



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

Woodward Dream Cruise

2019 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 S. Williams Street, Royal Oak, MI 48067.

- **THE APPLICATION MUST BE SUBMITTED BY 4:30 P.M. ON JUNE 18, 2019 OR A LATE FEE OF \$200 WILL BE ADDED TO THE APPLICATION FEE.**
- **WE WILL ACCEPT APPLICATIONS WITH LATE FEES UP UNTIL AUGUST 2, 2019.**
- **NO APPLICATIONS WILL BE ACCEPTED AFTER AUGUST 2, 2019**

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 S. Williams Street
Royal Oak, MI 48067
(248) 246-3050

Office Use:
Accepted on _____
Rejected on _____
Location _____

Woodward *Dream Cruise*

2019 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 17, 2019

- All fees are non-refundable.
- 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 18, 2019) \$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: If your event incorporates a tent or temporary structure (i.e., stage or platform) larger than 120 sq. ft., 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.

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 VISIBLY 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 18, 2019**. **After the deadline a \$200.00 late fee will apply.** We will accept applications with late fees up until August 2, 2019. **No more applications will be accepted after August 2, 2019.**

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 18, 2019 (for processing without a late fee) TO:

CITY CLERK'S OFFICE
ROYAL OAK DREAM CRUISE VENDOR APPLICATION
211 S. 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 ____ CREDIT ____ PERMIT ISSUED: _____

City of Royal Oak

2019 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 17,
2019.**

Authorized Signature of Property Owner

Print Name: _____

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