

Special Event Permit Agreement: #25-33

RE: The 42nd Annual Royal Oak Spooktacular on October 19, 2025

June 16, 2025

The Royal Oak Chamber of Commerce (ROCC) requests permission to host their 42nd Annual Royal Oak Spooktacular community event on Sunday, October 19, 2025.

City staff has discussed details of this event with Heather Zeller of the Royal Oak Chamber of Commerce. Listed below are the specifics of a recommended agreement between the city and the Royal Oak Chamber of Commerce.

I. Hours of Operation

Spooktacular will take place from 1:00 p.m. until 5:00 p.m. on Sunday, October 19, 2025. The organizer estimates four hours needed for set-up and two hours for clean-up. Clean-up will begin immediately following the end of the event and be completed by 7:00 p.m.

II. Description of Event

Spooktacular is a public event featuring trick-or-treating at downtown businesses in Royal Oak. Additional activities include family games, face painters, and a DJ playing spooky music at Centennial Commons Park. Spooktacular will be set up at East Third Street and South Troy Street in Centennial Commons Park.

The organizer estimates approximately 5,000-10,000 people in attendance.

III. Parking

Participants will be encouraged to park in area parking structures, metered spaces, and downtown surface lots. The event will result in no street closures. There is no charge for metered parking on Sundays.

IV. Security/Crowd Control

The event organizer will utilize its staff for all attractions within the event, including check-in, bounce houses, games, and other activities.

For purpose of crowd control and security activity, the Royal Oak Police Department will maintain a detail consisting of two police officers from 12:00 p.m. until 5:00 p.m. This detail will be in place throughout the duration of the event and assigned at the discretion of the chief of police.

V. Traffic Control

Because this event will be held in the city park and on the sidewalks, no street closures are requested.

VI. Food and Beverages

Food vendors will be located within the event footprint providing donuts, popcorn, and cider to the attendees.

The organizer acknowledges they are responsible for contacting the Oakland County Health Department to secure all permits required from the state and/or county for this event.

VII. Picnic Tables/Refuse Barrels/Barricades
The organizer is requesting 10 additional refuse containers from the department of public services (DPS) to be placed within Centennial Park.

VIII. Booth/Tents/Awnings
Vendors will have 10'x10' pop-up tents. The organizer is offering non-profit family-focused organizations to set-up tents at the park to engage the community during the event.

Similar to the ROCC Summer Concert Series, the event organizer will place a stage roof in Centennial Commons and remove it upon event closing.

The organizer acknowledges they are responsible for obtaining any/all required permits pertaining to the building of any tents, stages or stage roofing larger than 10'x10' in size, through the Royal Oak Engineering Department.

IX. Restroom Facilities
Two portable restrooms will be placed within the event footprint for public use in the park.

X. Clean-Up Procedures
Clean-up will begin immediately following the end of the event and be completed by 7:00 p.m.

XI. Insurance
A certificate of insurance from Mason-McBride, Inc. with \$2 million general aggregate has been submitted to the city by Heather Zeller, Royal Oak Chamber of Commerce with the City of Royal Oak named as additional insured.

XII. Music
The organizer plans to have a DJ in Centennial Commons Park playing Halloween family-friendly music. The music will begin at 1:00 p.m. and end at 5:00 p.m.

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.

XIII. Utility Needs
The organizer does not have any requests for assistance with utility needs other than DPS activating the power for the park prior to the event.

XIV. Reimbursement to the City

A. Department of Public Services – DPS is requested to provide 10 refuse boxes in Centennial Commons Park for the event.

B. Police Services – For the purpose of crowd control, security, and traffic direction activity, the Royal Oak Police Department will maintain a detail consisting of two police officers from 12:00 p.m. until 5:00 p.m. This detail will be in place throughout the duration of the event and assigned at the discretion of the chief of police.

The organizer agrees they will be responsible for any city staff costs associated with

the event. In the event any unanticipated circumstance connected in any way to this special event that involves or necessitates alerting of and/or deployment of additional police officers and/or city services, Royal Oak Chamber of Commerce agrees to reimburse all related expenses incurred by the city. The organizer agrees that they will be responsible for associated costs related to city services.

C. Auto Parking – No city streets will be closed, and no parking meters will be affected.

XV. Impact on Adjacent Commercial/Residential Property

The organizer expects this event to be well attended and numerous businesses to participate by passing out candy to children. The organizer does not believe this event will have any negative impact on commercial or residential properties.

XVI. Fire Protection

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

XVII. Revocation

The Royal Oak Chamber of Commerce 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 poses a threat to the health, safety, or welfare of the general public.

XVIII. Cost Recovery

The cost recovery for this event is as follows:

2016: \$3,628.26	2019: \$2,289.72	2022: \$5,562.57
2017: \$4,525.97	2020: Cancelled	2023: \$68.78
2018: \$3,227.79	2021: \$3,123.98	2024: \$0

XIX. Special Event Permit Fee

The \$125.00 special event permit fee was paid at the city clerk's office on June 13, 2025.

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


AGREEMENT

The agreement between the Royal Oak Chamber of Commerce and the City of Royal Oak concerning the 42nd Annual Royal Oak Spooktacular event on Sunday, October 19, 2025, as enumerated in SEP Agreement #25-33, is hereby approved on this date June 16, 2025.

ROYAL OAK CHAMBER OF COMMERCE

Heather Zeller
Event Coordinator

CITY OF ROYAL OAK



Michael Moore
Chief of Police

Melanie Halas
City Clerk

