

Commission Letter #: 159-10

Commission Meeting of: 7/12/2010

RE: **Special Event – Woodward Dream Cruise – Central Medical Imaging – August 21, 2010**

June 26, 2010

The Honorable Mayor
and
Members of City Commission

Central Medical Imaging is requesting permission to host a one day, outdoor private party for business partners and referring physicians in the parking lot of their business establishment at 26454 Woodward, Royal Oak. 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 Jack Eastham of Central Medical Imaging

Listed below are the specifics of a proposed agreement between the City of Royal Oak and Central Medical Imaging:

I. **Hours of Operation**

Organizers plan to set up for this event Saturday, August 21, 2010 beginning around 9am. The event itself would run from 10am to 9pm. Clean-up will occur continually throughout the event with final clean-up performed at 9pm taking approximately 1 hour.

II. **Description of Event**

This event would be a one-day private party for Central Medical Imaging referring physicians and business partners. One 24'x20' and two 10'x12' tents will be erected on-site to shade tables and chairs and provide shelter in the event of inclement weather.

III. **Parking Control**

Organizers will provide parking for invited guests on a portion of the event site.

IV. **Insurance**

A Certificate of Insurance for \$1 Million combined single limits coverage will be provided to the City by Central Medical Imaging with the City of Royal Oak named as additional insured by August 2, 2010.

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

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

VI. **Music**

Organizers plan to have **recorded** music playing at the event from 12pm-7pm.

Any live and/or recorded sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed that sound volume will be reduced immediately upon police request.

VII. **Restroom Facilities**

Organizers will provide portable restrooms on-site for invited guests.

VIII. **Food and Beverage**

Complimentary foods and beverages may be offered throughout the day to invited guests. Alcoholic beverages will not be consumed, served or sold at this event.

IX. **Picnic Tables / Refuse Barrels / Barricades**

Organizers will provide tables and chairs for guest seating; refuse barrels will be placed throughout the area for debris collection.

X. **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.

XI. **Clean-Up Procedures**

Organizers plan to have clean-up performed on Saturday, August 21, 2010 immediately following the event. The estimated time of clean up will be approximately 1 hour.

XII. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being hosted at Central Medical Imaging

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, Central Medical Imaging, 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".

XIII. **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.

XIV. **Revocation**

Central Medical Imaging 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.

XV. **Special Event Permit Fee**

The \$200.00 Special Event Permit fee was paid at the City Clerk's Office on June 24, 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 Central Medical Imaging, for a one-day private party at their business located at 26454 Woodward, on Saturday, August 21, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: Patrick Mulligan, Interim 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 Central Medical Imaging, and the City of Royal Oak concerning a Special Event Permit for a one-day outdoor private party in conjunction with the Woodward Dream Cruise on Saturday, August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

CENTRAL MEDICAL IMAGING

CITY OF ROYAL OAK

Jack Eastham

James Ellison
Mayor

Melanie Halas
City Clerk