

Special Event Permit Agreement #25-34

RE: Royal Oak Downtown Development Authority Social District Saturdays on July 12, August 9, and September 13, 2025

June 16, 2025

The Royal Oak Downtown Development Authority (DDA) is requesting permission to organize the 3rd Social District Saturdays to promote the downtown district on three separate dates. The event will take place throughout the central business district of Royal Oak on the following dates:

- Saturday, July 12, 2025
- Saturday, August 9, 2025
- Saturday, September 13, 2025

City staff discussed details of the event with Daniel Solomon with the Downtown Development Authority. Listed below are the specifics of a proposed agreement between the City of Royal Oak and the Downtown Development Authority:

I. Hours of Operation

The event will take place from 11:00 a.m. to 6:00 p.m. on July 12, August 9, and September 13, 2025. The set-up for the event will take place at approximately 10:00 a.m. and clean-up will be completed by 7:00 p.m. each day of the event.

II. Description of Event

Social District Saturday encourages people to visit social district businesses to purchase food and beverages and enjoy at two common area locations. The proposed location will be Centennial Commons Park.

At the proposed location there will be acoustic music and yard games, along with tables and seating for patrons to enjoy the downtown district. The organizer will be inviting several street performers to participate in the event. The organizer will also be hosting a cornhole tournament which will be run by Michigan Cornhole.

The organizer anticipates approximately 500 people in attendance each Saturday of the event.

III. Parking and Traffic Control

On-street metered parking, surface lots, and parking structures in the central business district will be available for those attending the event.

The organizer does not anticipate a need for traffic control.

IV. Street Closings

The organizer is not requesting any road closures for these events.

V. Security

The organizer does not anticipate a need for security or crowd control.

VI. Insurance

Not applicable.

VII. Reimbursement to the City

- A. **Department of Public Services** – It is not anticipated there will be any need for DPS services at this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates DPS, the Downtown Development Authority agrees to reimburse all related expenses incurred by the city.
- B. **Police Services** – It is not anticipated there will be any need for police services at this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates the alerting of and/or deployment of police officers, the Downtown Development Authority agrees to reimburse all related expenses incurred by the city.
- C. **Auto Parking** – Not applicable.

VIII. Impact on Adjacent Commercial and Residential Properties

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

IX. Restroom Facilities

No restroom facilities will be provided. Patrons attending the event will be encouraged to use the facilities of the businesses where they purchase food and beverages.

X. Booths / Tents / Awnings

Volunteer booths will be utilized at both locations. The organizer will use 10'x10' tents for volunteers. For any tents larger than 10'x10' in size, the organizer acknowledges approval will be needed by the Royal Oak Engineering Department prior to the event date.

XI. Picnic Tables / Refuse Barrels / Barricades

Bistro-style tables will be utilized for the event.

XII. Clean-Up Procedures

The organizer will be responsible for all clean-up.

XIII. Food and Beverages

Patrons will be encouraged to purchase food and beverages from downtown businesses.

XIV. Electrical Service

The organizer will need an outlet in Centennial Commons Park for the check-in table and a small speaker.

XV. Music

Acoustic musical acts will be featured in the park and end at 6:00 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.

XVI. Special Event Permit Fee
Not applicable.

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

XVIII. Revocation
The Downtown Development Authority 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.

IXX. Cost Recovery History
No cost recovery history is associated with this event.

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 Downtown Development Authority and the City of Royal Oak concerning the Social District Saturday special event on July 12, August 9, and September 13, 2025, as enumerated in SEP Agreement #25-34, is hereby approved this date June 16, 2025.

DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF ROYAL OAK

Daniel Solomon



Michael Moore
Chief of Police

Melanie Halas
City Clerk

SOCIAL DISTRICT SATURDAYS 2025 PROPOSED LAYOUT

2nd Saturdays - July to September
July 12
August 9
September 13

-  Loud Speaker for Announcements & Early Music
-  Table and Chairs for MI Cornhole Check-in
-  Giant Jenga Setup on Long White Table
-  A-Frame Sign with Cornhole & SD Information
-  Picnic Table
-  Musician / Band
-  Cornhole Tournament Area
-  Extra Cornhole - Not in tournament
-  Already present refuse containers

CENTENNIAL COMMONS

