3, 2010

The Honorable Mayor
and
Members of City Commission

Steven Brown is requesting permission to host a one-day private party with parking of friend's classic cars at Super Car Wash Systems, located at 31295 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 Steven Brown.

Listed below are the specifics of a proposed agreement between the City and Steven Brown:

I. Hours of Operation

Steven Brown plans to set up for this event at 5:00 a.m. on Saturday, August 21, 2010. The event would run from 9:00 a.m. to 9:00 p.m. on August 21, 2010. Clean-up will occur immediately after the event taking approximately 1 hour.

II. Description of Event

This event will be a one-day private party for invited guests with parking and showing of guests classic cars (approximately 30). Organizers will provide a catered lunch for those in attendance. The caterer will set-up, cook & prepare all foods in an area set up in the rear of the business parking lot. The event will be located in the Super Car Wash Systems parking lot at 31295 Woodward. Guest parking will be provided on the side of the Super Car Wash Systems building.

III. Parking Control

Invited guests will park in the existing business parking lot on the side of the building. **Organizers are advised that there is to be no reserved parking on public (City or County) property.**

IV. Insurance

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by Super Car Wash Systems with the City named as additional insured

V. Impact on Adjacent Commercial/Residential Property

Steven Brown anticipates there will be little impact on adjacent commercial and residential properties.

VI. Restroom Facilities

Organizer has arranged to rent Porta-Johns for use by invited guests at this event.

VII. Food and Beverage

Catered, grilled foods and non-alcoholic beverages will be provided to guests at this event. There will be no sale of food or beverages. There will be no alcohol consumed, served or sold at this event.

VIII. Booths/Tents/Awnings:

Three or four 10' x 10' E-Z Up tents will be set-up by organizer to cover food, dining tables and chairs and to provide shade/shelter to those who need it.

IX. Tables/Grills/Refuse Barrels

A catered lunch will be provided to invited guests at this event. The caterer will set-up a barbeque grill to prepare lunch between the hours of 12:00 and 1:30 p.m. Three 8' tables with chairs will be set-up for food, soft drinks and guest dining. Two refuse barrels will be provided to dispose of debris.

X. Music

There will be no music or amplified sound system at this event.

XI. 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.

XII. Clean-Up Procedures

Organizer anticipates guests will help keep the area clean during the event.

XIII. City Involvement

It is not anticipated that the City of Royal Oak will need to provide anything for the event being hosted by Steven Brown

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, Steven Brown agrees to reimburse all related expenses incurred by the City.

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

XIV. 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.

XV. Revocation

Steven Brown 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.

XVI. Special Event Permit Fee

The \$200.00 Special Event Permit fee was paid at the City Clerk's Office on June 3, 2010.

The following resolution is recommended for approval:

" **Be It Resolved that the Mayor** is hereby authorized to execute the agreement between the City of Royal Oak and Steven Brown for a one-day outdoor private party with classic car parking at Super Car Wash Systems, 31295 Woodward in conjunction with the Woodward Dream Cruise on August 21, 2010."

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: Fire Chief
Greg Rassel, Director of Recreation and Public Service
Tim Thwing, Director of Planning
Jason Craig, Building Official
Corrigan O'Donohue, Deputy Chief of Police

AGREEMENT

The agreement between Steven Brown and the City of Royal Oak concerning a Special Event Permit for a one-day private outdoor party with classic car parking in conjunction with the Woodward Dream Cruise on August 21, 2010, as enumerated in Commission Letter #159-10 is hereby approved this date _____.

STEVEN BROWN

CITY OF ROYAL OAK

Steven Brown

James Ellison
Mayor

Melanie Halas
City Clerk