

Commission Letter #: 159-10

Commission Meeting of: 8/9/2010

RE: **Special Event – Woodward Dream Cruise – BSA Troop 385 – August 21, 2010**

July 26, 2010

The Honorable Mayor
and
Members of City Commission

BSA Troop 385 is requesting permission to hold an outdoor food and beverage concession on the property of Mattress World located at 32500 Woodward. 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 Paul Briggs of BSA Troop 385

Listed below are the specifics of a proposed agreement between the City of Royal Oak and BSA Troop 385:

I. **Hours of Operation**

BSA Troop 385 plans to set up for this event on Saturday, August 21, 2010 at 4am. The event itself would run from 7am 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 grill and sell hot dogs and hamburgers, factory sealed soda, bottled water and snack foods to pedestrian traffic during the Woodward Dream Cruise. A tent will be erected to shield tables and chairs for customer dining.

III. **Parking Control**

Limited customer parking will be provided at the rear of the business lot.

IV. **Insurance**

A Certificate of Insurance for \$1 Million combined single limits coverage has been provided to the City by Mattress World, Inc. & Boy Scout Troop 385 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**

Live and/or recorded music will be provided at this event from 10am to 9pm.

VII. **Restroom Facilities**

Restrooms will be available inside Mattress world for organizers.

VIII. **Food and Beverage**

Hot dogs, hamburgers, soda, bottled water, popcorn, chips and ice cream will be offered for sale to the public. There will be no alcohol sold, served or consumed 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.

IX. **Booths/Tents/Awnings**

One tent will be set up on the event site and a truck for equipment storage.

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

Six to 8 tables, 2-3 grills and 4 refuse barrels will be on site as well as coolers for food storage and a portable work station.

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**

BSA Troop 385 will have debris picked-up throughout the event with final clean up immediately following. Four refuse barrels will be placed on site.

XI. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being held at BSA Troop 385

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, BSA Troop 385 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**

BSA Troop 385 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 BSA Troop 385 for a one-day, outdoor food 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 BSA Troop 385 and the City of Royal Oak concerning a Special Event Permit for a one-day, outdoor food concession on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

BSA Troop 385

CITY OF ROYAL OAK

Paul Briggs

James Ellison
Mayor

Melanie Halas
City Clerk