

Commission Letter #: 159-10

Commission Meeting of: 8/9/10

RE: **Special Event – Woodward Dream Cruise – Team Way, Inc. – August 21, 2010**

July 27, 2010

The Honorable Mayor  
and  
Members of City Commission

Team-Way, Inc. / Pei Wei Asian Diner is requesting permission to host a one-day, outdoor food and beverage concession at their establishment at 30278 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 Mr. Barry Winfree of Team Way, Inc. / Pei Wei Asian Diner.

Listed below are the specifics of a proposed agreement between the City and Team Way, Inc. / Pei Wei Asian Diner.

I. **Hours of Operation**

Team Way, Inc. / Pei Wei Asian Diner plans to set-up for this event at 7:30 a.m. on Saturday, August 21, 2010. The event itself would run from 9am until 9pm. Clean-up will begin immediately following the event taking approximately 1 hour.

II. **Description of Event**

This event will be an outdoor food concession of various Asian and American cuisines. Organizers will set-up tables and chairs beneath 2 10'x10' tents erected on their parking lot property south of the restaurant; providing a place for customers to dine after purchasing foods.

III. **Parking Control**

Parking will be available in the rear of the building in the private lot at 30278 Woodward.

IV. **Insurance**

A Certificate of Insurance for \$2 Million general aggregate coverage has been provided to the office of the Chief of Police by Team Way, Inc. with the City named as additional insured.

V. **Impact on Adjacent Commercial/Residential Property**

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

VI. **Restroom Facilities**

Organizer will provide portable outdoor restrooms for customer use.

VII. **Food and Beverage**

Asian Chicken Lettuce Wraps; Spring Rolls; Egg Rolls; Wonton; Lomein; Hot Dogs; Hamburgers; Sausages: Chicken Breasts; Soda & Water will be among the various foods and beverages offered at this event. There will be no alcohol consumed, served or sold 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.

VIII. **Booths/Tents/Awnings**

Organizers will erect two 10'x10' tents over tables & chairs to shield customers while dining and provide shading and protection in the event of inclement weather.

XIV. **Picnic Tables/Refuse Barrels/Barricades/Grills**

Tables and chairs will be set up inside the tents for customer dining. Refuse barrels will be placed around the area for debris. Gas Grills will be on site for food preparation.

X. **Music**

Organizers plan to provide recorded music from 12 (noon) to 9pm.

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 or adjacent business or residential areas. In addition, it is agreed that the sound volume will be reduced immediately upon police request.

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 plan to have receptacles available to clean up any debris generated from this event. Final clean up will immediately follow the event, taking approximately 1 hour.

XIII. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being hosted at Team Way, Inc. / Pei Wei Asian Diner.

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, Team Way, Inc. / Pei Wei Asian Diner 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".

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**

Team Way, Inc. / Pei Wei Asian Diner 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.

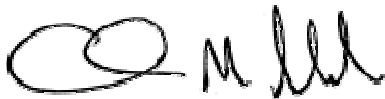
XVI. **Special Event Permit Fee**

The \$200.00 Special Event Permit fee was paid 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 Team Way, Inc. / Pei Wei Asian Diner for a one-day, outdoor food and beverage concession at their business located at 30278 Woodward, 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 Police Chief

## **A G R E E M E N T**

The agreement between Team Way, Inc. / Pei Wei Asian Diner and the City of Royal Oak concerning a Special Event Permit for a one-day outdoor cafe on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date

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TEAM WAY, INC. / PEI WEI ASIAN DINER

CITY OF ROYAL OAK

\_\_\_\_\_  
Barry Winfree

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

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