

Commission Letter #: 159-10

Commission Meeting of: 8/9/2010

RE: **Special Event – Woodward Dream Cruise – St. Mary Catholic Church Men’s Club – August 21, 2010**

July 26, 2010

The Honorable Mayor
and
Members of City Commission

St. Mary Catholic Church Men’s Club is requesting permission to hold an outdoor food and beverage concession and lease parking spaces on the property owned by Dorothy Sheldon located at 27776 Woodward (former Manzo Eye Care building site). 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 Ed Jelonek Jr. of St. Mary Catholic Church Men’s Club.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and St. Mary Catholic Church Men’s Club:

I. **Hours of Operation**

St. Mary Catholic Church Men’s Club plans to set up for this event on Saturday, August 21, 2010 at 8am. The event itself would run from 9am to 9pm. Clean-up and break down will be performed by organizer immediately following the event, taking approx. 2 hours.

II. **Description of Event**

Organizer plans to offer premier pre-paid parking and concession sales of pre-packaged soda, water and candy bars. All proceeds from sales will benefit St. Mary’s Men’s Club.

III. **Parking Control**

Parking spaces will be primarily pre-paid in the main parking lot. An egress will be available to the alley for customers to exit. Organizers will park in a small side parking spot off the public alley.

IV. **Insurance**

A Certificate of Insurance for \$10 Million coverage has been provided to the City by Michigan Catholic Conference with the City 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. **Restroom Facilities**

City placed, public portable restroom facilities will be nearby.

VIII. **Food and Beverage**

Bottled water, canned soda and a diverse selection of pre-packaged candy bars will be offered for sale. There will be no alcohol sold, served or consumed at this event.

IX. **Booths/Tents/Awnings**

Two 10'x10' tents will be erected on site for concession sales and to shield coolers.

X. **Tables/Grills/Refuse Barrels**

Two large tables will be used for serving concessions; 6 refuse barrels will be on-site.

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**

St. Mary Catholic Church Men's Club will have debris picked-up throughout the event with final clean up immediately following.

XI. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being held by St. Mary Catholic Church Men's Club

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, St. Mary Catholic Church Men's Club 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**

St. Mary Catholic Church Men's Club 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 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 St. Mary Catholic Church Men's Club for a one-day, lease of parking spaces and an outdoor candy bar and beverage concession on 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 St. Mary Catholic Church Men's Club and the City of Royal Oak concerning a Special Event Permit for a one-day, lease of parking spaces and an outdoor candy bar and beverage concession on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

St. Mary Catholic Church Men's Club

CITY OF ROYAL OAK

Edward Jelonek Jr.

James Ellison
Mayor

Melanie Halas
City Clerk