

Commission Letter #: 252-10

Commission Meeting: August 16, 2010

RE: **Special Event Permit: Arts du Jour- August 26, 2010**

August 11, 2010

The Honorable Mayor
and
Members of City Commission

The Arts, Beats & Eats (ABE) Foundation has requested permission to host "Arts du Jour" at the Royal Oak Farmer's Market, indoors and outdoors, on Thursday, August 26, 2010. This event is being held in conjunction with the 2010 Arts, Beats and Eats festival. The Staff has had discussions regarding the event with Jonathan Witz, Jennifer Accavitti and Jeff Wilson, Arts, Beats & Eats Foundation.

Listed below are the specifics of the proposal between the City of Royal Oak and Arts. Beats & Eats Foundation.

I. **Hours of Operation**

This event will be held on Thursday, August 26, 2010 from 6pm to midnight. Organizer estimates set-up will take approximately 4 hours. Clean-up and breakdown will be performed at the conclusion of the event taking approximately 2 hours.

II. **Description of Event**

Arts du Jour is the annual charity preview event for Arts, Beats & Eats featuring a variety of live entertainment, musical performances, bands, cultural performances, strolling entertainment and samples provided by 50 of Royal Oak's and Metro Detroit's most fantastic restaurants, eateries, markets, caterers and beverage boutiques.

In its 8th year, Arts du Jour will benefit nine Metro Detroit charities by raising money and increasing awareness and outreach for the organizations. The Arts, Beats & Eats Foundation is committed to making a difference through art and entertainment. Charities receive 75% of the proceeds of all ticket sales. Over \$2 million has been raised for local charities since inception.

This is a private, invitation only event. Staff will be stationed at the entrance to welcome invited guests, estimated at approx. 1,000.

III. **Music**

A live band will provide background music inside the Farmer's Market between 6pm and midnight. Outside, in the Market's west side parking lot, live music will be performed between 6pm-11pm. All outdoor music will cease at 11pm.

Written assurance will be obtained that any 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 sound volume will be reduced immediately upon police request.

IV. **Parking and Traffic Control**

Participants will utilize public parking in the Farmer's Market south and east parking lots, on street and in area parking structures. Additional spaces have been secured, at

organizers' expense, by Market Master Ross at the Royal Oak Missionary Church, across Eleven Mile. Event guests will be offered valet parking utilizing the Church lot. The valet station will be located at or near the Farmer's Market east door. There is no need for traffic control anticipated.

V. **Street Closings**

There are no street closures associated with this event.

VI. **Liquor License**

Arts, Beats & Eats Foundation will submit a request for a one-day Special Event Liquor license to the State of Michigan Liquor Control Commission for this event. Upon receipt a copy will be provided to the Chief of Police. In the event a permit is not issued, the event will be alcohol-free.

VII. **Insurance**

A Certificate of Insurance for \$1 Million combined single limit coverage and \$1 Million liquor liability coverage has been provided to the City of Royal Oak, by Arts, Beats & Eats Foundation with the City named as additional insured.

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

Organizer does not anticipate any adverse effect on adjacent properties.

IX. **Restroom Facilities**

Restroom facilities will be available inside the event venue.

X. **Food and Beverage**

Fifty of Royal Oak's and Metro Detroit's most popular restaurants will be on-site offering precooked culinary delight samples. There will be four (2 inside; 2 outside) beverage (alcohol, water and soft drink) service areas.

Attendees purchasing alcohol will have their I.D. checked to insure they are over age 21; a wrist bracelet will be affixed to designate same. The outdoor event area will be surrounded by a temporary plastic snow fencing barrier. The fencing is approximately 48 inches tall. Organizers will post security at the west side door (sole exit/entrance) into the market to insure alcohol is not carried out of the secured event area. All alcohol sales will be served by TIPS certified bartenders the ABE Foundation has contracted with Howard P. Waxer of Parties With Class to provide.

Organizers acknowledge that they are responsible for ensuring any/all vendors contact the Oakland County Health Department to secure any and all permits required by the County for this event.

XI. **Booths / Tents / Awnings**

One 40'x60' tent, secured by water barrels, will be erected in the Farmer's Market west lot.

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

Tables will be provided by event coordinator; however, it is requested refuse barrels be supplied.

XIII. **Security and Crowd Control**

Security will provided by Arts du Jour.

XIV. **Clean-up**

ABE has contracted with a private clean-up company to clean immediately following the event.

XV. **Utility Needs**

Organizer will place a generator on-site however, requests water and additional electrical needs be provided by the Farmer's Market for this event.

XVI. **Reimbursement to the City**

- A. **Public Works Overtime** – Organizer has a Rental Contract with the Farmer's Market to rent the market and west parking lot for this event. They request DPS provide and place barricades to close off the west parking lot for the event and retrieve the barricades following the event. Organizer does not anticipate a need for additional DPS services at this event. In the event of any unanticipated circumstance connected in any way to this special event, Arts, Beats & Eats Foundation agrees to reimburse all related expenses incurred by the City.
- 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, ABE Foundation agrees to reimburse all related expenses incurred by the City.

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

XVII. **Special Event Permit Fee**

The \$125.00 Special Event Permit Fee will be paid at the City Clerk's office by August 3, 2010.

XVIII. **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.

XIX. **Revocation**

ABE Foundation 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.

XX. **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 Arts, Beats & Eats Foundation to hold Arts du Jour on Thursday, August 26, 2010 at the Royal Oak Farmer's Market.

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
Corrigan O'Donohue, Deputy Chief of Police

AGREEMENT

The agreement between Arts, Beats & Eats Foundation and the City of Royal Oak concerning the special event, Arts du Jour, to be held at the Royal Oak Farmer's Market on Thursday, August 26, 2010, as enumerated in Commission Letter # 252-10 is hereby approved this date _____.

Arts, Beats & Eats Foundation

City of Royal Oak

Jonathan Witz

James Ellison
Mayor

Melanie Halas
City Clerk

