

SPECIAL EVENTS GUIDELINES

A Petitioner is required to obtain a Special Events Permit from the Detroit City Council to conduct any of the following event types in the public right - of - way or outdoors on private property:

- ❖ Bike Race and/or Ride
- ❖ Carnival
- ❖ Circus
- ❖ Concert
- ❖ Demonstrations
- ❖ Fireworks
- ❖ Marathon
- ❖ Outdoor Festival
- ❖ Performance
- ❖ Political Ceremony
- ❖ Rally
- ❖ Sports or Recreational Activity
- ❖ Street Fair
- ❖ Walkathon

Events that do not need to follow this process are: Residential Block Parties and Private Invitation Only events held **inside** a private facility.

Once the Event Type has been identified, the Petitioner must complete the Special Event Application in full and submit **60 DAYS** prior to the event. Applications **will not** be accepted by the Office of Special Events under 60 days, no exceptions.

Upon submittal, all City of Detroit Departments providing services and permits for the event will review the application. Petitioner will be contacted to present their event to the Special Events Management Group to review all aspects of their application and ensure adherence to each department's guidelines.

- ❖ DO NOT ADVERTISE OR PUBLICIZE YOUR EVENT PRIOR TO APPROVAL FROM DETROIT CITY COUNCIL.

Please be aware each facet of your event is subject to change based on Public Health and Safety standards by the City of Detroit in respect to availability of services and scheduling of other events. **ALL** applications are subject to denial, no exceptions.

Preparation

Large events are complex and may require supplemental applications and a detailed event plan.

1. Set your event dates
2. Check for conflicting dates
Call the Office of Special Events at (313)224-1606.
3. Know the event location and primary intersection
4. Review and complete the Special Event Application
5. Identify the additional supplemental forms required to obtain a permit for your event.
6. Attend your Special Events meeting to review your application

Inform Your Vendors

1. Inform your vendors and/or licensed contractors that they will have to obtain certain permits as specified on the Special Event Application.
2. You, your vendor or licensed contractor are responsible for obtaining these permits after your application is approved. These may include park permits, liquor licenses, temporary food permits, tent permits, generator permits, etc.
3. The list of all vendors that will be at the event should be submitted to the Office of Special Events.

What to Expect

1. The Office of Special Events will review your application in full to ensure it is complete.
2. You will receive an email and/or call with a meeting date for you to present your event before the Special Events Management Group. If you do not, call the Special Events Office at (313) 224-1606.
3. The Special Events Management Group will go over the details of your event on your meeting date and advise which permits will be required.
4. If a "Temporary Use Permit" is required, please complete that ASAP and
5. If there are no outstanding issues with your event, at the close of your meeting the Office of Special Events will request the City Clerk's office to submit your application to City Council for approval.
6. The Office of Special Events will let you know when your approved City Council Event Permit is ready for pick up. **Now you can advertise.**

Successful events are the result of advanced planning, effective communication and teamwork. Please review the "Frequently Asked Questions" for more information.

Special Events Frequently Asked Questions

The Special Events Frequently Asked Questions (FAQ) page is setup to answer both the common and not so common questions regarding Special Events.

By Department

City Engineering – (313) 224-3935
Traffic Engineering – (313) 628-5603
Municipal Parking – (313) 221-2518
Building Safety Environment and Engineering - (313) 224-3259
Business Licensing Department – (313) 224-0365
Detroit Police Department – (313) 237-2826
Detroit Fire Marshall Division – (313) 596-2932

City Engineering: Do I need a permit to close a street or sidewalk?

“Right of Way” Permit

A Right of Way permit is required for any event that will use a portion of a street, ally or sidewalk. This includes the closing of an entire street or designation of curb lanes for special parking/no parking.

The City Engineering Department will review the request and recommend adjustments to the street plan. Clean up and/or other conditions will be communicated to you after your application has been reviewed at the Special Events Management meeting.

“Right of Way” Permit Costs

Right of Way Permits for Special Events cost may vary. Upon receipt of your Special Events Application, the City Engineering Department will consider the emergency vehicle access, parking and traffic congestion when approving your application.

Traffic Engineering: Who will close the street?

The applicant is responsible for closing the street with proper barricades and clear, concise signage for traffic detours. The City of Detroit requires a “Type 3” barricade for all closures. As part of your application, you will be asked to submit the name of the traffic control company you are hiring for managing closures/detours, along with the detail plan of where the barricades and signage will be placed.

Michigan State Highway Closures

Some city streets are also state highways and require a closure permit from the Michigan Department of Transportation. Closing any interstate on/off ramps also requires a permit from the Michigan Department of Transportation. After reviewing your application, the Office of Special Events will alert you if a MDOT permit is required and provide you with further information on how to apply for the permit. You will be responsible for hiring a traffic control company to manage the closure.

Route Description

A Street Closing Report must be included in your Special Events Application. It must provide a text and turn-by-turn description of your route from the start point to end point. The wording should utilize directions (N, S, E, W) as well as street names. A map attachment of your route is mandatory.

Municipal Parking: Can I close a parking lane?

Parking Meters and Costs

The City of Detroit - Municipal Parking Department manages parking meters, which must be rented for the time that the curb lane will be blocked from public parking.

Building Safety Environment Engineering: Do I need a permit for a tent?

Tents requiring permits

Any tent larger than a 10x10 will require a tent permit.

Tent Overview -

- shall not be erected prior to obtaining a tent permit;
- shall not be operated or occupied prior to inspection and formal approval by the Fire Safety Unit inspector.
- A site plan must include the following: location of the tent(s) in relation to the property lines and building(s), the means of egress (exits) and exit path(s) to the street, alley or public way for the tent and for any building affected by an erected tent. Exit signs, emergency lights, doors and any HVAC for the tent shall be shown on the plans upon application submittal.
- Formal approval will be issued in the form of a "Certificate of Inspection" signed and dated by the Fire Safety Unit inspector and an "Occupancy Load Placard" indicating the maximum number of persons allowed in the tent. Both documents shall be posted in a conspicuous, protected location.
- It shall be the responsibility of the applicant to ensure that the tent is being operated and maintained in a safe manner in accordance with the permit requirements, including not exceeding the occupant load. Failure to operate and maintain the tent in accordance with the permit requirements may result in immediate closure, revocation of the "Certificate of Inspection", fines and/or other legal actions by the City of Detroit.
- For specific fire safety questions regarding tents, relating to exits, occupant loads, exit signs, emergency lighting, fire extinguishers, exit doors and hardware etc. contact the Detroit Fire Department - Fire Inspection Unit.

Temporary Power Using Generators

Generators providing power for an event will require a permit from the Building, Safety, Engineering and Environmental Department. An inspector from the Building, Safety, Engineering and Environmental Department will be onsite to inspect the generator prior to the event. If a problem is found it must be corrected immediately or the City reserves the right to shut down your event.

Business Licensing: Do I need a permit to sell merchandise?

Selling/Serving Food and/or Alcohol

For the sale of/or consumption of liquor, wine or spirits at an event a Liquor License must be obtained from the State of Michigan through the Detroit Police Department. The licensing process can take up to one month. The State of Michigan must receive your request two weeks prior to the date of the event.

Applicants must apply for a food vendor's permit and temporary Liquor License permit.

- All food vendors must be licensed and inspected by the City of Detroit.
- It is MANDATORY for you to submit a copy of the temporary Liquor License from the State of Michigan to the Business Licensing Department to also receive a Temporary Liquor License permit from the City of Detroit.

Public Safety Detroit Police Department, Emergency Medical and Fire

Security Plan

The goal of a successful contingency plan is not only to protect life and property by identifying the risks associated with an event, but to also develop a plan of action to minimize those risks and address the safety requirements of the participants and spectators. Event organizers should take into consideration the scope of the event, the potential risk of injury or illness to participants and spectators, security needs, and emergency support required to help promote a safe and enjoyable event. Should a natural or man-made disaster occur, the event organizer(s) is legally and morally obligated to ensure that the necessary and appropriate actions will be taken to minimize harm. The Detroit Police Department stands ready to work with you to ensure that the necessary resources and personnel are available to help make your event successful. The Detroit Police Department and Detroit Emergency Medical Service Department will provide the requirements based on the uniqueness of your event.

Notification to Surrounding Area

To ensure the safety of the event participants and the community, it is the responsibility of the event organizers to arrange notification to businesses and residents in the area immediately surrounding the event site. This communication should include details about the event such as dates and times they will likely be impacted by the flow of traffic and people, etc.

Trash Collection for Events

Clean-up following the event is the responsibility of the applicant. You will be asked to provide the name of the sanitation company as well as a contract of services provided by said company to ensure the event site will be returned back to its original state.

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Greektown Heritage Festival

Event Location: Greektown, Monroe Street between Beaubien and St. Antoine

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Greektown Neighborhood Partnership

Organization Mailing Address: 400 Monroe Street, Suite 340, Detroit, MI 48226

Business Phone: 313.209.7572

Business Website: www.greektowndetroit.org

Applicant Name: Melanie Markowicz, Executive Director, Greektown Neighborhood Partnership

Business Phone: 3132659266

Cell Phone: 3132659266

Email: melanie@greektowndetroit.org

Event On-Site Contact Person:

Name: Melanie Markowicz

Business Phone: 3132659266

Cell Phone: 3132659266

Email: melanie@greektowndetroit.org

Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☒ Concert/Performance

☐ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☒ Festival

☐ Filming

☐ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☐ Other: _____

Projected Number of Attendees: 3000

Please provide a brief description of your event:

The Greektown Heritage Festival celebrates the rich, ethnic Greek heritage of the neighborhood. Monroe Street will be filled with live Greek music, traditional Greek dancers, and Greek food and drink. Free and fun for the whole family.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: 07/29/2023 Time: 0700 Complete Set-up Date: 07/29/2023 Time: 1100

Event Start Date: 07/29/2023 Time: 1200 Event End Date: 07/29/2023 Time: 2100

Begin Tearing Down Date: 07/29/2023 Complete Tear Down Date: 07/29/2023

Event Times (If more than one day, give times for each day):
July 29, 2023 12PM to 9 PM

Section 3- LOCATION/SITE INFORMATION

Location of Event: **Greektown: Monroe Street between Beaubien and St. Antoine**

Facilities to be used (Check) Street ☒ Sidewalk ☒ Park ☐ City ☐
Facility

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Music will include live bands, DJ, and Greek dancers.

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? **Overhead and stick speakers**

Describe specific power needs for entertainment and/or music:

1 Super Quite 10,000 watt generator for music, lights, sound. 30 gallon, diesel gas powered. Power from the

How many generators will be used? **1**

How will the generators be fueled?

1 Super Quite 10,000 watt generator for music, lights, sound. 30 gallons, diesel gas powered.

Name of vendor providing generators:

Contact Person: Revolutionary Events, Chris McWherter

Address: 20951 Catalano Street

Phone: 586-252-5909

City/State/Zip: Clinton Township, MI 48035

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No
If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☒ No
If yes, list price(s):

Will there be vending or sales? ☒ Yes ☐ No
If yes, check all that apply:

☒ Food ☒ Merchandise ☒ Non-Alcoholic Beverages ☒ Alcoholic Beverages

Indicate type of items to be sold:

Food, Beer & Spirits, Arts/Crafts/Merchandise

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Downtown Detroit Partnership

Contact Person: Mike Bruggeman

Address: 1 Campus Martius #380

Phone: 313-246-9653

City/State/Zip:
Detroit, MI 48226

Number of Private Security Personnel Hired Per Shift:
8

Are the private security personnel (check all that apply):

☒ Licensed

☐ Armed

☒ Bonded

How will you advise attendees of parking options?

Parking is available throughout the downtown including the Hollywood Casino at Greektown Parking Garage as well as a number of surface parking lots, garages, and metered parking. All parking is well signed. Patrons may also use the Park Detroit app.

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Street closure as well as increased crowds and noise. Event is being put on in concert with community partners and with the participation from most neighborhood stakeholders.

Have local neighborhood groups/businesses approved your event?



Yes



No

Indicate what steps you have or will take to notify them of your event:

Greektown Neighborhood Partnership will be doing all necessary community outreach and engagement with community partners. We have discussed at our monthly community meetings. Event will be advertised on website, social media, and with print flyers and posters. We will list the event on the DPM calendar and with local stakeholders including the Downtown Detroit Partnership and Hollywood Casino at Greektown.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

	How Many?	Size/Height
Booth	0	
Tents (enclosed on 3 sides)	0	
Canopy (open on all sides)	12	10x10 (10); 20x40 (1); 20x20 (1)
Staging/Scaffolding	1	20x24 Skirt, Steps and Rail
Bleachers	0	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: Hart EMS Medical Services, Katie Athanson, asst@hartems.com, 313-216-1771

Address: 5201 Rosa Parks Blvd.

City/State/Zip: Detroit, MI 48208

Name of company providing port-a-johns. Revolutionary Events

Contact Person: Chris McWherter

Address: 20951 Catalano Street

Phone: 586-252-5909

City/State/Zip: Clinton Township, MI 48035

Name of private catering company? Red Smoke Barbeque

Contact Person: Tasso Teftsis

Address: 573 Monroe Street

Phone: 313-732-5171

City/State/Zip: Detroit, MI 48226

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Monroe Street

FROM: Beaubien

TO: St. Antoine

CLOSURE DATES: 07/29/2023 BEG TIME: 0700 END TIME:

REOPEN DATE: 2300 TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

Certificate of GL is attached.

Emergency medical agreement through Hart EMS attached.

Sanitation will be completed by the Downtown Detroit Partnership Business Improvement Zone. They are partners in hosting the event.

The Port-A-Johns will be taken care of by Revolutionary Events, including handicapped.

See attached letter detailing community communication.

AUTHORIZATION & AFFADAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Melanie Markowicz

04-12-2023

Signature of Applicant

Date _____

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Greektown Heritage Festival

Date: 07/29/2023

Event

Event Organizer:

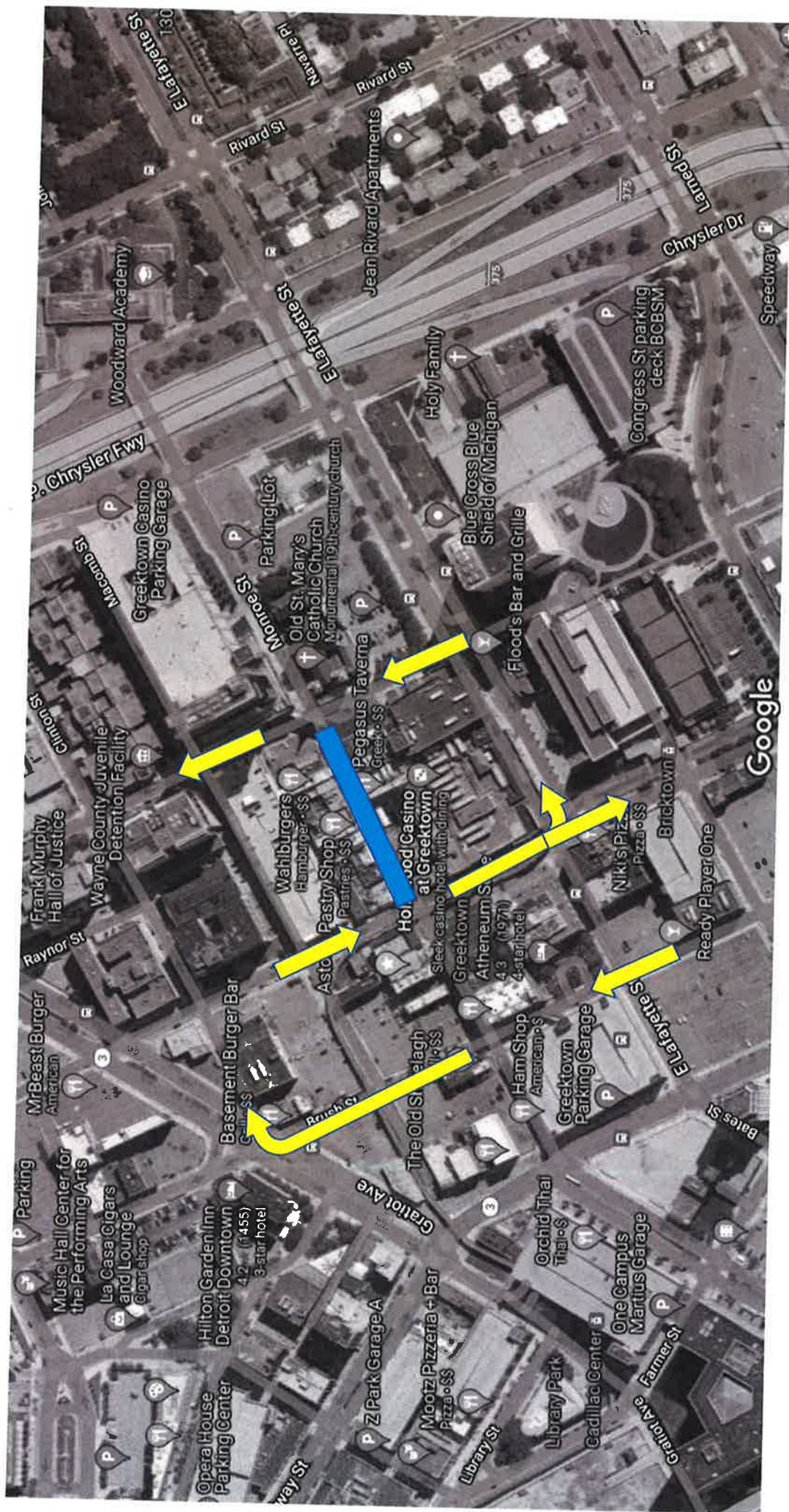
Event Organizer:
Greektown Neighborhood Partnership

Applicant Signature:

Metanik Markowicz

Date:

04-12-2023



Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Customer

Greektown Neighborhood

Partnership

400 Monroe St. Suite 340

Detroit Michigan 48226

ATTN: Melanie Markowicz

Event: Greektown Heritage Festival

Venue: Monroe Street - Detroit, Michigan

Start: Saturday, July 29, 2023

End: Saturday, July 29, 2023

This is to confirm that Hart EMS Medical Services PLLC (HMEMS) will provide on-site medical services for the above indicated Event and Venue. The following itemized services and items will be provided.

Service	Date	Start	End	Hours	Rate	Qty	Total
Life Support Ambulance	7/29/23	12:00 PM	9:00 PM	9.00	\$225.00	1	\$2025.00
On-site Medical Provider	7/29/23	12:00 PM	9:00 PM	9.00	\$50.00	1	\$450.00
							\$2475.00

Services	\$2475.00
Items	\$0.00
Total	\$2475.00
Discount	\$0.00
Sub Total	\$2475.00
Tax	\$0.00
Grand Total	\$2475.00
Deposit	\$0.00

Payment Terms: Payment due in full upon completion of event

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Customer

Greektown Neighborhood

Partnership

400 Monroe St. Suite 340

Detroit Michigan 48226

ATTN: Melanie Markowicz

Event: Greektown Heritage Festival

Venue: Monroe Street - Detroit, Michigan

Start: Saturday, July 29, 2023

End: Saturday, July 29, 2023

It is understood that all on-site medical facilities and ambulances have a limited capacity and should other emergency resources be called in by mutual agreement of both HMEMS and Greektown Neighborhood Partnership that HMEMS will be held harmless for any overtaxing of its resources and will not be held responsible for other costs incurred. It is further understood that the request for services is as outlined above and designed by Greektown Neighborhood Partnership. HMEMS assumes no responsibility for the planning and accuracy of it. Should the request for transport result in overtaxing of resources contracted for, HMEMS will at its' discretion, call for transport via city or private provider. HMEMS assumes no responsibility for availability or response capabilities of outside ambulance services. It is understood by the parties that HMEMS is held accountable for medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical provision. HMEMS its staff, and agents shall be held harmless for any incidents arising from this event. Furthermore, any treatment provided by other contracted, volunteer agencies or employees will not be the responsibility of HMEMS and will be held harmless for any liability resulting in treatment by other agencies, either contracted or volunteered. Premature termination of the event shall not result in discount or refund of any kind from Event Medical Services.

Greektown Neighborhood Partnership will provide the following:

- Location for ambulance parking with appropriate egress
- Parking area and/or parking passes for HMEMS staff vehicles **(If no parking area or passes are provided, a \$25 reimbursement will be required for each HMEMS staff vehicle)**
- Any necessary credentials
- Contact person name and information
- Ice & water for patient use
- Bathroom Facilities

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)
5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Event: Greektown Heritage Festival

Venue: Monroe Street - Detroit, Michigan

Start: Saturday, July 29, 2023

End: Saturday, July 29, 2023

Customer

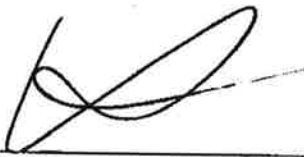
Greektown Neighborhood
Partnership

400 Monroe St. Suite 340

Detroit Michigan 48226

ATTN: Melanie Markowicz

By signing below, Client agrees to all terms of this contract. Client also agrees not to release this agreement and/or it's information outside of their organization. HMEMS will provide a proof of services document upon request to share with any external entities.



Authorized Signature

**Hart EMS Medical Services PLLC
(HMEMS)**

3/15/23

Date



Authorized Signature

**Greektown Neighborhood
Partnership**

03-15-2023

Date



Test Report

No. SH7020332/TX

Date: Mar 13, 2007

Page 1 of 3

YIZHENG SHANYI TARPAULIN CO., LTD.
11# TONGYANG ROAD, LIUJI TOWN, YIZHENG JIANGSU

THIS REPORT IS TO SUPERSEDE TEST REPORT NO.SH7015478/TX DATE: Mar 12, 2007

The following sample(s) was/were submitted and identified on behalf of the client as:

Sample Description : One sample of woven mesh with PVC coated cutting in white(middle: black) for tent

Manufacturer : YIZHENG SHANYI TARPAULIN CO., LTD.

Country of Destination : U.S.A.

Test Performed : Selected test(s) as requested by applicant

* * * * *

Sample Receiving Date : FEB. 13, 2007

Test Performing Date : FEB. 15, 2007

Test Result(s) : For further details, please refer to the following page(s).

Signed for and on behalf of
SGS-CSTC Ltd.

Winnie Wu(Account Executive)

This Test Report is issued by the Company subject to its General Conditions of Service printed overleaf or attached. Said Conditions are also available upon request or are accessible at www.sgs.com. Attention is drawn to the limitations of liability, indemnification and jurisdictional policies defined therein. The results shown in this Test Report refer only to the sample(s) tested unless otherwise stated and such sample(s) are retained for 30 days only. This Test Report shall not be reproduced except in full, without written approval of the Company.

SGS-CSTC Standard Technical Services Co., Ltd.
Shanghai Branch Testing Center-Textile Laboratory

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中国, 上海, 徐氏路889号3号楼1楼邮编: 200233 t+86 21 54544557/801 f+86 21 54958763 www.sgscstc.com

Member of the SGS Group (Société Générale de Surveillance)

Test Report

No. SH7020332/TX

Date: Mar 13, 2007

Page 2 of 3

Test Result

Flammability Test for Wall & Top Materials of Camping Tentage Products* (CPAI-84:1995; Section 6)

Fabric Weight : 560 g/sq.m

<u>As Received</u> Specimen	<u>Damaged Length (mm)</u>		<u>After-flame time (second)</u>	
	<u>Lengthwise</u>	<u>Widthwise</u>	<u>Lengthwise</u>	<u>Widthwise</u>
(1)	92	86	0	0
(2)	130	93	0	0
(3)	94	79	0	0
(4)	72	96	0	0
Average	93		0	

* Continuous flaming was not observed after the dipped/broken material fell on the floor of the test cabinet.

<u>After Leaching</u> Specimen	<u>Damaged Length (mm)</u>		<u>After-flame time (second)</u>	
	<u>Lengthwise</u>	<u>Widthwise</u>	<u>Lengthwise</u>	<u>Widthwise</u>
(1)	121	125	0	0
(2)	76	92	0	0
(3)	91	96	0	0
(4)	84	69	0	0
Average	94		0	

* Continuous flaming was not observed after the dipped/broken material fell on the floor of the test cabinet.

<u>After Weathering</u> Specimen	<u>Damaged Length (mm)</u>		<u>After-flame time (second)</u>	
	<u>Lengthwise</u>	<u>Widthwise</u>	<u>Lengthwise</u>	<u>Widthwise</u>
(1)	79	92	0	0
(2)	109	104	0	0
(3)	91	86	0	0
(4)	72	98	0	0
Average	91		0	

*Continuous flaming was not observed after the dipped/broken material fell on the floor of the test cabinet.

This Test Report is issued by the Company subject to its General Conditions of Service printed overleaf or attached. Said Conditions are also available upon request or are accessible at www.sgs.com. Attention is drawn to the limitations of liability, indemnification and jurisdictional policies defined therein. The results shown in this Test Report refer only to the sample(s) tested unless otherwise stated and such sample(s) are retained for 30 days only. This Test Report shall not be reproduced except in full, without written approval of the Company.

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Shanghai Branch Testing Center-Textile Laboratory

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Membre de l'Union SGS Group (Société Générale de Surveillance)

Test Report

No. SH7020332/TX

Date: Mar 13, 2007

Page 3 of 3

Flammability Test for Wall & Top Materials of Camping Tentage Products* (CPAI-84:1995; Section 6)

Requirements

1. Damaged Length

Fabric weight (g/sq.m.)	Maximum average for sample unit (mm)	Maximum for individual specimen (mm)
More than 340	115	255

2. After flame time

- No specimen shall have an after-flame time of more than 4 seconds.
- Average after-flame time of all specimens shall not exceed 2 seconds.

3. Portions or residues that break or drip from the test specimens shall not continue to flame after they reach the floor of the test cabinet.

4. This requirement includes :
- Specimens that were unleached and unweathered
 - Specimens that were leached but unweathered
 - Specimens that were weathered but unleached.

Comment

The submitted sample meets the requirement prescribed in CPAI-84:1995 Section 3.

Remarks

1. Leaching procedure : Section 4.1.2 – Submerging in water for 72 hours
2. Weathering procedure : Section 4.2.2.3 – Accelerated Weathering Procedure : Fluorescent UV and Condensation Method, for 54 hours (test cycle : 8 hours of UV at 60 degree C, followed by 4 hours of condensation at 50 degree C), using UVA-340 lamps.

* This test was carried out by SGS H.K. Textile Laboratory.

End of Report

This Test Report is issued by the Company subject to its General Conditions of Service printed overleaf or attached. Said Conditions are also available upon request or are accessible at www.sgs.com. Attention is drawn to the limitations of liability, indemnification and jurisdictional policies defined therein. The results shown in this Test Report refer only to the sample(s) tested unless otherwise stated and such sample(s) are retained for 30 days only. This Test Report shall not be reproduced except in full, without written approval of the Company.

SGS China Standard Technical Services Co., Ltd.
Shanghai District Testing Center-Textile Laboratory

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Membre de l'Union SGS Group Société Générale de Surveillance



We are proud to host the Greektown Heritage Festival in the heart of historic Greektown Detroit! Celebrating the rich, ethnic Greek heritage of the downtown neighborhood, the highlight of the festival is the street-side lamb roast with eight spits rotating this celebratory Greek dish. Monroe Street is filled with live Greek music, traditional Greek dancers, Greek food and drink. Free and open to the public.

Presented by Greektown Neighborhood Partnership, Hollywood Casino at Greektown, Bedrock, Tito's Handmade Vodka, Blue Cross Blue Shield of Michigan, the Downtown Detroit Partnership, and Gold Star Products.

GENERAL INFORMATION

DATE: Saturday, July 29, 2023

TIME: Set up: 7 a.m. – Noon
Event: Noon – 9 p.m.
Breakdown: 9 – 11 p.m.

LOCATION: Monroe Street between Beaubien Street and St. Antoine Street in Greektown, Detroit 48226

ACTIVITIES: Lamb Roast, Greek Dancing, Live Music, Greek Food, Bar (21+ only), Lawn Games, Greek Vendors

SECURITY: The Downtown Detroit Partnership will help host the event and they will utilize their security team, which is extremely experienced with hosting events in downtown Detroit. There will be eight security guards on duty at all times during the entirety of the event at all entrance and exit points. City Shield is the security contractor.

CONTACTS: Melanie Markowicz, Executive Director, Greektown Neighborhood Partnership, melanie@greektowndetroit.org, 313.265.9266

Athina Papas, Board Chair and President, Greektown Neighborhood Partnership, apapas@atheneumsuites.com, 313.300.0393



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance 350 Three Meadows Dr. Perrysburg OH 43551	CONTACT NAME: Carmen Ortega PHONE (A/C No, Ext): 855-581-1076 E-MAIL ADDRESS: Carmen.Ortega@bbrown.com INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: Philadelphia Indemnity Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC #
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INSURED Greektown Neighborhood Partnership 400 MONROE ST Suite 340 DETROIT MI 48226	CERTIFICATE NUMBER: REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		EV110660	07/29/2023	07/31/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N				N/A	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: Greektown Heritage Festival Greektown Detroit, Monroc Street between Beaubien and St. Antonie, 48226

CERTIFICATE HOLDER Greektown Heritage Festival Monroe St. Detroit MI 48226	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Carmen Ortega
--	---

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<p style="text-align: center;">STAGERIGHT CORPORATION ME-1000 STAGE SPECIFICATION</p>

Part 1 - Item Specification - Performance Stage: ME-1000 Series

01 - General Information

It is the intent of this specification to describe a portable performance staging system to meet the requirements of arenas, convention centers, and other public or private facilities. This system shall include the following items:

1. StageRight Modular Reversible Decks
2. StageRight ME-1000 Support System
3. Stairways
4. Guardrails
5. Skirting
6. Transport/Storage System

The design and quality of materials used and workmanship shall be equal to or exceed "Acceptable Performance Staging Standards", as noted below.

Installation drawings and instructions shall be provided by the Manufacturer.

02 - Acceptable Performance Staging Standards

- A. The riser system shall incorporate a "Floating Deck" design, permitting owner to use modular decks in conjunction with various support system to create performance staging with heights ranging from 3.2" to 10'.
- B. This "Floating Deck", when coupled with any of the Major Event (ME) support systems, shall permit the creation of a performance stage.
- C. The decks used for this staging system be reversible, having two usable playing surfaces.
- D. Assembly of this system shall not require any special equipment.
- E. No components requiring manual lifting shall weigh more than 130 pounds.
- F. The support structure shall permit bridging of decks between units, thus facilitating rapid set up and leveling.

03 - Performance Stage - Decks

- A. The deck shall be a composite structure featuring skins of 1/4" exterior grade Douglas fir plywood bonded to a 3/8" cell treated honeycomb core material with a waterproof urethane adhesive.

- B. The deck shall have two playing surfaces, choose the best surfaces to suit your event:
TechStage a .095" playing surface of fiberglass reinforced polymeric with black texture;
PolyTrac a black, slip-resistant ABS; or a commercial grade polyolefin carpet.
- C. An edging of 6005 aluminum with a T-5 temper shall enclose the deck, and shall have an interlock track to receive accessories such as stair brackets, skirting, interlock clips, etc. It shall either be clear anozide or finished with a non-glare polyester coating using the baked on powder-coat method and shall be attached to the deck with adhesives and riveted corner brackets.
- D. Decks shall not be permanently committed to a given support system but shall function with several support structures available from the manufacturer.
- E. The deck shall be so designed as to support a load of 125 pounds per square foot.
- F. There shall be no bolts or welded joining of components in deck construction. The structure shall be laminated with the finest adhesives to give maximum life. Such construction shall also reduce drum head phenomena expressed in typical construction.

04 - Performance Stage - Support System - ME-1000

- A. The support system shall be StageRight ME-1000.
- B. It shall be fabricated from structural extruded aluminum tubing and from hot rolled electric welded steel tubing of which members are sized as follows:
 - a. Main columns to be 2.87" dia. aluminum.
 - b. Inner columns to be 2.37" dia. aluminum.
 - c. Cross braces shall be 2" HREW steel tubing.
- C. Cross braces shall "clip" on using self-locking hooks.
- D. A standard finish of non-glare black polyester shall be applied, using the baked-on powder coating method.
- E. Coarse height adjustments of 2" on center shall be provided with an additional fine adjustment of 5" via a screw foot.
- F. All-Terrain model shall permit each leg to be set at different coarse height adjustments to accommodate outdoor events encountering erection surfaces of a variable contour.
- G. The fine screw foot adjuster shall be no less than 3/4" diameter using an acme thread. The bottom of the foot shall be molded urethane no less than 2-7/8" in diameter.

- H. Bushings of UHMW-PE shall be installed to prevent metal to metal contact between inner and outer columns.

05 - Performance Stage - Stairs – EZ-Lift

- A. Stairways shall be designed so as to be adjustable to accommodate a range in height increments compatible with the stage support system. The stair tread rise shall adjust in 2” increments to maintain a typical rise in height according to stage height.
- B. When prepared for storage, the stair shall fold flat.
- C. The treads shall be 12" deep x a minimum of 36" wide, with treads of a polymeric non-skid coating.
- D. EZ-Lift unit shall be comprised of steel construction. Stair rails shall be aluminum tubing. Finish will be non-glare black polyester using the baked-on powder coating method for durability.
- E. The stairways shall attach to the stage with brackets which are easily affixed to the stage panel.
- F. The edge of each stair tread shall be finished in a high-visible contrasting color for additional safety.

06 - Performance Stage - Guardrails

- A. Guardrail shall be of welded construction using 1-1/2" diameter steel tubing.
- B. Top rail shall be 42" high with a middle rail 21" high. ADA Guardrails shall have vertical stanchions that meet the 4” sphere code.
- C. A standard finish of non-glare black polyester shall be applied, using the baked-on powder coating method.
- D. The guardrails shall install on any StageRight panel to function at any height.

07 - Performance Stage - PolyTwill Skirting

- A. Skirting shall be made of "non-combustible" 100% PolyTwill, pursuant to applicable fire codes.

- B. The skirting shall be attached by means of plastic clips or Velcro sewn into the top hem which shall clip into or adhere to the stage edging.
- C. Skirt height adjustment will be accompanied using Velcro strips, which shall be sewn to the reverse side of the skirt.
- D. Skirting valence shall be knife or box pleated with a fullness of 50%

08 - Performance Stage - Transports

- A. Transports for decks, supports, stairways, guardrails, and skirting shall be welded steel tubing construction with fork truck access on four sides. They shall have a minimum of 4 heavy duty casters.
- B. As individually specified, transports shall contain their intended load in a secure and organized manner.

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**

Petition #: _____ Event Name: Greektown Heritage Festival

Event Date : July 29, 2023 12p-9:00p

Street Closure: Monroe Street between Beaubien and St. Antoine

Organization Name: Greektown Neighborhood Partnership

Street Address: 400 Monroe Street, Suite 340, Detroit, MI 48226

Receipt date of the COMPLETED Special Events Application:	06/05/23
Date of City Clerk's Departmental Reference Communication:	06/05/23
Due date for City Departments reports:	06/05/23
Due date for the Coordinators Report to City Clerk:	06/05/23

Event Elements (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> 24-Hour Liquor License | | | |

Petition Communications (include date/time)

The Greektown Heritage Festival celebrates the rich, ethnic Greek heritage of the neighborhood. Monroe Street will be filled with live Greek music, traditional Greek dancers, and Greek food and drink. Free and fun for the whole family.

**** ALL permits and license requirements must be fulfilled for an approval status ****

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Bus. License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

MAYOR'S OFFICE

Signature: **Elisa Malile**

Digitally signed by Elisa Malile
Date: 2023.04.28 13:12:46 -04'00'

Date: 06/15/2023

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Greektown Neighborhood Partnership to host Greektown Heritage Festival on July 29, 2023 from 12 PM to 9:00PM at Greektown, Monroe Street between Beaubien and St. Antoine

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.