

Commission Letter #: 159-10

Commission Meeting of: 8/9/2010

RE: **Special Event – Woodward Dream Cruise – Alliance Marsh – August 21, 2010**

July 26, 2010

The Honorable Mayor
and
Members of City Commission

Alliance-Marsh, LLC, is requesting permission to lease parking spaces in the parking lot of their property (Normandy Plaza) located at 31805 Woodward, Saturday, August 21, 2010. 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 Andrea Yeip of Alliance-Marsh, LLC.

Listed below are the specifics of a proposed agreement between the City and Alliance-Marsh, LLC:

I. **Hours of Operation**

This event would run from 7am to 9pm Saturday, August 21, 2010 with set-up only on Friday evening, August 20th. Clean-up would occur throughout the day with final clean up immediately following the event taking approximately 2 hours.

II. **Description of Event**

This event would be a one day lease of parking spaces in front of retail stores at Normandy Plaza to Woodward Dream Cruise participants.

III. **Parking Control**

Parking will be provided for those that lease spaces only.

IV. **Insurance**

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by Alliance-Marsh, LLC, 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 for this event.

VII. **Restroom Facilities**

Organizers will provide 3 Porta Potties, 1 handicap accessible, for participants.

VIII. **Food and Beverage**

There will be no food or beverages provided at this event. There will be no alcoholic beverages served, sold or consumed at this event.

IX. **Booths/Tents/Awnings**

There will be no booths, tents or awnings associated with this event.

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

There will be no tables or grills at this event. Organizer will provide ample refuse barrels for clean-up throughout the day.

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 clean up performed immediately following the event on Saturday, August 21, 2010. The estimated time for clean-up is 2 hours.

XIII. **City Involvement**

It is not anticipated that the City of Royal Oak, will need to provide anything for the event being hosted by Alliance-Marsh, 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, Alliance-Marsh, 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".

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**

Alliance-Marsh, 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.

XVI. **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 Alliance-Marsh, LLC, to lease parking spaces in the parking lot of their property (Normandy Plaza) located at 31805 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 Chief of Police

AGREEMENT

The agreement between Alliance-Marsh, LLC and the City of Royal Oak concerning a Special Event Permit to lease parking spaces in the parking lot of their property (Normandy Plaza) located at 31805 Woodward on Saturday, August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

Alliance-Marsh, LLC

CITY OF ROYAL OAK

Andrea Yeip

James Ellison
Mayor

Melanie Halas
City Clerk