

Commission Letter #: 159-10

Commission Meeting of: 8/9/2010

RE: **Special Event – Woodward Dream Cruise – Shrine Parish – August 21, 2010**

July 27, 2010

The Honorable Mayor
and
Members of City Commission

Shrine Parish is requesting permission to host their 10th Annual Private Parish Party on the grade school's west parking lot on Friday, August 20, 2010 and to sell parking at the following locations in conjunction with the Woodward Dream Cruise on August 21, 2010: the northeast corner of 12 Mile and Woodward (church location & church owned lot leased to Radio Shack), east and west sides of the Shrine Grade School, and at Shrine High School on Thirteen Mile Road west of Woodward. They also wish to sell food, soft drinks, and official Dream Cruise merchandise at the grade school location and Official Dream Cruise merchandise at all locations listed. Activities for children will be offered on Saturday, August 21, 2010.

The staff has had discussions involving details of the event with Carlo Ginotti of Shrine Parish.

Listed below are the specifics of a proposed agreement between the City and Shrine Parish:

I. **Hours of Operation**

Friday, August 20, 2010:

This event, the 10th Annual Private Parish Party, will take place from 4pm – 9pm on Friday, August 20, 2010. Event organizers will begin set-up at 1pm. Clean-up will take approx. 4 hrs immediately following the event.

Saturday, August 21, 2010:

This event will be open to the general public from 6:30am to 9pm on Saturday, August 21, 2010. Event organizers will begin set-up at 6am. Clean-up will begin immediately following the event.

II. **Description of Event**

Friday, August 20, 2010:

It is the intention of the Shrine Church to host a private parish party located on the west grade school parking lot. One large tent, covering 50% of the parking lot, will be erected to shield tables and chairs placed underneath. Dinner and refreshments, including beer, wine and soft drinks will be sold to parishioners inside the tent. A DJ or radio inside the tent will provide amplified music from 5pm to 9pm. Children's games, such as a Dunk Tank and Moon-Walk, may be set-up as well.

Saturday, August 21, 2010:

It is the intention of the Shrine Church to sell parking spaces at the following locations: the northeast corner of 12 Mile and Woodward (church location & church owned lot leased to Radio Shack), east and west sides of the grade school, and at Shrine High School on Thirteen Mile Road west of Woodward. They also wish to sell food, soft drinks, and Official Dream Cruise merchandise at the grade school location and Official Dream Cruise

merchandise at all other listed locations. There will be no alcoholic beverages sold, served or consumed at the event on Saturday, August 21, 2010.

Sales of apparel and merchandise associated with the Birmingham cruise event, logoed or otherwise, will not be sold in the City of Royal Oak during this event.

III. **Food and Beverage**

Friday, August 20, 2010:

Food, beer, wine and soft drinks will be served to the parishioners inside the tent. All parties not known by servers to be 21 or older will be asked to present I.D. Visibly intoxicated persons will not be served. The sale and consumption of beer and wine will be confined to one section of the tent. Alcoholic beverages may be served until 7pm. Alcoholic beverages may be consumed until 8pm. At 8pm all alcoholic beverages are to be removed. As required, National Shrine of the Little Flower Parish has applied to the MLCC for a 24-hour beer/wine license for this event.

Organizers will ensure an ample supply of refuse containers are available to address the litter and debris resulting from this event.

Saturday, August 21, 2010:

Organizers plan to sell Chicken Shack, cookies, soft drinks and Official Dream Cruise Merchandise from a tent erected on the parking lot on the west side of the Shrine Grade School. All food will be pre-cooked. There will be no alcoholic beverages sold, served or consumed at this event on Saturday, August 21, 2010; it will be an alcohol free environment.

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.

Organizers will ensure an ample supply of refuse containers are available to address the litter and debris resulting from this event.

IV. **Sanitation Facilities**

Restrooms will either be privately contracted and/or City provided at the events on Friday, August 20 and Saturday, August 21, 2010. *

- In previous years, City organizers for the Woodward Dream Cruise had been looking for locations to erect City provided port-a-toilets. It is anticipated that port-a-toilets at this location will either be privately contracted and/or provided by the City organizers.

V. **Music**

Friday, August 20, 2010:

Live entertainment will provide amplified music inside the tent beginning at 5pm and ending at 9pm.

Applicant will ensure that any live and/or recorded sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed that the sound volume will be reduced immediately upon police request.

Saturday, August 21, 2010:

There will be no music provided at the Saturday event.

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

It is anticipated that there will be no impact on the adjacent commercial and residential property.

VII. **Insurance**

A Certificate of Insurance for \$10 Million coverage has been provided to the City by Michigan Catholic Conference with the City named as additional insured.

VIII. **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.

IX. **Clean-Up Procedures**

Organizers will provide ample refuse barrels for this event.

X. **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.

XI. **Revocation**

Shrine Catholic Church 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.

XII. **Special Event Permit Fee**

The \$300.00 Special Event Permit fee was paid at the City Clerk's Office on July 26, 2010.

XIII. **City Involvement**

It is not anticipated that the City of Royal Oak will need to provide anything for the event being hosted by Shrine Parish.

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, Shrine Parish agrees to reimburse all related expenses incurred by the City.

XIV. **Parking for Participants**

Parking for staff and guests will be provided on private property.

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 Shrine Parish for the 10th Annual Private Parish Party on the west Shrine Grade School parking lot on Friday, August 20, 2010 and the sale of parking spaces at the church location & church owned lot (currently leased to Radio Shack), the sale of parking spaces, food, soft drinks and official Dream Cruise merchandise at the grade school location and the sale of parking and official Dream Cruise merchandise at the high school location, 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 Shrine of the Little Flower Catholic Church and the City of Royal Oak concerning a Special Event Permit for a private parish party at the Shrine Grade School, west parking lot, on Friday, August 20, 2010 and the sale of parking spaces at the church location & church owned lot (currently leased to Radio Shack), the sale of parking spaces, food, soft drinks and official Dream Cruise merchandise at the grade school location and the sale of parking and official Dream Cruise merchandise at the high school location, in conjunction with the Woodward Dream Cruise on August 21, 2010, as enumerated in Commission Letter # 159-10 is hereby approved this date _____.

Shrine Parish

City of Royal Oak

Carlo Ginotti

James Ellison
Mayor

Melanie Halas
City Clerk