

Approval of Special Event Permit 25-19
Water Works Theatre Company Fundraiser June 6, 2025

April 28, 2025

The Honorable Mayor and
Members of City Commission:

The Water Works Theatre Company requests permission to host a fundraiser at the Royal Oak Historical Museum on Friday, June 6, 2025. The event will take place at the Royal Oak Historical Museum located at 1411 West Webster Road.

City staff discussed details of the event with Thomas Toggweiler, member of the Royal Oak Historical Society, and Edward Nahhat of the Water Works Theatre Company, Inc. Listed below are the specifics of a proposed agreement between the City of Royal Oak and the Water Works Theatre Company, Inc.

I. Hours of Operation

The Water Works Theatre Company, Inc. fundraiser will be held from 5:00 p.m. to 10:00 p.m. on Friday, June 6, 2025. Set-up for the event will take approximately two hours, and clean-up for the event will take place immediately following.

II. Description of Event

The Water Works Theatre Company, Inc. is hosting a fundraiser art exhibit celebrating the local behind-the-scenes artists of Shakespeare Royal Oak for their 25 years of professional outdoor festivals. The event will include cocktail tables inside the museum for guests to talk and enjoy small plated foods. The event is \$40 for a ticket, \$60 for a ticket to the event and a ticket to the summer show, or \$100 for two tickets to the event and two tickets to the summer show. The Water Works Theatre Company, Inc. intends to make a \$500 donation to the Royal Oak Historical Society for the use of the building for this event.

Organizers anticipate 200 attendees at this benefit dinner.

III. Booths/Tents/Awnings

Two 10'x10' tents will be erected for the event in the south parking lot for overflow standing area with cocktail tables.

The Water Works Theatre Company, Inc. is responsible for contacting the City of Royal Oak Building Department and obtaining any/all necessary building permits required for tents over 10'x10' in size, prior to the event.

IV. Picnic Tables/Refuse Barrels/Barricades

The organizer is not requesting any additional picnic tables or refuse barrels for the event.

V. Music

This event will have a live violinist and/or guitarist inside the museum from 6:00 p.m. to 9:00 p.m. playing music.

The organizer acknowledges any live and/or recorded 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 the sound volume will be reduced immediately upon police request.

VI. Parking and Traffic Control

The organizer has secured permission from the First Congregational Church of Royal Oak for the use of their parking lot.

VII. Insurance

A certificate of insurance for \$2 million general aggregate and liquor liability coverage will be provided to the city by the Water Works Theatre Company, Inc. with the City of Royal Oak named as additional insured.

VIII. Restroom Facilities

Restrooms inside the Royal Oak Historical Museum will be available for attendee use.

IX. Impact on Adjacent Commercial/Residential Property

The organizer does not anticipate any adverse impact on adjacent commercial and/or residential properties.

X. Security and Crowd Control

Members of the Royal Oak Historical Society and Water Works Theatre Company, Inc. will be on site to address any possible security and crowd control issues.

XI. Food and Beverage

The organizer will have cocktail high top tables set-up inside the museum for catered hors d'oeuvres. The organizer will also provide soft drinks, beer, and wine for the attendees. The organizer will have trained TIPS servers providing beverages to adults 21 years of age or older.

The organizer will apply for a temporary special liquor license from the Michigan Liquor Control Commission for this event. A copy will be forwarded to the police department upon receipt prior to the event.

The organizer acknowledges they are responsible for contacting the State of Michigan Liquor Control Commission and Oakland County Health Department to secure all permits required from the state and county for this event.

XII. Electrical Service

The Royal Oak Historical Society will provide all electrical needs for the event.

XIII. Clean-Up Procedures

Final clean-up and breakdown will be performed by Royal Oak Historical Society members and volunteers immediately following the end of the event and will take approximately one hour. All refuse from this event will be placed in the onsite dumpsters.

XIV. Fire Protection

Event promoters will provide full access to this area for emergency vehicles to allow entry response for fire, medical emergency, or police related needs.

XV. Reimbursement to the City

A. **Department of Public Services**

The organizer is not requesting DPS services.

B. **Police Protection**

No police services are anticipated for this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates alerting of and/or deployment of additional police officers, the Water Works Theatre Company, Inc. agrees to reimburse all related expenses incurred by the city.

XVI. Special Event Permit Fee

A \$125.00 special event permit fee was paid to the city clerk's office on March 20, 2025.

XVII. Revocation

The Water Works Theatre Company, Inc. acknowledges the operations under this permit will cease immediately upon notification from the chief of police or his designee if, in the judgment of the chief of police or designee, the continued operation will pose a threat to the health, safety, or welfare of the public.

XVIII. Cost Recovery History

There has been no cost recovery associated with this event.

If the city commission agrees, the following resolution is recommended for approval:

Be it resolved, the mayor and city clerk are hereby authorized to execute the agreement between the City of Royal Oak and The Water Works Theatre Company, Inc., in partnership with The Royal Oak Historical Society for the Water Works Theatre Company fundraiser to take place on Friday, June 6, 2025, at the Royal Oak Historical Museum.

Respectfully submitted,

Michael Moore
Chief of Police

Approved,

Joseph Gacioch
City Manager

1 Attachment

cc: Joseph Gacioch, City Manager
Niccolas Grochowski, City Attorney
Tim Thwing, Director of Community Development
Kevin Yee, Director of Recreation and Public Service
Jim Cook, Fire Chief
Kymberly Coy, Finance Director
Jaynmarie Hubanks, Treasurer
Jason Craig, Building Official
Keith Spencer, Deputy Police Chief
Patrick Stanton, Deputy Police Chief
Judy Davids, Community Engagement Specialist
Chris Weagel, Cable Coordinator WROK

A G R E E M E N T

The agreement between the Water Works Theatre Company, Inc. and the City of Royal Oak concerning the fundraiser on Friday, June 6, 2025, as enumerated in Commission Letter SEP #25-19, is hereby approved on this date, April 28, 2025.

WATER WORKS THEATRE COMPANY, INC

CITY OF ROYAL OAK

Edward Nahhat, President

Michael Fournier
Mayor

ROYAL OAK HISTORICAL SOCIETY

Thomas Toggweiler

Melanie Halas
City Clerk

Location:

Royal Oak Historical Society

June 6, 2025

Shakespeare Royal Oak
Raising event

Outdoor
Map
Key:

Two 10x10
tents



Perimeter
Stanchions

