

Commission Letter #: 159-10

Commission Meeting of: 7/12/20010

RE: **Special Event – Woodward Dream Cruise – Michael J. Schenden – August 21, 2010**

June 26, 2010

The Honorable Mayor
and
Members of City Commission

Michael J. Schenden, M.D. is requesting permission to host a private party at Morisette Auto, located at 30712 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 Michael J. Schenden.

Listed below are the specifics of a proposed agreement between the City and Michael Schenden, M.D.

I. Hours of Operation

Michael J. Schenden plans to set-up for this event on Friday evening, August 20, 2010 after 5pm and continue on Saturday August 21st beginning at 7am. The event itself will be held on Saturday, August 21st from 9am to 9pm. Clean-up will occur immediately following the event taking approximately 2 hours.

II. Description of Event

The event would be a one-day private picnic/party for friends and family. Organizer plans to set up one 20' x 30' tent to shade tables and chairs for guest dining. Complimentary catered food and non-alcoholic beverages will be offered to invited guests. The caterer may also erect a small tent to cover the food prep area. There will be no alcohol served, consumed or sold at this event.

III. Insurance

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by Michael J. Schenden with the City named as additional insured.

IV. Impact on Adjacent Commercial/Residential Property

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

V. Restroom Facilities

There will be two porta-potties provided for invited guests attending the event.

VI. Tables/Grills/Refuse Barrels

Organizer will set-up seven 8' and one 6' banquet tables for food service, dining and seating and five 60" round tables for additional seating. The caterer may have a portable grill/smoker on site for food preparation. Trash receptacles will be set in place throughout the event area for debris collection.

VII. Music

There will be no music provided at this event.

VIII. Food and Beverage

Complimentary catered food and non-alcoholic beverages will be served to invited guests at this event. There will be no alcoholic beverages sold, served or consumed at 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. Parking for Participants

Limited guest parking in the existing business parking lot will be available to invited guests.

XI. Clean-Up Procedures

Organizers plan to begin clean-up immediately at the end of the event and have clean up completed 2 hours after the event.

XII. City Involvement

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

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, Michael J. Schenden 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".

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

Michael J. Schenden 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 21, 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 Dr. Michael Schenden for a one-day outdoor private party at Morisette Automotoive, located at 30712 Woodward, 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

A G R E E M E N T

The agreement between Dr. Michael J. Schenden 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 August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date

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CITY OF ROYAL OAK

Dr. Michael J. Schenden

James Ellison
Mayor

Melanie Halas
City Clerk