



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 1, 2021

SUBJECT: CONSIDER APPROVAL OF THE CROP HUNGER WALK CIVIC EVENT APPLICATION

ADMINISTRATIVE SUMMARY

Staff received the Crop Hunger Walk civic event application in June of 2021, which was past the deadline for all 2021 Civic Event application submittals. The organizer advised that the application was sent late because they were unsure if the event would be able to be held due to the COVID-19 Pandemic limitations that were in place in March. Since the limits have been lifted, they would like to be able to hold the event in October.

The Crop Hunger Walk has been a long-standing Civic Event held in downtown Brighton. There are no City services or personnel support required for this event and the Committee is recommending approval.

RECOMMENDATION

Approval of the Crop Hunger Walk Civic Event Application

Prepared by: Patty Thomas, Asst. to the DPS Director

Gretchen Gomolka, Finance Director

- Within Budget
- Budget Amendment Necessary and in Proper Form
- Other _____

City Attorney

- Acceptable Form and Ready to Execute
- Other _____

Reviewed &

Approved by: Nate Geinzer, City Manager

Attachments: Crop Hunger Walk Application



Civic Event Application Form

Application Date: 6/14/2021

Name of Organization: CROP Walk - Church World Service

Name of Applicant: Mary Kushner

Address: 4199 Brian Drive Brighton, MI 48114

Contact Information:

Cell Phone 810-599-5195 Home Phone 810-220-2820

Email Address mkushner23@gmail.com

Event Title: CROP Hunger Walk

Event Location: 5K walk through downtown Brighton

Event Days/Times (Please stipulate the following information for each date of event)

Date	Day of Week	Beginning Time	Ending Time
<u>10/17/21</u>	<u>Sunday</u>	<u>2:00 p.m.</u>	<u>4:00 pm</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Set up Time/Date <u>11a.m./ 10-17</u>	Tear down Time / Day <u>4:30 p.m./ 10-17</u>	Rain Date (if applicable) <u>NA</u>
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Please Note: Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the tear-down of all materials with their on-site vendors, sponsors, etc. is complete by the tear-down time given above.

Organization/Applicant Information

Applications for Civic Events in the City of Brighton shall NOT be approved for applicants in default to the City. Therefore, each Application for Civic Events shall be routed to the Finance Department for a determination of any defaults to the City. In the event a default to the City exists, the Application shall be disapproved by the Finance Department with the nature of the default described as the reason of the disapproval.

Tax Identification Number: 13-4080201

Brief Description of Organization's Purpose and/or Function:

Church World Service is a non-profit organization that raises money to support programs that alleviate poverty and hunger, locally and globally. CROP stands for Communities Responding to Overcome Poverty.

Is this organization a non-profit? Y N

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.



Does your group presently have Liability Insurance? Y N

General Liability Insurance is required naming the City of Brighton as additionally insured. If food is being served, product liability must be included. Limits of liability should be no less than \$1,000,000 combined single limit for bodily injury and property damage.

Events that include the sale or distribution of alcohol must have a special event liquor liability policy in an amount not less than \$1,000,000 naming the City of Brighton as additionally insured. This policy is in addition to the comprehensive liability insurance.

Please Provide a Description of the Proposed Civic Event (attach additional pages if necessary):

This is a 5K (3.2 mile) walk beginning at First United Methodist Church, (400 E. Grand River). Walkers follow a marked course through downtown Brighton with a rest stop at St. George's Lutheran Church on Main Street and ending at the start location. All parking is at the beginning church.

Is this event expected to occur next annually? Y N

If yes, you can reserve a date for next year via this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule, if applicable (e.g., third weekend in July):

third weekend in October



OR

Next year's specific date(s):

Date(s)	Day(s) of Week	Date(s)	Day(s) of Week
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proceeds from the event(s) will be used for:

75% of the money raised goes to global hunger programs sponsored by Church World Service.

25% of the money raised goes to local charitable organizations: Bountiful Harvest Food Pantry, The Torch Food Truck, and Love, Inc.



Parade, Run or Walk

Answer the following section if the proposed civic event is a parade or run/walk event.

Starting Point:

First United Methodist Church 400 E. Grand River

Route (use the attached map or provide your own to designate the route):

Ending Point:

First United Methodist Church 400 E. Grand River

Number of Entries:

50-100 walkers

Traffic Control Plan:

Crossing guards at Grand River crossings

If you event is a run/walk, will you be providing volunteers at all road crossings? Y N

Will volunteers be wearing shirts identifying them? Y N

Will Volunteers be wearing reflective safety vests? Y N



Will there be an admission fee? Y N

If yes, how much will you charge?

Do you plan to utilize vendors and/or exhibitors for sales of any kind? Y N

What is the fee charged to each vendor/exhibitor? _____

Do you plan to contribute revenues received from this event to local organizations and/or community groups? Y N

If yes, please specify which organizations and/or local community groups and how much you will contribute.

Organization/Community Group	\$ Amount
Bountiful Harvest Food Pantry	9%
Torch Food Truck	8%
Love, Inc.	8%
_____	_____

What is the expected attendance for this event? 100 walkers

Do you plan to supply additional restroom facilities? Y N

Number of volunteers 10



Number of staff members: 4

How will volunteers and staff members be identified?
t-shirts

How will this event benefit the residents and/or improve the quality of life in the City of Brighton?
25% of funds raised stay local to assist agencies with hunger. This gives Brighton citizens a way to help the world.

Electrical services required (please be as accurate as possible)
None

Other utilities required (please be as accurate as possible):
None

City facilities requested (please be as accurate as possible):
None



Do you plan to utilize the City's AMP? Y N

If yes, please note a refundable security deposit of \$500 will be required.

Please review the page entitled "The AMP", which details what areas and equipment are included in the AMP. Please provide the detailed aspects (i.e. vendors, musical performances, days, times etc.) and their locations on the AMP Drawing.

Do you plan to utilize off-site parking facilities? Y N

If yes, please specify where the off-site parking will be located:
Cars will be parked at First United Methodist Church where the walk begins and ends.

What is your plan for transportation from the parking area to the event location?
NA

Signage

Signage Requested (please detail sign locations and types on the attached map and provide sign renderings.

Number of signs 10

Detailed locations of signs:
On corners identifying direction of the walk

Date signs posted: 10/17 Date signs removed: 10/17



Please attach a list of equipment (e.g. stage, tents, vehicles, etc.) that you will use for the event or will be bringing onto City property, streets, or park areas. Please note, all equipment items are subject to approval. If tents are to be used, please fill out the "Brighton Area Fire Authority Tent Permit Application" (attached).

NA



Are you requesting a street closure for your event? Y N

If yes, please detail the street(s) you would like closed and the location of the closure(s) on the attached map.

Do you want to sell and/or serve alcohol? Y N

If yes, please see the attached sheet titled, "Alcohol," and fill in the questions in complete detail.

Security

If the event requires overnight setup or storage of goods, equipment, etc., security is the responsibility of the event applicant.

If your event requires overnight security, please provide the following details of your security plan:

Please list on site representative names and contact information:

On Site Representative	Phone Number
_____	_____
_____	_____
_____	_____



Owner(s) Affidavit

I, _____, have authorized _____ as
(Company/Organization Owner) (Civic Event Applicant)

my representative for the purpose of obtaining a Civic Event permit(s) from the City of Brighton
for my organization located at

(Company/Organization Address)

Company/Organization Owner's Signature

Date

Indemnification Agreement

The _____ agrees to defend, indemnify, and hold harmless
(Company/Organization)

the City of Brighton, Michigan, from any claim, demand, suit, loss, cost of expense, or any
damage that may be asserted, claimed or recovered against or from the

_____ and/or the City of Brighton, Michigan, by reason of
(Company/Organization)

any damage to property, personal injury or bodily injury, including death, sustained by any
person whomsoever and which damage, injury or death arises out of or is incident to or in any
way connected with the performance of this contract, and regardless of which claim, demand,
damage, loss, cost of expense is caused in whole or in part by the negligence of the City of
Brighton, Michigan, or by third parties, or by the agents, servants, employees or factors of any
of them.

Signature _____ Date _____

Witness _____ Date _____