



PLEASE RETURN TO:  
 Community Services Permit Desk  
 City of Ann Arbor - 6<sup>th</sup> Floor, City Hall  
 100 N Fifth Avenue, PO Box 8647  
 Ann Arbor, MI 48107-8647  
 Phone: (734) 994-2674  
 Fax: (734) 994-8460

Date Received: \_\_\_\_\_  
 (Please apply at least 60 days prior to event)

Insurance Expires On: \_\_\_\_\_

**NOTE:** If the event is in a business area, the appropriate Merchant Association must be notified. Some Special Events will require City Council approval.

*paid*

**APPLICATION FOR PERMIT FOR NON-COMPETITIVE/SPECIAL EVENT**

(Permit Required for More Than 25 Participants Using City Streets  
 OR More Than 50 Participants Using City Parks or Sidewalks)

1. Name and Type of Event: Ozone House End-of-Summer/Fall Harvest Dinner at the Farmer's Market
2. Date and Time of Event: Friday, September 19, 2008 Setup Time 2:00 - 6:30 pm  
 Event Start Time 7:00 pm Event End Time 11:30 pm Cleanup Time 11:30 - 12:30
3. Date and Time of Street Closings (if applicable) N/A
4. Name of Applicant/Position with Organization: Ozone House Youth & Family Services  
 Address of Applicant: 1705 Washtenaw Avenue, Ann Arbor State MI Zip 48104  
 Phone No(s): (734) 662-2265  
 Fax No. (734) 662-9724 Email: supton@ozonehouse.org
5. Contact Person (if other than applicant): Suzanne Upton, Development Director  
 Address of Contact: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No(s): \_\_\_\_\_  
 Fax No. \_\_\_\_\_ Email: \_\_\_\_\_
6. Name of any sponsors other than applicant: To be determined  
Past Corp Sponsors have included Chrysler, Local Banks, Johnson Controls
7. Event Web Page: WWW.ozonehouse.org
8. Estimated Number of Participants: 200-250 Is there a limit on the number of participants? Yes  No
9. Deadline for Entry: \_\_\_\_\_
10. Do you plan to use City sidewalks? Yes  No  If yes, attach a description and map showing desired route to be taken.
11. Do you plan to use City streets? Yes  No  If yes, attach a description and map showing desired route to be taken.
12. Identify plans for protecting participants from vehicle traffic: Volunteers to cross guests from Community High School across 5th Ave.
13. Name and date of previous events staged by applicants in Ann Arbor streets, parks or sidewalks: None
14. Number of marshals available to assist Police with traffic related to the event: None
15. Do you need electrical service? Yes  No

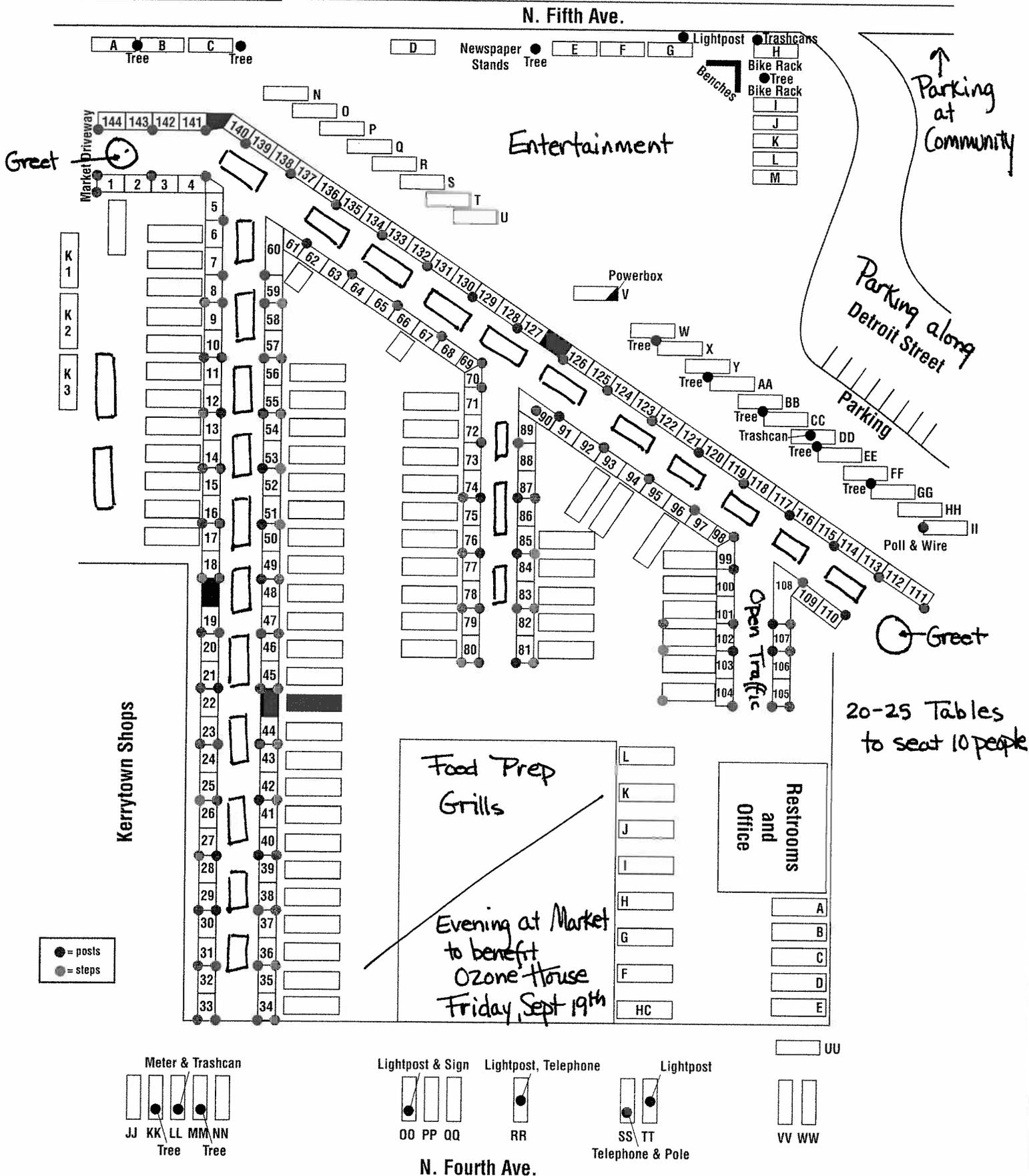
16. Do you need water service? Yes  No
17. Will you be selling food? Yes  No
18. Will you be ~~selling~~ or serving alcoholic beverages? Yes  No
19. Will you require a temporary liquor license for your event? Yes  No  Invitation Only
20. Will this event be generating significant additional refuse? Yes  No  If yes, attach plans for handling refuse.
21. Will any part of the event (including staging) take place in a City park? Yes  No  If yes, name of park:  
FARMERS MARKET

22. The following **MUST** be attached to this Application: N/A
- A detailed map showing the event location, streets to be closed, and intersections where traffic must be stopped.
  - The proposed announcement and application form for the event.
  - An insurance certificate (if required) indicating coverage complying with the Administrator's regulations. (See attached Special Event Insurance Requirements)

The applicant hereby applies for a Non-Competitive/Special Event permit for the event described above and on the attachment(s). The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability that may arise out of the event. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its direct costs in connection with the staging of the event.

Applicant Signature:  Date: 06/30/2008  
Kathleen C. Peto 6.30.08

# Ann Arbor Farmers Market







## Ozone House Youth and Family Services

Creating a safe place for youth in crisis since 1969 ★ [www.ozonehouse.org](http://www.ozonehouse.org)

### Farmer's Market Event Budget 2008

#### REVENUE:

**Corporate Sponsors:** \$10,000  
*Daimler Chrysler*  
*Flagstar Bank*  
*Johnson Controls*

**Table Sponsors:** (\$250-500 per table)  
20-25 rectangular tables of 10 \$6,250

**Dinner Guests:** \$100/ticket  
25 rectangular tables of 10 \$20,000

**Silent Auction** \$6,000  
20 Baskets/Items

Appeal receipts from invites: 100 @ \$25 \$2,500

**Total Revenue \$44,750**

#### EXPENSES:

Venue Contract \$ 250.00  
Beer/Beverages \$10/person \$ 2,500.00  
Food (\$30/person) \$ 7,500.00

#### Publicity

Ann Arbor Observer Thank you \$ 700.00  
Ann Arbor News Thank you \$ -

Posters \$ 200.00

**Print Invitations/Postage \$ 1,500.00**

#### Rentals:

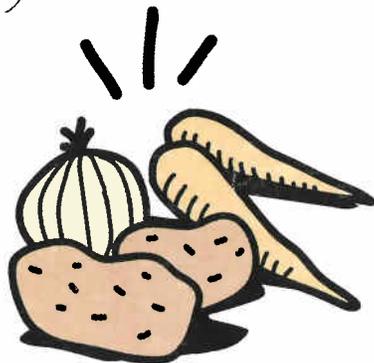
Food Tent \$ 200.00  
Tables & Chairs \$ 1,000.00  
Decorations: \$ 2,000.00  
Event Program \$ 200.00

**Total Expenses \$16,050.00**

**NET REVENUE: \$28,700.00**

# Evening at the Market

Save the Date!  
Friday, September 19th  
7:00 PM



Join us for an open-air dinner  
under the Ann Arbor Farmer's Market Pavilion.  
Celebrate the harvest with fresh grilled food  
and great friends!  
Proceeds to benefit Ozone House.

Each year,  
Ozone House provides...

Shelter & housing to  
more than 110 youth

Continued support services to  
more than 700 youth & families

Nearly 10,000 meals  
& other basic needs support

Crisis intervention to  
more than 1500 youth  
and families

Street outreach through peers to  
more than 1900 youth

Tickets \$100

RSVP to Susan  
skirtz@ozonehouse.org

(734) 662-2265  
by September 5th

ozone  
**HOUS**  
safe place. real sup  
www.ozonehouse.org



**Kerrytown<sup>®</sup>**  
DISTRICT  
ASSOCIATION

303 Detroit St. Box 205  
Ann Arbor, MI 48104  
info@kerrytown.org

**Board of Directors**

**President**

Deanna Relyea  
*Kerrytown Concert House*

**Vice President**

Keith Orr  
*/aut/ BAR*

**Secretary**

John Hilton  
*NCPOA representative  
& Ann Arbor Observer*

Sharon Brown  
*Community Leaning Post*

Christine Crockett  
*Old Fourth Ward  
representative*

Karen Farmer  
*Kerrytown Market  
& Shops*

Molly Notarianni  
*Ann Arbor  
Farmers' Market*

Peter Pollack  
*Public Market  
Advisory Commission*

July 10, 2008

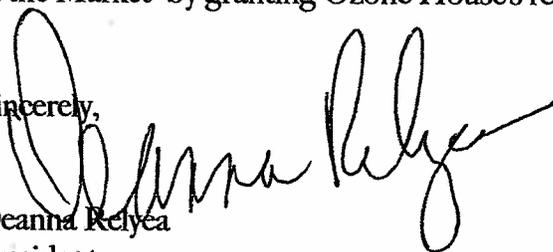
**Support for Ozone House "Evening at the Market"**

At its meeting today, the board of the Kerrytown District Association voted to endorse Ozone House's plan to hold a fundraising and friendraising dinner at the Ann Arbor Farmers' Market from 7 p.m.-11 p.m. on Friday, September 19. Specifically, we support Ozone House's request to the Downtown Development Authority to close the Farmers' Market parking lot, and street parking on Detroit between Catherine and Fifth, after 5 p.m. that evening.

It is KDA's mission to preserve, enhance, and promote the social, cultural, educational, residential, and community life of our neighborhood. While the parking closure will create problems for some of our neighborhood businesses, we believe those are more than offset by the benefit to Ozone House, which provides a safe place, shelter, and support to many young people in need in our community. We also welcome the chance to introduce Ozone's several hundred guests to all the Kerrytown District has to offer—especially the Farmers' Market venue.

We urge the Downtown Development Authority to support the "Evening at the Market" by granting Ozone House's request.

Sincerely,

  
Deanna Relyea  
President



# Kerrytown®

Market & Shops

407 N. Fifth Ave., Ann Arbor, MI 48104 • (734) 662-5008 • (734) 662-6612 fax • [kerrytown.com](http://kerrytown.com)

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July 14, 2008

To Whom It May Concern:

I am writing this letter on behalf of Kerrytown Market & Shops in support of the Ozone House's request to host a fundraising dinner in the Farmers Market on September 19<sup>th</sup>. We understand the request is to close the Farmer's Market parking lot in the afternoon on the 19<sup>th</sup>, and to also close Detroit Street between Catherine and Fifth Avenue. We also understand that the Ozone House will be asking permission from local businesses that own private lots for use and access in the evening of the 19<sup>th</sup>, which we feel will be helpful, although not a requirement by us.

The event poses to bring community members and Kerrytown District Businesses together to support the Ozone House in an environment already dedicated to the community year-round. We welcome the opportunity to have this fundraiser in our neighborhood!

Please feel free to contact me if you should have any questions. I can be reached at 662-5008.

Sincerely,

Karen Farmer

General Manager, Kerrytown Market & Shops



## Ozone House Youth and Family Services

Creating a safe place for youth in crisis since 1969 ★ [www.ozonehouse.org](http://www.ozonehouse.org)

June 30, 2008

Jessica Black  
Facility Supervisor, Special Events  
City of Ann Arbor  
Parks and Recreation Services  
2781 Packard Road  
Ann Arbor, MI 48108

Jessica,

Enclosed please find our application to secure a permit from the City of Ann Arbor for Ozone House to use the Ann Arbor Farmer's Market for an evening dinner and fundraiser for Friday, September 19, 2008. We have included a preliminary map of the event, a "save the date card" (until more formal invitations are printed), a preliminary event budget, and a copy of the required Insurance Rider.

As we discussed, we believe the Farmer's Market will be a terrific place for a fun community event and night out – to gather friends for an end-of-summer open-air dinner to benefit Ozone House. We envision seating 200-250 people at "picnic-like" tables under the Farmer's Market shelter – complete with lighting, flowers, festive decorations, and light entertainment. The event time is scheduled from 7:00 – 11:30 pm. We would like to reserve additional time from 2:00 – 7:00 pm for set-up.

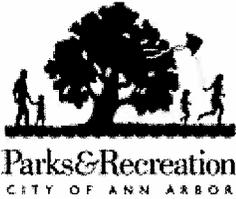
We will be requesting permission to use the parking spots immediately adjacent to the market along Detroit Street and Community High School's parking lot. We have been in touch with the DDA, and will be submitting a special request to reserve the metered parking around the market. We will be working with the Kerrytown Business Association and the shops in Kerrytown to enlist their support of our request to use parking for our event that night. We will also be in touch with Community High School directly to request parking on their site that Friday night.

Please don't hesitate to call or email me with any questions, concerns, or any additional items we should attend to at this time.

Thank you again for your enthusiastic support of this event. We are looking forward to shining a "light" on the Farmer's Market as a wonderful place for a community event – and as a fun way to raise funds and community awareness about Ozone House.

Warm regards,

Suzanne Upton  
Development Director  
[supton@ozonehouse.org](mailto:supton@ozonehouse.org)



# RENTAL CONTRACT-CITY OF ANN ARBOR PARKS

Printed: 23-Jul-08, 03:02 PM

User: jfarrell

Sue Upton  
 Ozone House  
 1705 Washtenaw Avenue  
 Ann Arbor MI 48104

**Contract #: 9022**  
**Date: 21-Jun-08**

**User: JFarrell**  
**Status: Tentative**

City of Ann Arbor Parks and Recreation hereby grants Ozone House (hereinafter called the "Licensee") represented by Sue Upton, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement. **\*\*\* ALL FEES ARE NON-REFUNDABLE \*\*\*** \*\*\* Mail Payment and signed paperwork to: Parks and Recreation Customer Service Office, 809 Taylor St, Ann Arbor, MI, 48105 or visit our office in-person located in the Northside Community Center, at the above address. **\*\*\* PLEASE TAKE THIS CONTRACT WITH YOU THE DAY OF YOUR EVENT \*\*\*** \*\*\* Contact numbers if you encounter problems during the time of your rental: Monday through Friday before 5:00pm and Saturday 9am to 12pm call the Parks and Recreation Customer Service Office at 734-994-2780, Saturday after 12pm and all day Sunday call the Parks Shelter Phone at 734-323-6442 or 734-883-8783. **\*\*\***

**i) Purpose of Use** Special Events  
 Fundraiser dinner

**ii) Conditions of Use**

**iii) Date and Times of Use** # of Bookings: 2 Starting: Fri 19 Sep 08 02:00 PM Expected: 250  
 Ending: Sat 20 Sep 08 12:00 AM

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Farmers Market - Park Space	Fri	19-Sep-08	02:00 PM	20-Sep-08	12:00 AM	\$75.00	\$167.00	\$0.00	\$242.00
Farmers Market - Park Space B	Fri	19-Sep-08	03:00 PM	20-Sep-08	12:00 AM	\$75.00	\$0.00	\$0.00	\$75.00

**iv) Additional Fees**

Extra Fee - Bookings	Hours	Quantity	Charge
Additional People Fee (\$5/25 over 75)	10:00	7	\$35.00
Alcohol resident	10:00	1	\$12.00
Staff	10:00	1	\$120.00
	30:00	9	\$167.00

**v) Payment Method**

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$150.00	\$167.00	\$0.00	\$317.00	\$0.00	\$0.00	\$317.00	\$0.00

Balance of rental due and payable immediately

**vi) Other Information**

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

**X: Tentative – Pending City Approval**

Sue Upton  
 Home #:  
 Business #: 276-2279

Date: \_\_\_\_\_

**X: Tentative – Pending City Approval**

Name: Janet Farrell

Title: Facility Rental Coordinator

Date: June 21, 2008

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**vii) Cancellation Policy**

Cancellation requests for full refund or requests for changes in rental dates must be submitted to the Parks and Recreation Customer Service Office: 809 Taylor, Ann Arbor, MI 48108 (734)994-2780.

A full refund, less a ten dollar (\$10.00) administrative fee will be issued for all cancellation requests received thirty (30) days or more prior to the date of the scheduled event.

A 50% refund will be issued for cancellation request received between 14 - 29 days prior to the event date.

No refunds or changes in rental dates will be granted with less than fourteen (14) days' notice.

If Parks and Recreation staff denies use or cancels the reservation, a full refund will be issued.

The Parks and Recreation Services Unit reserves the right to cancel any reservation if it finds the signer of the agreement has misrepresented the group, falsified information or has not met the requirements of the agreement. Furthermore, any rental group creating a public disturbance or damaging park property will be removed from the park. In all such cases, funds paid will be forfeited and will not be refunded. Future rentals by such groups will be at the discretion of the Facility Supervisor of Special Events and Rentals.

Weather will not be considered a factor for refund or change in a rental date.