

Commission Letter #: 211-10
Commission Meeting: 7/12/10

RE: **Special Event Permit – The Inn Place: Rodney Curtis Fundraiser – July 18, 2010**

June 22, 2010

The Honorable Mayor
and
Members of City Commission

The Inn Place Bar & Grill requests permission to host a fundraising event on Sunday, July 18, 2010 at their business located at 917 N. Main Street in Royal Oak. The Staff has had discussions regarding the event with The Inn Place Bar & Grill owner, Russell Gretkierewicz.

Listed below are the specifics of the proposal between the City of Royal Oak and The Inn Place Bar & Grill:

I. **Hours of Operation**

This event will take place on Sunday, July 18, 2010 from 1pm to 8pm. Organizer plans to begin set-up at 11am. Clean-up will take place from 8pm to 9pm.

II. **Description of Event**

This event will be a one-day fund raising party, gathering friends and family of Rodney Curtis. Donations will be sought to assist the family with mounting expenses incurred as Rodney undergoes treatment for Leukemia. Organizers anticipate approximately 75 friends and family members attending the event.

III. **Music**

Karaoke equipment will be set-up and available inside the building for guest entertainment between 1pm and 8pm.

Written assurance will be obtained that any sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed that sound volume will be reduced immediately upon police request.

IV. **Parking and Traffic Control**

Parking for guests will be available in the 32 space parking lot owned by The Inn Place.

V. **Street Closings**

There will be no street closings associated with this event.

VI. **Insurance**

A certificate of insurance for \$1 million combined single limits coverage has been provided to the office of the Chief of Police by The Inn Place Bar & Grill, with the City named as additional insured. As required, this Certificate of Insurance also has a \$1,000,000 liquor liability rider.

VII. **Liquor License**

The Inn Place Bar & Grill is awaiting approval of a requested one-day Special Event Liquor

License from the State of Michigan Liquor Control Commission. Upon receipt a copy will be provided to the Chief of Police.

VIII. **Impact on Adjacent Commercial and Residential Property**

It is not anticipated this event will have any serious impact on adjacent commercial and residential property.

IX. **Restroom Facilities**

Restroom facilities will be provided inside The Inn Place Bar & Grill.

X. **Food and Beverage**

The Inn Place Bar & Grill full daily food & beverage offerings will be available to guests. Organizers will offer alcohol and non-alcohol drinks at a cash bar inside the building only (as is their normal business). The outdoor tent overflow dining area will be surrounded by a temporary plastic fencing barrier. The fencing is approximately 42 inches tall. Organizers will post a doorman to maintain capacity in the indoor area of the business and to check identification for age verification of those in attendance entering the sole entrance to the tent. All beverages containing alcohol will be served by Inn Place TIPS certified staff members.

Organizers acknowledge that they are responsible for contacting the Oakland County Health Department to secure any and all permits required by the county for this event.

XI. **Booths / Tents / Awnings**

A 10' x 20' tent will be erected on the driveway on the south side of the building to accommodate guests and offer protection in the event of inclement weather.

XII. **Tables, Refuse Barrels & Barricades**

No more than 3 tables and 24 chairs will be set-up in the tented area outside for overflow guest seating. Refuse containers will be provided by The Inn Place. A 42" temporary fence will be erected to contain guests.

XIII. **Security**

TIPS trained Inn Place staff will ensure a safe crowd size and will not serve alcohol to minors or visibly intoxicated guests.

XIV. **Clean-up**

Clean-up will be on-going with breakdown and final clean-up finished 1 hr after the event is over.

XV. **Utility Needs**

All utility needs for this event will be provided by The Inn Place Bar & Grill.

XVI. **Reimbursement to the City**

A. **Public Works Overtime** – It is not anticipated there will be any need for Public Works services at this event. In the event the City is required to perform any clean-up after

this event, The Inn Place Bar & Grill agrees to reimburse the City for any related overtime expenses incurred by the City.

- B. Police Protection – It is not anticipated that there will be any serious need for police services/protection for this event. For purpose of crowd control and traffic direction activity, Royal Oak Police will be assigned at the discretion of the Chief of Police. 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, The Inn Place Bar & Grill agrees to reimburse all related expenses incurred by the City. Organizers agree that they will be responsible for any/all overtime costs.

XVII. **Special Event Permit Fee**

The \$125.00 Special Event Permit Fee was paid at the City Clerk's office on June 18, 2010.

XVIII. **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.

XIX. **Revocation**

The Inn Place Bar & Grill 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.

XX. **Cost Recovery History**

There was no cost recovery associated with organizer's 2007, 2008 or 2009 Chili Cook-Off events. The Special Event Permit application fee was paid for all events.

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 Inn Place Bar & Grill for a Rodney Curtis Fundraiser on Sunday, July 18, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: David Gillam, City Attorney
Patrick Mulligan, Interim Fire Chief
Greg Rassel, Director of Recreation and Public Service
Corrigan O'Donohue, Deputy Chief of Police

AGREEMENT

The agreement between The Inn Place Bar & Grill and the City of Royal Oak concerning a Rodney Curtis Fundraiser on Sunday, July 18, 2010 as enumerated in Commission Letter # 211-10, is hereby approved this date _____.

THE INN PLACE BAR & GRILL

CITY OF ROYAL OAK

Russell Gretkierewicz

James Ellison
Mayor

Melanie Halas
City Clerk