

Commission Letter #: 159-10

Commission Meeting of: 7/12/10

RE: **Special Event – Woodward Dream Cruise – Events Extraordinaire – August 21, 2010**

June 29, 2010

The Honorable Mayor  
and  
Members of City Commission

Events Extraordinaire is requesting permission to hold a one-day food and beverage concession in the Belle Tire parking lot located at 31053 Woodward Ave., 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 Cynthia Scaglione, of Events Extraordinaire.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and Events Extraordinaire:

I. **Hours of Operation**

Events Extraordinaire plans to set-up for this event on Friday, August 20, 2010 at 9pm. Friday evening will be a set-up only; there will be no food concession sales. The event itself would run from 7am until 9pm on Saturday, August 21, 2010.

II. **Description of Event**

Organizers plan to sell lunch and dinner entrees (cooked on-site) snacks, prepackaged ice cream, bottled water, soda and fresh squeezed lemonade to pedestrian traffic during the Woodward Dream Cruise. Organizers will set-up their 8'x18' mobile kitchen along with a 20'x30' tent for serving area. A 5' propane grill will be on-site to cook foods sold. 8' banquet tables will be set-up under canopies for food and beverage service. Additional tables and chairs for customer seating will be provided as will refuse barrels/bags.

III. **Parking Control**

There will be no designated customer parking for this event. Organizer will be selling to walk-up, pedestrian traffic. Organizers and staff will park at Belle Tire's Thirteen Mile and Southfield location where shuttle service will be provided to the event site.

IV. **Insurance**

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by Events Extraordinaire, 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 for this event.

VII. **Restroom Facilities**

Restroom facilities will be provided indoors at Belle Tire for participants at this event.

VIII. **Food and Beverage**

As previously stated, organizers plan to sell lunch and dinner entrees (cooked on-site), snacks, prepackaged ice cream, soda, bottled water and fresh squeezed lemonade. There will be no alcohol sold, served or consumed at this event.

Organizers acknowledge that they are responsible for contacting the Oakland County Health Department to secure any and all permits required from the County for 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. **Clean-up Procedures**

Events Extraordinaire plans to provide refuse containers and have debris picked-up throughout the event with final clean up immediately after.

XI. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being held at Events Extraordinaire.

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, Events Extraordinaire 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".

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**

Events Extraordinaire 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 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 Events Extraordinaire for a one-day outdoor food and beverage concession 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 Events Extraordinare and the City of Royal Oak concerning a Special Event Permit for a one-day outdoor food and beverage concession on Saturday, August 21, 2010, as enumerated in Commission Letter # 159-10 of 7/12/10 is hereby approved this date

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EVENTS EXTRAORDINARE

CITY OF ROYAL OAK

\_\_\_\_\_  
Cynthia Scaglione

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

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