

Commission Letter #: 159-10

Commission Meeting of: 7/12/2010

RE: **Special Event–Woodward Dream Cruise – Open Hands Food Pantry–August 21, 2010**

June 29, 2010

The Honorable Mayor

and

Members of City Commission

Open Hands Food Pantry is requests permission to rent (lease) parking spaces in the St. John's Episcopal Church parking lot and on the church front lawn at 26998 Woodward. This event is to occur in conjunction with the "Woodward Dream Cruise" on Saturday, August 21, 2010. As in previous years this event will serve as a fundraiser for the non-profit Open Hands Food Pantry.

The staff has had discussions involving details of the event with Bruce Donigan, Open Hands Food Pantry representative.

Listed below are the specifics of a proposed agreement between the City and Open Hands Food Pantry.

**I. Hours of Operation**

Open Hands Food Pantry plans to set-up for this event on Saturday, August 21, 2010 at 6am. The event itself would run from 7am to 9pm. Clean-up will occur immediately after the event taking approximately 1 hour.

**II. Description of Event**

The event would be a one-day lease of parking spaces in the parking lot, front lawn and grassy areas of the church property located at Woodward Ave. /11 Mile Rd. /Hendrie Blvd. Classic cars will be on the Woodward side of the lawn; non-classic cars parked in the church parking lot. Proceeds from the event will benefit the Open Hands Food Pantry.

**III. Parking Control**

Participants will park in the Church parking lot and on the church lawn.

**IV. Insurance**

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by St. John's Episcopal Church with the City of Royal Oak named as additional insured.

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

Organizers anticipate that there will be no impact on adjacent commercial and residential properties from this event.

**VI. Restroom Facilities**

Open Hands Food Pantry will provide portable restroom facilities in the church parking lot.

**VII. Food and Beverage**

There will be no food or beverages served or sold at this event. There will be no alcohol served, sold or consumed at this event.

**VIII. Booths/Tents/Awnings**

There will be no booths, tents or awnings at this event.

**IX. Tables/Grills/Refuse Barrels**

There will be no tables, grills or refuse barrels provided at this event

**X. Music**

There will be no music or amplification system used for 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**

Clean-up will be performed by volunteers following 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 Open Hands Food Pantry.

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, Open Hands Food Pantry 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**

Open Hands Food Pantry 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 for the Special Event Permit fee was paid at the City Clerk's Office on June 16, 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 Open Hands Food Pantry for a one-day sale (lease) of parking spaces to raise money for the Open Hands Food Pantry, in conjunction with the Woodward Dream Cruise 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 Open Hands Food Pantry and the City of Royal Oak concerning a Special Event Permit for a one-day sale (lease) of parking spaces to raise money for the Open Hands Food Pantry, in conjunction with the Woodward Dream Cruise on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date

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OPEN HANDS FOOD PANTRY

CITY OF ROYAL OAK

\_\_\_\_\_  
Bruce Donigan

\_\_\_\_\_  
James Ellison  
Mayor

\_\_\_\_\_  
Melanie Halas  
City Clerk