



# SOUTH LYON POLICE DEPARTMENT

219 Whipple  
South Lyon, Michigan 48178  
Ph: (248)437-1773 / Fax: (248)437-0459

## BLOCK PARTY APPLICATION

Date Application Submitted: 5-14-19 Requested Block-off Date: Sept. 27, 28, 29, 2019

Applicant / Contact's Name: Kathleen Swan on behalf of PH #: 248 308 4512

Applicant Address: P.O. Box 696 South Lyon, MI 48178  
*PumpkinFest of the SL area*

Block-off Time: 12 pm (9-27-19) Block-off removal Time: 8 pm (9-29-19)

Street Names to be blocked off: \_\_\_\_\_  
Pontiac Trail (between Whipple St & Liberty St) AND  
Lake St (between Wells St & the existing alley adjacent  
to Norms Automotive

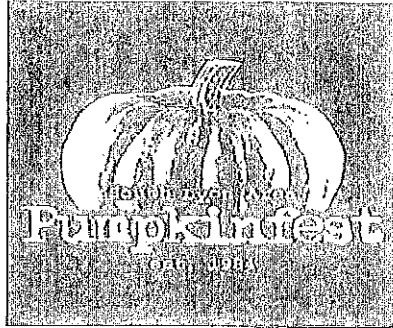
1) Print ALL LAST NAMES and ADDRESSES participating in the Block Party. (ALL residents within the blocked-off area must agree to the block-off)

Signatures being obtained by Mr. Donahue, DDA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) ATTACH sheet of paper with SIGNATURES and ADDRESSES of all residents agreeing to the Block Party.

Kathleen A. Swan  
Applicant's SIGNATURE

APPROVED [  ] DENIED [  ] Chief Christopher J. Sisk



**MEMO**

**DATE:** May 14, 2019  
**TO:** City of South Lyon City Council  
**FROM:** Pumpkinfest of the South Lyon Area Committee  
**RE:** Wells Street closure request for September 27, 2019 from 8am - 12pm

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Based on suggestions of SLPD and SLFD the Pumpkinfest of the South Lyon Area Committee is respectfully requesting to close Well Street, from Lake Street to Detroit Street, from 8am to 12pm on September 27, 2019. The reason for the request is for unloading for festival supply trucks and materials. It is the intent to reopen Wells Street at 12 pm on September 27, 2019 when Lake Street closes to assist in routing of traffic.

Pumpkinfest of the South Lyon Area  
P.O. Box 696, South Lyon, Michigan 48178  
[www.southlyonpumpkinfest.com](http://www.southlyonpumpkinfest.com)

# Shinberg Insurance

 ACRISURE Agency Partner

March 8, 2019

Kathy Swan  
Pumpkinfest of the South Lyon Area  
PO Box 696  
South Lyon, MI 48178

**RE: Special Event Liability & Liquor Liability Coverage  
Policy Period September 27-29, 2019**

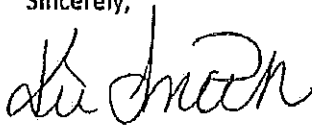
Dear Ms. Swan,

This letter is to confirm our intention to provide coverage for the Pumpkinfest of the South Lyon Area. Due to underwriting requirements, we are not able to issue this policy until approximately 60 days prior to the event. The Special Event application is enclosed for completion to obtain the pricing for this year's event.

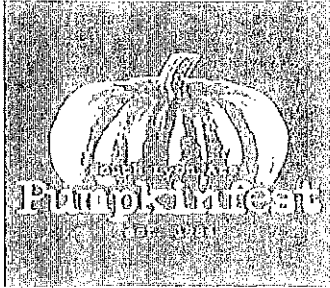
Our office has discussed with West Bend Mutual Insurance Company, and we do not anticipate a large different in rates from prior festival policies, unless there is a significant change in exposures.

Thank you for choosing Shinberg Insurance for your Special Event coverage. We appreciate the opportunity to provide the policies and look forward to working with you on the festival!

Sincerely,



Kim Smith, AAI, CISR  
Commercial Risk Manager, Licensed Agent  
(517) 913-2924  
[kims@shinbergagency.com](mailto:kims@shinbergagency.com)



**MEMO**

DATE: May 14, 2019  
TO: City of South Lyon City Council  
FROM: Pumpkinfest of the South Lyon  
Area RE: Hold Harmless Clause  
Pumpkinfest of the South Lyon Area Festival  
September 27, 28 & 29, 2019

To the fullest extent permitted by law Pumpkinfest of the South Lyon Area agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers and others working on the behalf of the City of South Lyon against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of South Lyon by reason of personal injury, including bodily injury or death and / or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

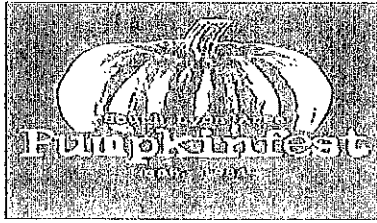
*Kathy Swan*

5-14-19

Kathy Swan, President  
On behalf of the Pumpkinfest of the South Lyon Area Committee

Date

Pumpkinfest of the South Lyon Area  
P.O. Box 696, South Lyon, Michigan 48178  
[www.southlyonpumpkinfest.com](http://www.southlyonpumpkinfest.com)



## 2019 Pumpkinfest of the South Lyon Area Festival Emergency Plan and Festival Information

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**Festival Dates and Times:**

- September 27<sup>th</sup>:
- Setup - Wells Street Lot starting at 8:00am (requested road closure starting at 12:00 pm).
- September 28<sup>th</sup>
- 10am to 11pm
- September 29<sup>th</sup>:
- 11am to 6 pm (6-8pm breakdown & cleanup)

**Festival Location:**

Downtown South Lyon, Wells Street Parking Lot, and City lot adjacent to the Grapevine Store

**Expected Attendance:**

30,000-40,000 (over the entire weekend)

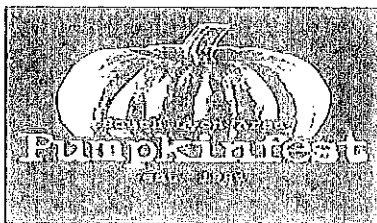
**Rain Date:**

None

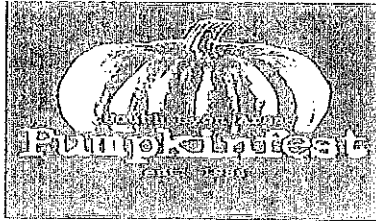
**Festival Schedule:**

<i>Friday (9-27)</i>	8:00am	Wells Street Parking Lot closure\ (as requested)
	12:00pm	Lake Street & Pontiac Trail road closure (as requested)
	8:00am-6pm	Festival Setup
	6:30pm	Festival Opens
	7:00pm	Entertainment starts at Beer Garten
	10:30pm	Last call at Beer Garten
	11:00pm	Entertainment ends /Beer Garten closes
<i>Saturday (9-28)</i>	8am	Parade Line Up (Centennial MS)
	10am	Parade/FunRun
	11am	Starts Festival opens
	6:30p	Admission for Beer Garten –
	9pm	21+ over(\$5)
	10:30pm	21+ over only inside Beer Garten area
	11:00pm	Last call Entertainment ends Beer Garten closed





- Medical Personnel:** HVA and SLFD will be notified of the event and expected attendance.
- HVA and SLFD will be offered the opportunity to be on-site during the event.
- Event Access:** (2) points of ingress only (as indicated on the layout plan).
- (4) points of egress only (as indicated on the layout plan).
- Perimeter access maintained by event staff, volunteers, and security guards with SLPD available as backup, if required.
- Attendees will NOT be allowed to bring chairs into the fenced in area or in areas of pedestrian passage.
- Table / Chair Arrangement: Loose chairs around rectangular tables outside of the fenced in area, primarily for eating. A select number of rectangular tables as well as bar height round tables will be inside the fenced in area (under the tent).
- Occupant Load: To be determined by SLFD. Wrist bands will be numbered and counters will be used to assist in determining capacity.
- Emergency Notification:** PA system at main stage and family stage.
- Lost and Found:** Items found at the event will be kept at the bar inside the Beer Garten tent. Event coordinators will turn over unclaimed items to the South Lyon Police Department.
- Fire Extinguishers:** Three (3) 2A:10BC extinguishers will be provided inside the tent (borrowed from SLFD)
- No Smoking:** Smoking will **not** be permitted inside the fenced in area including all tents. Signs will be posted and enforced by security guards.



Staff / Volunteer Briefing  
(provided for emergency procedures)

**In case of an emergency, call 911 and notify an event coordinator.**

Medical Emergency:

- Stay calm and reassure patient
- Avoid any patient movement
- Protect patient from weather
- Relate any medical information to firefighters / paramedics
- Clear pathway for firefighters / paramedics
- Give street location and have someone meet firefighters / paramedics to guide them to patient

Missing Person:

- Notify 911 – follow instructions of 911

Fire

- Know exit locations ahead of time
- Evacuate building or area. Direct visitors to exits
- Move visitors away from / clear area to allow access for the fire department

Suspicious Package:

- Do not touch
- Do not use words which cause panic (i.e. bomb)

Suspicious Person / Violent Act:

- Do not confront person. Do not block person's access to an exit
- Alerts others to situation
- Seek safe shelter if advised -get inside immediately and lock doors

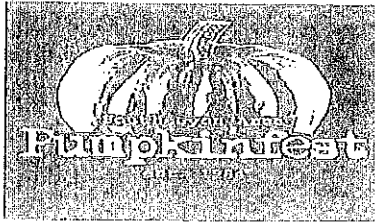
Severe Weather:

- Follow directions of Police or Fire officials
- Direct visitors to shelter: South Lyon Fire Station (Whipple Street) and / or South Lyon Police Department Administration Building (Lake Street)

Evacuation:

- Know exit locations ahead of time
- Direct visitors to nearest exit
- Alert officials of people who may need assistance





**If Told to Shelter in Place:**

- Get indoors immediately. Stay away from windows and doors.
- Shut all doors and stay inside until advised by officials that it is safe to leave



# SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
www.southlyonfire.com

May 28, 2019

Chief Chris Sovik  
South Lyon Police Department  
219 Whipple St.  
South Lyon, MI 48178

RE: 2019 Pumpkin Festival  
9/27-30/2019  
Wells Street parking lot.  
South Lyon, MI 48178

The South Lyon Fire Department has received the application for the upcoming Pumpkin Festival Event located at Wells Street parking lot. The plan is for the temporary use of large tents to be occupied for gathering of patrons, as well as the use of the open parking lot as a gathering.

**The occupant load for the tent is limited to (to be determined) persons including staff/employees and the occupant load for the open gathering area is 3,650 persons including staff/employees. At no time, shall the occupant load for the event exceed either of these occupant loads, especially the tent.**

This plan review was conducted in accordance with the International Fire Code (IFC) 2015 Edition.

We have no objections to this proposed tent event subject to the following conditions:

1. No smoking or open flame appliances (signage required) within or adjacent to tent.  
IFC 3104.6  
IFC 3104.7
2. If the tent is provided with sides; there shall be a minimum of 2 exits required with a minimum width of 72" each. The exits shall be placed a distance apart equal to, not less than ½ the length of the maximum overall diagonal dimension of the area served. All exits shall provide a continuous and unobstructed path of travel to a public way.  
IFC 3103.12.2
3. All exits shall be clearly marked with illuminated exit signs.  
IFC 3103.12.6
4. Tent shall be provided with approved emergency lighting, with backup power capabilities.  
IFC 3103.12.7
5. Two fire extinguishers shall be provided; one at each exit. Minimum size is a 2A:10BC (8lbs)  
IFC 3104.12
6. The tent shall not be within 20 ft. of lot lines, buildings, other tents, internal combustion engines (including heaters) or parked vehicles.  
IFC 3103.8.2



## SOUTH LYON FIRE DEPARTMENT

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7. Propane storage must remain a minimum of 10' from the tent. **IFC 3104.16.2.2**
8. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy. **IFC 3104.5**
9. Front entrance gate shall not obstruct more than 50% of the clear width of the entrance drive. The tent shall be anchored properly, but maintain portability to be moved if necessary.
10. There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisors for every 250 occupants, as approved. **IFC 3104.20.2**
11. Combustible vegetation that could create a fire hazard shall be removed from the area. Occupied by a tent or membrane structure, and from areas within 30 feet of such structures. **IFC 3104.21**
12. Field verification is required of the certification that the tent meets the requirements for flame resistance in accordance with NFPA 701. (Certificate must match) **IFC 3104.2**
13. The tent is subject to the approval of the City of South Lyon as necessary. **IFC 3103.2**

If you have any questions about this plan review report, please feel free to contact me at (248)437-2616.

Respectfully,

  
Al Matthews  
Fire Inspector



# SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
www.southlyonfire.com

## TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION

### Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: Erect or operate an air-supported temporary membrane structure canopy or tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.

Tent (size see below)     Canopy (size \_\_\_\_\_)     Membrane/Inflatable Structure

Today's Date: 5-14-19 Applicant Name: Kathy Swan Applicant Phone: 248 308 4512  
Don behalf of Pumpkinfest

Business / Organization Name: Pumpkinfest of the South Lyon Area

Address: P.O. Box 696 South Lyon, MI 48178

Location for permit use: Wells St. Parking Lot

Date(s) requested for permit use: 9/27, 28 + 30, 2019

Start time: 8:00 am (9-27-19) End Time: 8:00 pm (9-30-19)

**Air-Supported Structure:** A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**Canopy:** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tent:** A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

The structure shall be in compliance with Chapter 24 of the 2006 International Fire Code®, including the following items:

1. Gasoline, LP gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent. Tents where cooking is performed shall be separate from other tents by a minimum of 20 feet. A type K extinguisher shall be provided in accordance with 2006 International Fire Code®.
2. A minimum of two 2A:10BC extinguishers are required for 400 - 1000 square feet. Provide one additional extinguisher for each 2,000 square feet. A minimum of one 40BC extinguisher for each generator or transformer.
3. All tents shall be constructed of flame-resistant materials. An affidavit shall be submitted certifying that the flame-resistant process and materials used comply with Section 2406 of the 2006 International Fire Code® and stating the date of treatment and the warranted period of effectiveness of the process. The flame-resistant process shall be in conformance with NFPA 701.



## SOUTH LYON FIRE DEPARTMENT

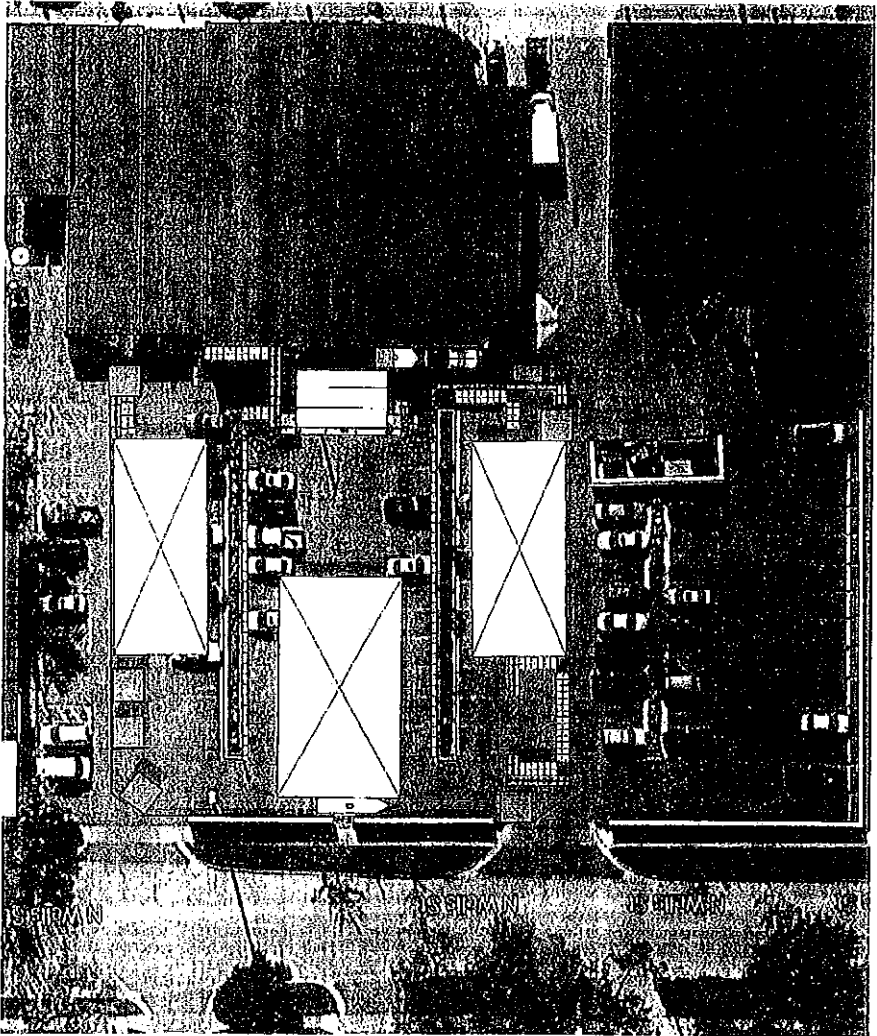
217 Whipple Street, South Lyon, MI 48178  
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www.southlyonfire.com

4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code.
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
6. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner: 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300.
7. A detailed site and floor plan for the temporary structure with an occupant load of more than 50 shall be submitted with this application for approval by the Fire Prevention Bureau. The plan shall indicate details of the means of egress facilities, seating capacity, arrangement of seating and location type of heating and electrical equipment. The arrangement of aisles shall be subject to the approval by the fire code official and shall be maintained clear at all times.
8. Upon receipt and approval of the site and floor plan an occupancy load will be issued by the South Lyon Fire Department. The Fire Chief or his designee may request the current occupant load at any time the structure is open to the public. Therefore an accurate head count shall be maintained.
9. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. The areas within and adjacent to the structure shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the structure.
10. Smoking shall not be permitted in tents, canopies or membrane structures. "NO SMOKING" signs shall be conspicuously posted.

An electronic copy of the 2006 International Fire Code® is available at [www.southlyonfire.com](http://www.southlyonfire.com)

Kathy Swin  
Applicant's Signature

5-14-19  
Date



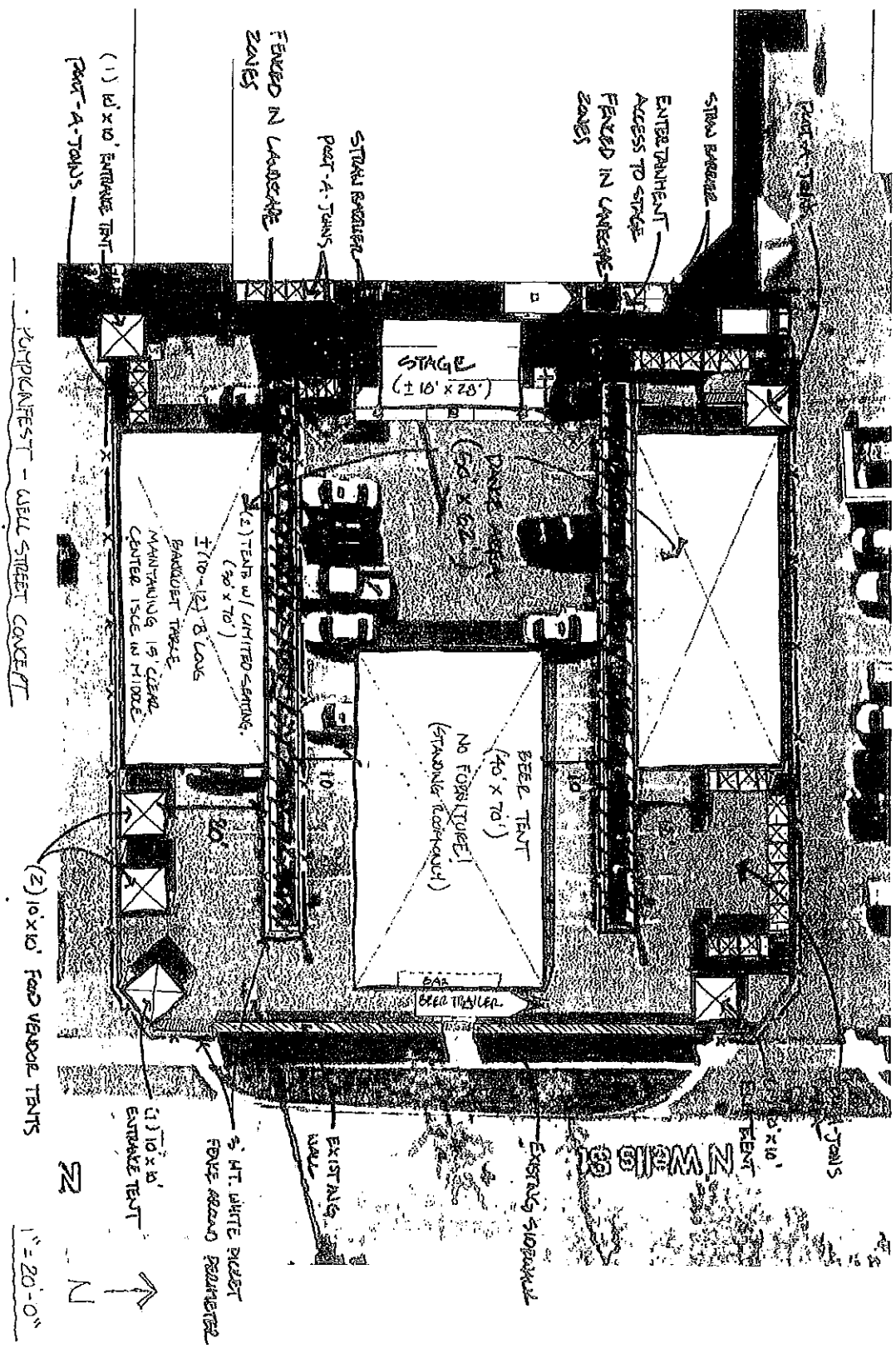
Proposed Conceptual Layout

Concept Plan Advantages

1. Multiple points of ingress & egress
2. Easier to police and secure perimeter
3. Better emergency access
4. Ability to better administer crowd management
5. Re-establishes the festival as a family event with more dedicated family / children activities along Pontiac Trail
6. Offers more space along Pontiac Trail for non-profit organizations
7. Showcase business storefronts along Pontiac Trail
8. Potential of a local church holding Sunday service with music

30<sup>th</sup> Annual Pumpkinfest Festival

September 26 - 29



STAIRS BARBERE

POST-A-TANKS

FENCED IN LANDSCAPE ZONES

(1) 10' x 10' ENTRANCE TENT

POST-A-TANKS

COMPANIFEST - WELL STREET CONCEPT

(2) TENT w/ CHAIRS-SEATING. (90' x 70')

BARBECUE TABLE

MAINTAINING 15' CLEAR CENTER ISCE IN MIDDLE

BEER TENT (40' x 70')

NO FORKS/TOPPER! (STANDS REQUIRED)

BEER TRAILER

EXISTING WALL

EXISTING SLOPES

5' HT. WHITE PICKET FENCE AROUND PERIMETER

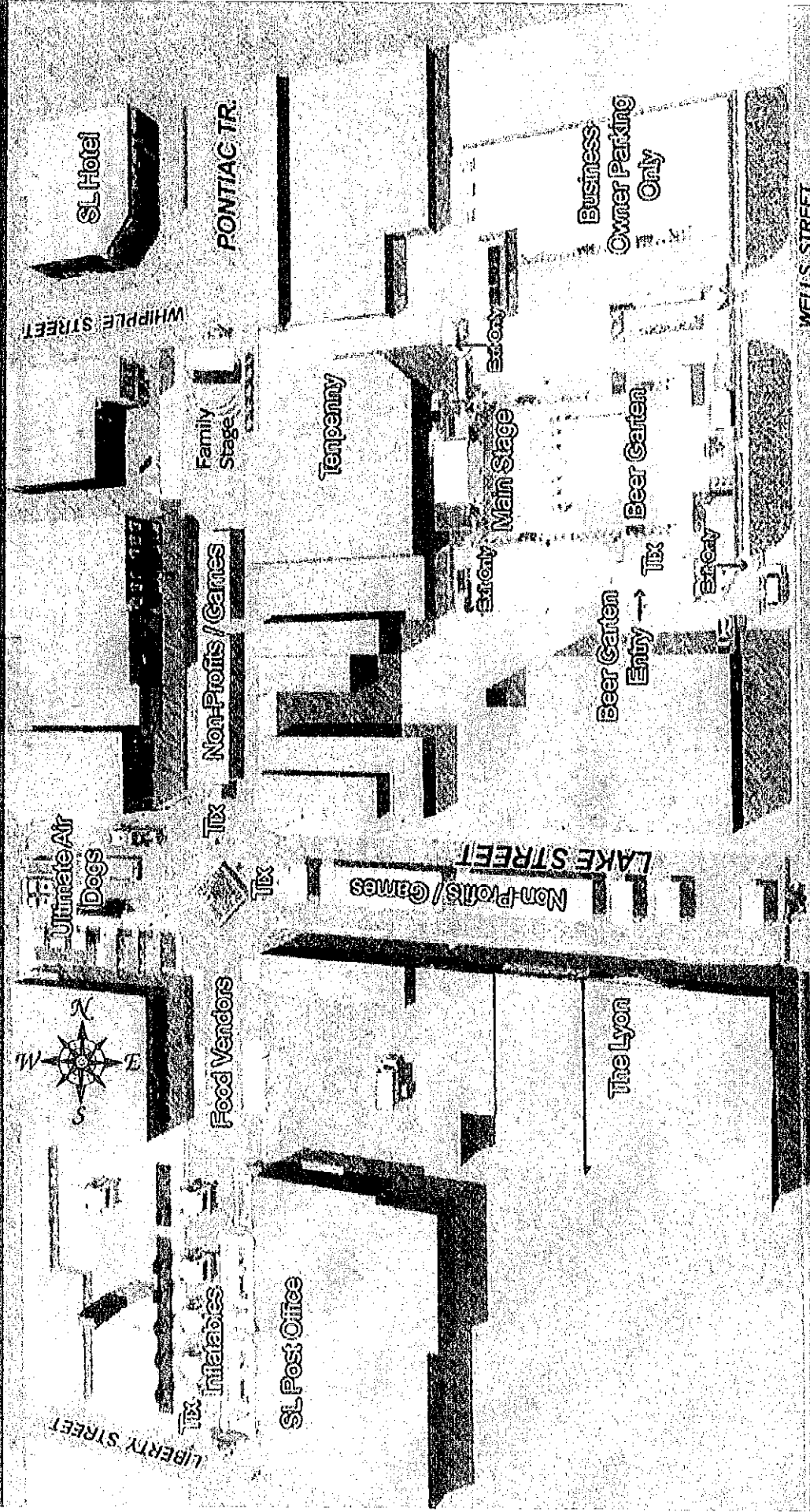
(1) 10' x 10' ENTRANCE TENT

(2) 10' x 10' FOOD VENDOR TENTS

1" = 20'-0"

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# Pumpkinfest of the South Lyon Area



# 2019 Festival Map