

Commission Letter #: 159-10  
Commission Meeting of: 7/12/10

RE: **Special Event – Woodward Dream Cruise – Royal Oak Ford (27550) – August 21, 2010**

June 28, 2010

The Honorable Mayor  
and  
Members of City Commission

Royal Oak Ford is requesting permission to host a one-day, private outdoor employee party at their business establishment located at 27550 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 Ms. Deborah Lovett of Royal Oak Ford.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and Royal Oak Ford.

I. **Hours of Operation**

Organizers of this event plan to set up at 7:00 a.m. The event itself would run from 8am to 9pm. Clean-up of any debris from this event will be performed by Royal Oak Ford staff immediately following the event.

II. **Description of Event**

This event would be a one-day employee private gathering. Two 12'x12' tents will be erected on-site to provide shade and/or shelter in the event of inclement weather. Tables and chairs will be provided for guest dining and Dream Cruise viewing.

III. **Parking Control**

Organizers will provide on-site parking for employees attending this event.

IV. **Insurance**

A Certificate of Insurance for \$15 Million General Aggregate coverage has been provided to the City by Royal Oak Ford with the City 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**

Organizers will provide restrooms inside their business facility for employees and their guests.

VII. **Food and Beverage**

All food and beverages will be provided by employees/guests and prepared by employees/guests. There will be no alcohol consumed, served or sold at this event.

VIII. **Music**

Live music may be provided between the hours of 12 (noon) and 7pm. Plans had not been finalized at time of application.

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**

Clean-up will be performed by Royal Oak Ford staff during and immediately following the event.

XI. **City Involvement**

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

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, Royal Oak Ford 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".

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**

Royal Oak Ford 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 by Royal Oak Ford at the City Clerk's Office on June 22, 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 Royal Oak Ford to host a one-day, private, outdoor employee gathering at 27550 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 Royal Oak Ford and the City of Royal Oak concerning a Special Event Permit to host a one-day, private, outdoor employee party at their establishment located at 27550 Woodward on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date \_\_\_\_\_.

ROYAL OAK FORD

CITY OF ROYAL OAK

\_\_\_\_\_  
Deborah Lovett

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

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