

Commission Letter #: 159-10

Commission Meeting of: 8/9/2010

RE: **Special Event – Woodward Dream Cruise – The Timken Corp. – August 21, 2010**

July 8, 2010

The Honorable Mayor
and
Members of City Commission

The Timken Corp. is requesting permission to host a one day outdoor private customer event, in the parking lot of Uncle Ed's Oil Shoppe located at 31717 Woodward, Royal Oak. This event is to occur in conjunction with the "Woodward Dream Cruise" on Saturday, August 21, 2010.

The staff has had contact involving details of the event with Pamela Bates of The Timken Corp.

Listed below are the specifics of a proposed agreement between the City of Royal Oak and The Timken Corp.:

I. **Hours of Operation**

Organizers plan to set up for this event on Saturday, August 21, 2010, at 5am The event would run from 8am to 9pm Clean-up will occur continually throughout the event with final clean-up and tear down performed by catering staff beginning at 9pm. Tents and low risers will be taken down and removed by late Sunday a.m. August 22, 2010.

II. **Description of Event**

This event would be a one-day private, by invitation only, catered cookout for The Timken Corp. customers. Three tents and/or canopies will be erected on-site shading tables and chairs for guest dining and food service. As in previous years, organizer will set-up 3-tier low rise bleachers, behind the sidewalk, in the front of Uncle Ed's Oil Shoppe for guests to view the Dream Cruise. Organizers have arranged with a caterer to provide participants with complimentary picnic foods, grilled on site, and non-alcoholic beverages.

III. **Parking Control**

Limited on-site parking will be available and a free shuttle service will be provided from out of area Timken Corp. business locations to invited guests.

IV. **Insurance**

The Timken Corporation maintains a \$2,500,000 Self-Insured Retention on its General Liability insurance. They are a Fortune 500, publicly traded company and have had Schauer Insurance Service Corp. provide the City of Royal Oak a certificate of insurance and letter stating they would honor a legal liability to the City of Royal Oak.

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**

Organizers will provide portable restroom facilities on-site for invited guests.

VIII. **Food and Beverage**

Invited guests will be offered complimentary, catered food and non-alcoholic beverages. There will be no alcohol served, sold or consumed at 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**

Estimated time for clean-up is 1 hour. Tents and low rise bleachers will be broken down and removed from the premises by late afternoon on Sunday, August 22, 2010.

XI. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being hosted at The Timken Corp.

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, The Timken Corp., 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**

The Timken Corp. 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**

XV. The \$200.00 Special Event Permit fee was paid 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 The Timken Corp., for a one-day private customer and cookout 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 Police Chief

AGREEMENT

The agreement between The Timken Corp., and the City of Royal Oak concerning a Special Event Permit for a one-day outdoor, private customer event and cookout in conjunction with the Woodward Dream Cruise on Saturday, August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

The Timken Corp.

CITY OF ROYAL OAK

Pamela Bates

James Ellison
Mayor

Melanie Halas
City Clerk