

Commission Letter #: 159-10
Commission Meeting of: 8/9/2010
RE: **Special Event – Woodward Dream Cruise – JQ Corp. LLC – August 21, 2010**

July 26, 2010

The Honorable Mayor
and
Members of City Commission

JQ Corp. LLC is requesting permission to set-up an outdoor information booth at Woodward/Hunter Shell, 31786 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 Wendy Walters, Resource Manager, JQ Corp. LLC.

Listed below are the specifics of a proposed agreement between the City and JQ Corp. LLC:

I. Hours of Operation

Set-up for the event would begin on Saturday, August 21, 2010 at 7am. The event itself would run from 8am to 9pm. Clean-up will occur immediately following the event taking approximately 1 hour.

II. Description of Event

JQ Corp. will set-up a booth to distribute information promoting two car restoration products they distribute; LizardSkin CI and LizardSkin SC. Organizers will have one small (10'x10'), tent erected at this location offering product information to the general public. The trailer will be located away from the public right-of-way and on private property of Woodward/Hunter Shell located at 31786 Woodward.

III. Parking Control

Organizers plan to rely on foot traffic as their customer base. There will be no parking provided for this event.

IV. Insurance

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by JQ Corp. LLC 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. This is to be a small-scale operation to distributed product information to passing pedestrians.

Organizers have provided a Property Owner Authorization Letter signed by the management of Woodward/Hunter Shell granting approval to JQ Corp. LLC to use the private property located at this business establishment.

VI. Food and Beverage

There will be no food or beverages sold or provided at this event.

VII. Restroom Facilities

JQ Corp. LLC does not plan to have restroom facilities available for customers. Organizers will use the existing facilities at Woodward/Hunter Shell.

VIII. Music

There will be no music or amplification system used 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

All breakdown and final clean-up of area will be completed by 9pm.

XI. City Involvement

It is not anticipated that the City of Royal Oak will need to provide anything for the event being held by JQ Corp. LLC.

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, JQ Corp. LLC 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".

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

JQ Corp. LLC 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 JQ Corp. LLC for a one-day, outdoor product information distribution booth at Woodward/Hunter Shell, 31786 Woodward, in conjunction with the Woodward Dream cruise 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 JQ Corp. LLC and the City of Royal Oak concerning a Special Event Permit for a one-day, outdoor product information distribution booth at Woodward/Hunter Shell, in conjunction with the Woodward Dream cruise on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

JQ Corp. LLC

CITY OF ROYAL OAK

Wendy Walters
Resource Manager

James Ellison
Mayor

Melanie Halas
City Clerk