City of Royal Oak
City Clerk's Office
211 Williams Street
Royal Oak, MI 48067
(248) 246-3050

Woodward Dream Cruise

2012 DREAM CRUISE SPECIAL EVENT RULES & REGULATIONS

Please read these rules and regulations and keep them in your files. Read the entire application, sign it, and enclose all required material and mail to the City Clerk's Office, 211 Williams Street, Royal Oak, MI 48067. **The application must be submitted by 4:30 p.m. on June 19, 2012 or a late fee of $200 will be added to the application fee.**

1. **CARE OF AREA**: All exhibitors/vendors agree to keep their area in a clean and sanitary condition during the term of the event, and to restore the area to a thoroughly clean condition after the event. All exhibitors/vendors having any throw-away materials and/or food must provide trash containers with plastic trash bags to be placed in a visible location in their vending area for public use. All bags must be sealed and placed in a designated area at the close of the event.

2. **PERMITS:** All exhibitors/vendors in the Royal Oak Cruise agree to obtain and pay for all necessary permits, including, but not limited to, work permits for minors and licenses (including Sales Tax and Use Tax), if applicable, prior to the beginning of the event. Any expenses incurred for such permits and licenses are in addition to fees paid to the City of Royal Oak.

   A PLAN REVIEW IS REQUIRED FOR BUILDING PERMITS AND COULD TAKE UP TO TWO WEEKS*.*

   NOTE: ***The Oakland County Board of Health, Environmental Health Division (248-424-7190), requires licensing of all Oakland food concessions. This permit must be obtained from them prior to the Cruise. The Health Department will conduct inspections during the Cruise.***

3. **AUTHORIZATION:** All exhibitors/vendors agree to provide, at all times, the presence of an authorized representative who has the authority to make changes as may be directed by an official of the City of Royal Oak. All exhibitors/vendors must display a ***Dream Cruise Special Event Permit*** at all times.

4. **SUB-CONTRACTING:** Exhibitors/vendors agree that there is no sub-contracting of space.

5. **SECURITY:** Police officers will be on duty throughout the day. **However, the City of Royal Oak and the Royal Oak Police Department assume no responsibility for loss or damage to your property.**

City of Royal Oak
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211 Williams Street
Royal Oak, MI 48067
(248) 246-3050

Office Use:
Accepted on_____
Rejected on _____
Location_____

Woodward *Dream Cruise*

2012 DREAM CRUISE SPECIAL EVENT PERMIT APPLICATION

Be Sure To Include The Following:

☐ Concession Fee ☐ Insurance Certificate ☐ Taxpayer ID# ☐ Health Permit ☐ Non Profit
☐ Site Set-Up Diagram ☐ Property Owner Authorization ☐ Driver's License Copy of Application Signer

A. **(Please check one)**: Food Vendor Merchandiser Information Distribution Only Private Event

BUSINESS/ORGANIZATION _____

CONTACT PERSON _____ TAX #_____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAY PHONE # _____ NIGHT PHONE # _____ FAX # _____

EMAIL ADDRESS _____

SET-UP LOCATION: _____

DAY OF EVENT CONTACT _____CELL PHONE #_____

B. **CONCESSION FEES FOR SATURDAY, AUGUST 18, 2012**

1. All fees are non-refundable.
2. A permit is required for all businesses intending to conduct business outside the actual building.

- ❑ **New Sales Permit (for outdoor on-premises sales by an existing licensed business of a type not normally carried on by that business.)**
  Food / Merchandise $200

- ❑ **Outdoor Sales Permit (for outdoor on premises sales by an existing licensed business of the type that is normally carried on inside of the business, not including the sale of alcohol.)**
  Food / Merchandise $200

- ❑ **Outdoor Sales Permit With Alcohol (for outdoor on premises sales by an existing licensed business of the type that is normally carried on inside of the business, including the sale of alcohol.)**
  Food / Merchandise $300

- ❑ **Third-Party Permit (for a special event , either indoor or outdoor, conducted by any individual or entity on premises normally occupied by an existing licensed business, pursuant to any form of agreement with the existing licensed business.**
  Food / Merchandise / Private Party $200

- ❑ **Late Fee (if application submitted after June 19, 2012)** $200

C. **DESCRIPTION OF EVENT:** _____

_____

_____

_____

_____

EVENT START TIME:_____ **EVENT END TIME: 9:00 PM**

ESTIMATED TIME FOR SET-UP:_____

D. **DIAGRAM OF PROPOSED SITE SET-UP MUST BE INCLUDED WITH THIS APPLICATION.**

All exhibits/vending/events must take place on private property. No exhibit/vending/event may be set-up on public property or on the public right-of-way between sidewalk and curb.

E. **DO YOU INTEND TO HAVE MUSIC?** _____**YES** _____ **NO**

_____LIVE _____AMPLIFICATION _____RECORDED _____LOUD SPEAKERS

TIME MUSIC WILL BEGIN: _____ TIME MUSIC WILL END: _____

NOTE: If music is authorized, it must be directed away from residential areas. The volume will be turned down or off, if directed by the Police.

F. **DESCRIBE FOOD OR ITEMS THAT WILL BE SOLD**

List items. Vendors will NOT be allowed to vend any item not listed below or conduct any activity that is not specifically detailed in this application or rules and regulations.

FOOD or ITEM Description	FOOD or ITEM Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Booths/Tents/Awnings:_____

_____

_____

_____

NOTE: Tent or temporary structure requires Building Permit from the Building Dept. (2nd Floor). A PLAN REVIEW IS REQUIRED FOR BUILDING PERMITS AND COULD TAKE UP TO TWO WEEKS.

Tables/Grills/Refuse Barrels: _____

_____

_____

_____

Sanitation/Restroom Facilities: _____

_____

_____

_____

Clean Up Procedures: _____

_____

_____

_____

Parking for Organizers/Guests: _____

_____

_____

_____

NOTE: ***The Oakland County Board of Health, Environmental Health Division (248-424-7190), requires licensing of all Oakland County food concessions. This permit must be obtained prior to the Woodward Dream Cruise.***

G. DO YOU INTEND TO HAVE ALCOHOLIC BEVERAGES ON PREMISES? _____YES _____NO

IF ALCOHOL IS PERMITTED, IT MAY ONLY BE SERVED FROM 11:00 A.M. – 7:00 P.M. AND ALL ALCOHOL MUST BE REMOVED FROM ANY OUTDOOR CAFÉ BY 8:00 P.M.

WHAT MEASURES WILL BE TAKEN TO PROHIBIT THE SALE OF ALCOHOL TO MINORS OR VISABLY IMPAIRED INDIVIDUALS?

_____

_____

_____

Applicant acknowledges that he/she is responsible for contacting the Michigan Liquor Control Commission and/or the Oakland County Health Department to secure any and all permits required from the State and/or County for this event.

H. SPECIFICS

1. **Application Deadlines**

Applications must be accepted by 4:30 p.m. **June 19, 2012**. **After the deadline a $200.00 late fee will apply.**

2. **Insurance**

All exhibitors/vendors conducting monetary transactions must submit proof of liability coverage for the term of the Royal Oak Cruise in the amount of $1,000,000 Each Occurrence, $100,000 Damage to Rented Premises (Ea occurrence); $2,000 Med Exp (any one person); $1,000,000 Personal & Adv Injury; $1,000,000 General Aggregate and $1,000,000 Products, Comp/Op Agg. Those businesses serving alcohol must also include a $500,000 Liquor Liability Rider.

Under **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS** the policy must state: "**City of Royal Oak, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are additional insured."**

The CANCELLATION NOTICE portion of the Certificate of Insurance MUST READ EXACTLY AS FOLLOWS: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

In addition, the **CERTIFICATE HOLDER MUST READ: "City of Royal Oak, ATTN: Chief of Police, Royal Oak, MI"**

3. **Payment of Fees**

All fees along with proof of Insurance shall be submitted with this application. All application fees are **NON-REFUNDABLE**.

4. **Acceptance of Rules**

I have read this form and the enclosed copy of the Rules and Regulations and, by signing this form, agree to abide by all rules and regulations set forth in these documents.

YOU MUST ENCLOSE:

- ❑ Total Fee $_____
- ❑ Copy of Certificate of Insurance
- ❑ Copy of Proof of Non Profit Status
- ❑ Copy Property Owner Authorization Letter
- ❑ Copy of Application Signer's Drivers License
- ❑ Diagram of Proposed Site Set-up

Vendor Signature _____ Date_____

_____
Print Name Title

RETURN COMPLETED APPLICATION BY *JUNE 19, 2012* (for processing without a late fee) TO:

CITY CLERK'S OFFICE
ROYAL OAK DREAM CRUISE VENDOR APPLICATION
211 Williams Street
Royal Oak, MI 48067

Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.
Friday 8:00 a.m. - 12:00 p.m. (Noon)

YOUR PERMIT WILL BE AVAILABLE TO PICKUP ONE WEEK PRIOR TO THE CRUISE IN THE CITY CLERK'S OFFICE

For Office Use Only:

FEE PAID:_____ DATE PAID:_____ CLERK:_____

CHECK/RECEIPT# _____CASH: _____ PERMIT ISSUED:_____

City of Royal Oak

WOODWARD DREAM CRUISE SPECIAL EVENT

PROPERTY OWNER AUTHORIZATION LETTER

DATE:_____

Chief of Police
Royal Oak Police Department
221 East Third Street
Royal Oak, Michigan 48067

TO WHOM IT MAY CONCERN:

Our establishment

_____

(Name and Address of Property Owner)

_____

hereby consents to allowing_____

(Name and address of individual/company requesting to use property)

_____

to utilize our private property located at _____

for a special event in conjunction with the Woodward Dream Cruise on Saturday, August 18, 2012.

_____

Authorized Signature of Property Owner

Print Name: _____

_____

Phone number of Property Owner
(for verification purposes, if necessary)

CERTIFICATE OF LIABILITY INSURANCE

4/27/2011

PRODUCER

Sample Insurance Agency, Inc.
123 N Main Street
Royal Oak MI 48067-2619

This certificate is issued as a matter of Information only and confers no rights upson the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

COMPANIES AFFORDING COVERAGE

INSURED

ABC Company
321 S Main St
Royal Oak MI 48067

Company A NORTHTOWN INSURANCE CO.

Company B

Company C

Company D

COVERAGES

This is to certify that the polices of insurance listed below have been issued to the insured namded above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yy)	POLICY EXPIRATION DATE (mm/dd/yy)	LIMITS	
A	**General Liability**				Each Occurrence	1,000,000
	X Commercial General Liability	BND-JXXXX01-1231	00/00/0000	00/00/0000	Damage to Rented Premises (ea occurence)	100,000
	Claims Made				Med Exp (Any one Person)	2,000
	X Occurrence				Personal & Adv Injury	1,000,000
	Owner's & Contractors Prot				General Aggregate	1,000,000
					Products, Comp/Op Agg	1,000,000
	Automobile Liability					
	Any Auto				Combined Single Unit	$
	All owned Autos				Bodily Injury (per person)	$
	Scheduled Autos				Bodily Injury (per accident)	$
	Hired Autos				Property Damage	$
	Non-Owned Autos					
	Garage Liability				Auto Only - Ea Accident	$
	Any Auto				Other than Auto Only:	
					Each Accident	$
					Aggregate	$
	Excess Liability				Each Occurance	
	Umbrella Form				Aggregate	
	Other than Umbrella Form					$
	Workers Compensation and Employers' Liability				WC Statutory __ Limits __ Other	
	The Proprietor / partners / executive officers are:				EL Each Accident	$
					EL Disease - Policy Limit	$
	__ INCL __ EXCL				EL Disease - Ea Employee	$
	OTHER					
	Liquor (if applicable WDC)	BPPXXXXXX	00/00/0000	00/00/0000		$500,000
	Liquor -Sidewalk Cafes	BPPXXXXXX	00/00/0000	00/00/0000		$300,000

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

City of Royal Oak, including all elected & appointed officials, all employees & volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are additional insureds.

CERTIFICATE HOLDER

City of Royal Oak
Attn: Chief of Police
211 Williams St
Royal Oak MI 48068

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Josh Nowgethis

FORM 25-CLI (1/2005)

Chapter 312, EVENTS, SPECIAL

[HISTORY: Adopted by the City Commission of the City of Royal Oak 12-14-1992 by Ord. No. 92-24. Amendments noted where applicable.]

GENERAL REFERENCES

Amusements -- See Ch. 188.
Public auctions -- See Ch. 201.
Fireworks -- See Ch. 345.
Liquor -- See Ch. 430.
Parks and playgrounds -- See Ch. 515.
Special event signs -- See Ch. 607, Art. II.

§ 312-1. Short title.

This chapter shall be known and may be cited as the "Special Event Ordinance."

§ 312-2. Definitions. [Amended 3-20-2006 by Ord. No. 2006-02; 6-16-2008 by Ord. No. 2008-08]

For the purpose of the provisions of this chapter, the following words and phrases shall be construed to have the meanings herein set forth, unless it is apparent from the context that a different meaning is intended:
SPECIAL EVENT -- Any event outside the normal course of business that has not received the approval of the Commission independent of this chapter and which can reasonably be expected to exceed the interior capacity of the building as set by the State Fire Safety Board and/or to block, close or significantly hinder or impair the flow of vehicular or pedestrian traffic on any street, road, or other public right-of-way within the City of Royal Oak.

§ 312-3. Permit required; restrictions during Woodward Dream Cruise and Arts, Beats and Eats Festival. [Amended 4-19-2004 by Ord. No. 2004-12; 5-17-2010 by Ord. No. 2010-06]

A. It shall be unlawful for any person, organization, group or entity to stage or hold a special event without first obtaining a permit therefor from the Clerk of the City of Royal Oak.
B. No special event permit shall be issued for any use of a rooftop for any activity during, and for the two-week period immediately preceding, the Woodward Dream Cruise.
C. No special event permit, special (one-day) liquor license, transient merchant license or peddler's license shall be issued for any activity other than activities produced and operated by Arts, Beats and Eats, Inc., during the Arts, Beats and Eats Festival in the following area: on the north, Catalpa Drive/Gardenia Avenue from Woodward Avenue to Alexander Avenue/Longfellow Avenue; on the east, Alexander Avenue/Longfellow Avenue from Gardenia Avenue to I-696; on the south, I-696

from Longfellow Avenue to Woodward Avenue; and on the west, Woodward Avenue from I-696 to Catalpa Drive. For purposes of this chapter, this area shall be known as, and may be referred to as, the "Festival Zone."

§ 312-4. Application for permit; investigation. [Amended 5-5-1997 by Ord. No. 97-5]

A. Except as provided in § 312-5 for special event permits associated with the Woodward Dream Cruise, every applicant for a permit to stage or hold a special event shall file an application at least 30 days prior to the event with the City Clerk's office upon a form provided by the City of Royal Oak.
B. The applicant shall pay a nonrefundable application investigation fee. Such fee shall be set by a City Commission resolution and shall be renewed annually.
C. The application shall contain the following information:
   (1) The name, address and telephone number of the person requesting the permit.
   (2) A complete description of the event, the number of participants, and the estimated number of those expected to attend the event.
   (3) The date the event is to be conducted and the hour or hours the event will commence and terminate, including time for set-up and clean-up.
   (4) A proposed plan to provide necessary parking, security, crowd control, traffic control, sanitation facilities, noise control, and clean-up of the area of the event.
   (5) Whether any music will be provided, either live or recorded, and whether loudspeakers and/or amplifying devices will be used.
   (6) Whether the use of alcoholic beverages will be permitted on the premises upon which the event is to be conducted and, if so, what measures or procedures will be taken to prohibit the sale of alcohol to minors or to visibly intoxicated individuals.
   (7) Evidence of insurance, including satisfactory proof that the applicant's insurance carrier has been apprised of the applicant's proposed use of alcoholic beverages (if any), naming the City as additional insured in an amount sufficient to protect the City from any and all claims for damages from personal injury, property damage or any other injury arising from or as a result of the activity or event. This provision may be waived at the discretion of the City Commission. [Amended 3-20-2006 by Ord. No. 2006-02]
   (8) The applicant may be required to indemnify the City for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity or event.
   (9) Any other information deemed pertinent by the City in evaluating the effect such events may have on the health, safety and welfare of the residents of the City of Royal Oak.
D. Upon receipt of such application, the City Clerk will refer same to the Chief of Police and any other City employees deemed necessary for investigation and a recommendation concerning the application. The findings resulting from such investigation shall be reported to the City Manager who shall report the findings to the City Commission.

§ 312-5. Woodward Dream Cruise. [Added 5-5-1997 by Ord. No. 97-5]

A. In addition to any other provisions of this chapter, the following classes of permits are established for special event permits associated with the Woodward Dream Cruise:
   (1) New sales permit: for outdoor on-premises sales by an existing licensed business of a type not normally carried on by that business.
   (2) Outdoor sales permit: for outdoor on-premises sales by an existing licensed business of the type that is normally carried on inside of the business, not including the sale of alcohol.
   (3) Outdoor sales with alcohol: for outdoor on-premises sales by an existing licensed business of the type that is normally carried on inside the business, including the sale of alcohol.
   (4) Third-party permit: for a special event, either indoor or outdoor, conducted by any individual or entity on premises normally occupied by an existing licensed business, pursuant to any form of agreement with the existing licensed business.
B. Every applicant for a permit to stage or hold a special event associated with the Woodward Dream Cruise shall file an application at least 60 days prior to the event with the City Clerk's Office on a form provided by the City. In addition to the nonrefundable application investigation fee described in § 312-4, an applicant who files an application less than 60 days prior to the event shall pay an additional nonrefundable late fee in an amount to be set by resolution of the City Commission. The applicant shall otherwise comply with the provisions of § 312-4. [Amended 3-7-2011 by Ord. No. 2011-06]

§ 312-6. Arts, Beats and Eats Festival. [Added 5-17-2010 by Ord. No. 2010-06]

A. Approved outdoor service areas within the Festival Zone shall be allowed to continue to operate, but may not be increased or expanded during the Arts, Beats and Eats Festival.
B. Arts, Beats and Eats, Inc., is hereby granted the exclusive right to hang temporary banners recognizing Festival sponsors on any public property (with the prior approval of the City) and any private property (with the prior approval of the property owner) within the Festival footprint during, and for the one day immediately preceding, the Arts, Beats and Eats Festival. During those dates, an owner or lessee of private property within the Festival footprint may not hang any commercial signage related to any other entity other than its own business on its building, or in or on its storefront.
C. Every applicant for a permit to stage or hold a special event associated with the Arts, Beats and Eats Festival outside the Festival Zone shall file an application at least 60 days prior to the event with the City Clerk's Office upon a form provided by the City of Royal Oak. The applicant will otherwise comply with the provisions of § 312-4 of this chapter.

§ 312-7. Criteria for issuing permit. [Amended 5-5-1997 by Ord. No. 97-5; 5-17-2010 by Ord. No. 2010-06]

A permit shall be issued by the City Commission if the following criteria are met:
A. The application was fully and accurately completed.

B. Adequate provisions have been made for the protection of the health, safety and welfare of the community.
C. The special event will not unreasonably affect the use or enjoyment of private or public property and will not cause unreasonable traffic hazards or delays.
D. The special event will not constitute a public nuisance.
E. The applicant makes payment to the City prior to the event of the costs anticipated to be incurred by the City in assigning personnel to the special event to assure the health, safety and welfare of the community, as determined by evaluating the information submitted in the application. In addition, said payment shall also include the cost incurred by the City in notifying area property owners, if such notification is determined necessary by the City Commission. The final billing will be adjusted to reflect the actual utilization of City personnel and equipment.
F. The special event will not adversely impact or unreasonably affect the use or enjoyment of the private property in the vicinity of the event.

§ 312-8. Violations and penalties. [Amended 5-5-1997 by Ord. No. 97-5; 5-17-2010 by Ord. No. 2010-6]

Any person who violates any provision of this chapter shall be deemed guilty of a misdemeanor upon conviction and shall be punished by the imposition of a fine not to exceed $500 and/or by imprisonment for a period not to exceed 90 days within the discretion of the court.