City of Royal Oak
City Clerk's Office
211 Williams Street
Royal Oak, MI 48068
(248) 246-3050

SPECIAL EVENT PERMIT

Code of the City of Royal Oak, Chapter 312

PERMIT # SE-_____

APPLICATION MUST BE TURNED IN 30 DAYS PRIOR TO EVENT

APPLICATION INFORMATION: DATE:_____

Name: _____ Phone #: _____

Address: _____

ORGANIZATION / BUSINESS SPONSORING EVENT:

Name: _____ Phone #: _____

Address _____

CONTACT PERSON(S) ON DAY OF EVENT:

Name: _____

Address: _____

Phone #: _____

Cellular Phone #: _____

Pager # / Email Address: _____

DESCRIPTION OF EVENT: _____

_____

_____

_____

_____

_____

Number of Participants: _____ Estimated Attendance: _____

Date(s) of Event: _____

Hour(s) of Event: _____

Estimated Time for Set Up: _____ Clean Up: _____

Please provide details of proposed plans for the following items relative to your special event. If needed, please use an additional sheet(s) and attach to this application.

Security: _____

_____

_____

_____

Crowd Control: _____

_____

_____

_____

Traffic Control: _____

_____

_____

_____

Street Closings: _____

_____

_____

Food & Beverages: _____

_____

_____

Booths/Tents/Awnings: _____

_____

_____

_____

NOTE: If your special event incorporates a tent or temporary structure (i.e., stage or platform) larger than 120 sq. ft. or a sign/banner, please contact the Building Department for required permit(s) (248) 246-3210.
A PLAN REVIEW IS REQUIRED FOR BUILDING PERMITS AND COULD TAKE UP TO TWO WEEKS.

Picnic Tables/Refuse Barrels/Barricades: _____

_____

_____

_____

Utility Needs: _____

_____

Parking for Participants: _____

_____

_____

_____

Sanitation/Restroom Facilities: _____

_____

_____

_____

Noise Control: _____

_____

_____

_____

Clean Up Procedures: (If interested in recycling, contact DPS (248) 246-3300)

_____

_____

_____

Impact on adjacent commercial, industrial and residential property: _____

_____

_____

_____

Written consent of adjacent property owners (Attach copies of completed consent letters- Sample included in application packet): _____

_____

Will Music Be Provided? _____Yes _____No

Live_____ Amplification_____ Recorded_____ Loudspeakers_____

Time Music Will Begin: _____

Time Music Will End: _____

Location of Live Band/Disc Jockey/Loudspeakers/Equipment: _____

_____

_____

_____

Will Alcoholic Beverages Be Permitted on Premises: _____Yes _____No

If so, what measures will be taken to prohibit the sale of alcohol to minors, or visibly impaired individuals?

_____

_____

_____

If a commercial establishment not licensed by the Michigan Liquor Control Commission provides alcohol to its patrons in the normal course of business, a special event application is necessary. Applicant shall provide evidence of insurance, including satisfactory proof that the insurance carrier has been apprised of the proposed use of alcoholic beverages. §312

- **PLEASE INCLUDE:**

  A $125.00 Application Fee
  (non-refundable fee §312.4)
  A copy of Driver's License
  A Certificate of Liability Insurance
  The Permission Letter
  Diagram of Proposed Site Set Up

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.

The Applicant will be billed for the entire cost of City services after the event.

SIGNATURE OF APPLICANT: _____

Print Name:

APPROVALS:

CITY COMMISSION MEETING OF: _____

POLICE CHIEF _____ DATE _____

CITY CLERK _____ DATE _____

NON-REFUNDABLE FEE: _$125.00_ DATE PAID _____ CHECK # _____ CASH ☐

ANTICIPATED COST TO CITY _____

PRE-PAYMENT BY APPLICANT:_$_____ DATE:_____

Revised 3/16/11

Special Event "Property Owner" Permission Letter

DATE:_____

Chief of Police
City of Royal Oak
221 East Third Street
Royal Oak, MI 48067

To Whom It May Concern:

Our establishment(s) _____ hereby consents to a
(Name and Address of Establishment)

special event involving _____ on

_____ Street between/in the vicinity of _____.

It is understood that this special event will take place on _____

from _____ to _____.

The affect on parking on the street and/or nearby parking lots will be: _____

_____

_____

The affect on through traffic will be: (street closed) _____

_____

For how long? _____

The number of people and trucks involved in the special event? _____

It is understood that this special event will (will not) involve our establishment/premises.

_____
Authorized Signature

Print Name:

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.