

Commission Letter #: 234-10

Commission Meeting: 8/09/2010

RE: **Special Event Permit: Royal Oak High School Downtown Homecoming Rally, Sept. 25, 2010**

July 29, 2010

The Honorable Mayor
and
Members of City Commission

Mr. John Decker, on behalf of the Royal Oak High School Student Council, requests permission to host the Royal Oak High School Downtown Homecoming Rally, in the west parking lot of the Royal Oak Farmer's Market on Saturday, September 25, 2010. The Staff has had discussions regarding the event with applicant John Decker, and Farmer's Market, Market Master Gwen Ross.

Listed below are the specifics of the proposal between the City of Royal Oak and John Decker.

I. **Hours of Operation**

This event will be held on Saturday, September 25, 2010 from approximately 10:30am to 11:30am. Organizer estimates set-up will take approximately 2-3 hours and clean-up, following the event, approximately 1 hour.

II. **Description of Event**

The Royal Oak High School Downtown Homecoming Rally is being held in conjunction with the High School's homecoming football game scheduled for Friday, October 1st. The event will be open to all students, parents, alumni and members of the public wishing to show their support.

Attendance at the rally is estimated at approximately 200 persons and approx. 150 participants.

III. **Music**

The Royal Oak High School Marching Band will perform in the Farmer's Market west side parking lot; providing music and entertainment for audience enjoyment and listening pleasure. The Royal Oak High School Dance team will also be on hand to perform.

IV. **Parking and Traffic Control**

Participants and guests will park in available spaces in the Farmer's Market south and/or east lot or in overflow parking spaces secured by Market Master Ross across 11 Mile Rd. at the Royal Oak Missionary Church. The cost of the additional parking secured will be reimbursed by applicant directly to Farmer's Market Master Ross.

V. **Street Closings**

There are no street closures associated with this event.

VI. **Insurance**

A certificate of insurance for \$1 million combined single limits coverage will be provided to the office of the Chief of Police by John Decker, Royal Oak High School Student Council Advisor with the City named as additional insured by September 13, 2010.

VII. **Impact on Adjacent Commercial and Residential Property**

Organizer anticipates this event attracting many attendees that will visit the Royal Oak Farmer's Market as well as nearby businesses.

VIII. **Restroom Facilities**

Farmers Market restroom facilities will be available for participants and guests.

IX. **Food and Beverage**

There will be no food or beverages associated with this event. There will be no alcohol consumed, served or sold at this event.

X. **Booths / Tents / Awnings**

There will be no booths, tents or awnings at this event. Organizer will use a portable stage, made available by the Farmer's Market, for a dance team performance. The stage will be placed at the north end of the west parking lot.

XI. **Tables, Refuse Barrels & Barricades**

There will be no tables, chairs or refuse barrels at this event.

Organizer requests the Royal Oak DPS provide and place barricades needed to close off the west side parking lot for the event and retrieve them to reopen the lot when the event concludes.

XII. **Security and Crowd Control**

There is no need for security anticipated at this event.

XIII. **Clean-up**

Applicant and student council members will be responsible for pick up and disposal of all event related debris.

XIV. **Utility Needs**

Any electrical needs will be furnished by the Farmers Market.

XV. **Reimbursement to the City**

- A. **Public Works Overtime** – Organizer requests the following services of the Department of Public Works:
- Barricade delivery, placement & retrieval to close/re-open the west side Market parking lot.
- B. **Police Protection** – Organizer does not anticipate a need for police services at this event. 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, Mr. John Decker, Royal Oak High School Student Council Advisor agrees to reimburse all related expenses incurred by the City.

Organizer agrees he/she will be responsible for any/all overtime costs.

XVI. **Special Event Permit Fee**

The \$125.00 Special Event Permit Fee was paid at the City Clerk's office on July 26, 2010.

XVII. **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**

Mr. John Decker, Royal Oak High School Student Council Advisor 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.

XIX. **Cost Recovery History**

This is a first time event request for organizer; there is not cost recovery history.

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 John Decker, Royal Oak High School Student Council Advisor, for an outdoor Royal Oak High School Downtown Rally in the Farmer's Market west side parking lot on Saturday, September 25, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: Dave Gillam, City Attorney
Patrick Mulligan, Interim Fire Chief
Greg Rassel, Director Recreation & Public Service
Julie Rudd, Finance Director
John Kravitz, Treasurer
Al Orr, Superintendent of Motor Pool

AGREEMENT

The agreement between John Decker, Royal Oak High School Student Council Advisor and the City of Royal Oak concerning an outdoor Royal Oak High School Downtown Homecoming Rally on Saturday, September 25, 2010, as enumerated in Commission Letter # 234-10, is hereby approved this date

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City of Royal Oak

John Decker
Royal Oak High School
Student Council Advisor

James Ellison
Mayor

Melanie Halas
City Clerk