

Commission Letter #: 159-10

Commission Meeting of: 7/12/2010

RE: **Special Event – Woodward Dream Cruise–N & A Oil Co. (Mobil Gas) – August 21, 2010**

June 26, 2010

The Honorable Mayor  
and  
Members of City Commission

N & A Oil is requesting permission to host a one-day, outdoor private party for family and friends, in the parking lot of their business establishment (Mobil Gas Station) at 31001 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 Tony Kaddo of N & A Oil Co.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and N & A Oil Co.:

I. Hours of Operation

Organizers plan to set up for this event on Saturday, August 21, 2010, at 7am. The event would run from 9am 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, outdoor private party for friends, customers and employees. One 20'x40' tent will be erected on-site for shade against the sun and/or inclement weather. Organizers will provide invited guests with complimentary grilled foods and non-alcoholic beverages, seating for dining and Dream Cruise viewing throughout the day.

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 has been provided to the City by N & A Oil Company with the City of Royal Oak named as additional insured.

V. Impact on Adjacent Commercial/Residential Property

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

VI. Music

There will be no music provided at this event.

VII. Booths / Tents / Awnings

As in previous years, organizers will set up a 20' x 40' tent to shield guests while dining and to protect guests and grills in case of inclement weather.

VIII. Picnic Tables / Refuse Barrels / Barricades / Grills

Organizers will provide tables with chairs under the parking lot tent for guest dining and tables for food preparation. Refuse barrels will be placed around the area for any debris.

IX. RESTROOM FACILITIES

Restrooms inside the service station at the event site will be available for invited guests.

X. Food and Beverage

Grilled foods and non-alcoholic beverages will be provided complimentary throughout the day for invited guests. Alcoholic beverages will not be sold, served or consumed 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

Organizers will have a team of employees on hand for clean-up throughout the event. Final clean-up is estimated to take approx. 1 hour directly 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 at N & A Oil Company.

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, N & A Oil Company, 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".

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

N & A Oil Co. 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 17, 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 N & A Oil Co., for a one-day private party 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 N & A Oil Co., 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 \_\_\_\_\_.

N & A OIL CO.

CITY OF ROYAL OAK

\_\_\_\_\_  
Tony Kaddo

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

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