

Janice M. Winfrey  
City Clerk

# City of Detroit

OFFICE OF THE CITY CLERK

Andre P. Gilbert II  
Deputy City Clerk

## DEPARTMENT PETITION REFERENCE COMMUNICATION

*To: The Department or Commission Listed Below*

*From: Janice M Winfrey, Detroit City Clerk*

---

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

---

Petition No.	2023-251
Name of Petitioner	United Way for Southeastern Michigan
Description of Petition	Request to hold "Bike United for United Way for Southeastern Michigan" at Downtown Detroit (see Maps) on September 9, 2023 from 9:00 AM to 3:00 PM
Type of Petition	<b>Special Event</b>
Submission Date	7/6/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Alicia Dennis United Way for Southeastern Michigan 3011 West Grand Blvd Detroit, MI 48202 313-226-9200 (office) 313-460-5122 (cell) <a href="mailto:Alicia.dennis@unitedwaysem.org">Alicia.dennis@unitedwaysem.org</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

# 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: Bike United for United Way for Southeastern Michigan

Event Location: Downtown Detroit (See Route Map)

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: United Way for Southeastern Michigan

Organization Mailing Address: 3011 West Grand Blvd.; Detroit, Michigan 48202

Business Phone: 313.226.9200

Business Website: https://unitedwaysem.org

Applicant Name: Alicia Dennis

Business Phone: 313.460.5122

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

alicia.dennis@unitedwaysem.org

Event On-Site Contact Person:

Name: Alicia Dennis

Business Phone: 313.460.5122

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

alicia.dennis@unitedwaysem.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: 100-300

Please provide a brief description of your event:

BIKE UNITED is an inaugural event intended to raise funds which support the mission of United Way for

Southeastern Michigan through our partnerships with local labor unions. Labor union members will pledge a donation

amount for participating in the bike race. The route intentional visits the labor halls throughout the city which will serve as our check points for bathrooms, first aid, and breaks which will be hosted by our labor partners.

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

Begin Set-up Date : 09.9.2023 Time: 6am Complete Set-up Date: 09.9.2023 Time: 9am

Event Start Date: 09.9.2023 Time: 9am Event End Date: 09.9.2023 Time: 3pm

Begin Tearing Down Date: 09.9.2023 Complete Tear Down Date: 09.9.2023

Event Times (If more than one day, give times for each day):

N/A

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Streets of the City of Detroit, MI (see event route map)

Facilities to be used (circle):  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 merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:

N/A

Will a sound system be used?  Yes  No

If yes, what type of sound system?

**Section 5- SALES INFORMATION**

Will there be advanced ticket sales?  Yes  No Fees will be collected preregistration.  
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:

---

Will there be food trucks?  Yes  No

If yes, please list how many:

---

Will there be a charge for parking?  Yes  No

If yes, please describe the amount:

---

How will you advise attendees of parking options? Information will be shared with all staff, volunteers, and participants prior to the event date with a detailed map of parking options at or near the starting union hall.

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company:

Contact Person:

Address:

Phone:

City/State/Zip:

---

Number of Private Security Personnel Hired Per Shift:

---

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

Licensed

Armed

Bonded

### Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

100-300 bikers riding through the community will impact pedestrian traffic briefly with potential road closures impacting traffic

Have local neighborhood groups/businesses approved your event?  Yes  No

Indicate what steps you have or will take to notify them of your event: All neighborhood groups will receive the attached flier

announcing the event with contact for questions or concerns. They will also be invited to participate in the event.

---

---

### Section 8- EVENT SET-UP

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

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled:

None

---

---

Name of vendor providing generators: Contact Person:

Address: N/A

Phone:

City/State/Zip

How Many?

Size/Height

Booth N/A

Tents (enclosed on 3 sides) N/A

Canopy (open on all sides) N/A

Staging/Scaffolding N/A

Bleachers N/A

\*The labor halls along the ride will serve as all stopping areas for bathrooms, breaks, snacks, water stations, first aid and trash receptacles. There will also be a golf cart or vehicle following the rear of the race equip with first aid and ready to respond in an emergency or injury.

**Section 9- COMPLETE ALL THAT APPLY**

Emergency medical services?

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns. N/A

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? Any catering or snacks will be served at the ending labor hall indoors.

Contact Person:

Address:

Phone:

City/State/Zip:



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

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

Certificate of insurance to be provided with approval of application.

---

---

---

---

**AUTHORIZATION & AFFIDAVIT 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.

*[Handwritten Signature]*

05/26/2023

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.

**(Please Print)**

**Event Name:** Bike United **Event**

**Date:** 09/09/2023

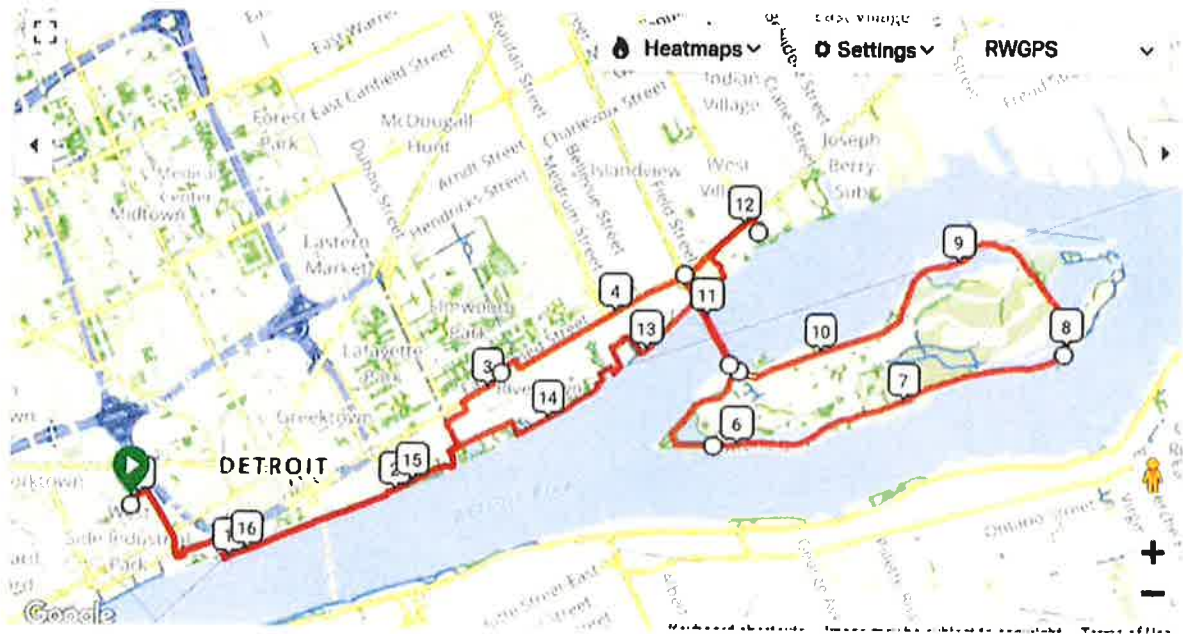
**Event Organizer:**  
United Way for Southeastern Michigan

**Applicant Signature:** *[Handwritten Signature]*

**Date:** 05/26/2023



United Way for Southeastern Michigan  
Bike United 2023 Draft Route



1. Riders will begin the route from the International Brotherhood of Electrical Workers located at 1358 Abbott St.
2. From there they will head out and take a right on Porter Street
3. Riders will take another right turn at 6<sup>th</sup> street. They will ride along 6<sup>th</sup> street past Wayne County Community College and up to the Riverfront Towers apartment complex.
4. From there, riders will connect with the paved Detroit Riverwalk path (running from the towers, past the Renaissance Center, and through Milliken State park)
5. Once riders exit Milliken park, they will merge onto Atwater Street and follow the Dequindre Cut to Woodbridge St.
6. Riders will take a right on Woodbridge street, ride that up to Saint Aubin St. then take a right onto East Jefferson Ave.
7. Arrive at AFT Union Hall (water/bathroom)
8. Continue down East Jefferson Ave to the Belle Isle Bridge on East Grand Boulevard
9. Take a right at the entrance to Belle Isle and follow Stand Drive until it turns into Lakeside Drive then Riverbank Road and then back across the East Grand Bridge
10. Once you exit the bridge, turn right and ride through Gabriel Richard Park, turn back onto Jefferson and arrive at the UAW headquarters (water/bathroom)
11. Turn around, follow Jefferson back to the riverwalk and follow that back to IBEW to end the route!

# United Way for Southeastern Michigan 1st Annual Bike United



Riding is fun.  
*Enjoy life  
with a bicycle*



Join United Way for Southeastern Michigan on \_\_\_\_\_ for our 1st Annual Bike United. We will bicycle on the streets of the City of Detroit with staging & stopping locations at various union halls. Details are available after registration

Register

Registration Fee: \$50.00

Contact:

For additional information





United Way  
for Southeastern Michigan



## United Way for Southeastern Michigan Event Safety & Fire Plan

**Event Name:** BIKE UNITED 2023

**Date:** Saturday September 9th, 2023, 9:00am-3:00pm

**Location:** City streets of Detroit (see attached route map)

**Location Contact :** Alicia Dennis

**Event Contact:** Alicia Dennis Email: [Alicia.Dennis@LiveUnitedSEM.org](mailto:Alicia.Dennis@LiveUnitedSEM.org)

**Event Objective:** Engage our Labor Partners in a one-day bike ride while raising funds which support the mission of the organization.

### Safety Plan:

#### 1. Pre-Event Communication:

- Before the event, communication will be sent out to attendees in a "know-before-you-go" email including accessibility information, ride rules, parking, and event map information.
- Attendees will be reminded to hydrate, use, and bring sunscreen, and dress for comfort and weather. All attendees will be encouraged to wear a helmet.
- Event communication will include directions to opt-in to text notifications from United Way for Southeastern Michigan for important event updates.
- Event communication will include a nondiscrimination policy with an event disclaimer as follows:
  - *"United Way for Southeastern Michigan is committed to deconstructing systemic racism and institutional bias while promoting diversity, equity and inclusion as a core value in every aspect of our work. If at any point there is hateful, derogatory, and/or unsafe behavior you will be asked to leave the event premises immediately."*



United Way  
for Southeastern Michigan

- All event staff and volunteers will undergo a training session which will include a review of the Safety & Fire plan.
2. Event Map & Signage:
- The event ride map will be designed in advance, taking into consideration the safety of riders on roadways, traffic flow, construction zones, parking availability, and other potential hazards.
  - Proper signage will be posted surrounding the event stopping areas and Labor Halls along the route, and nearby parking to ensure that attendees can locate a clear path to the starting point.
  - All attendees, staff, and volunteers will be notified of the agenda and event map ahead of time and able to locate the group upon arrival.
3. Attendee Health & Safety:
- All participants must abide by the rules of the city throughout the duration of the event.
  - The use of fireworks or any other material requiring a flame is strictly prohibited.
  - Water and snacks will be available on site for attendees as needed.
  - Team members are expected to adhere to the COVID procedures/policies of the venue or organizer.
4. Medical Assistance:
- First aid supplies will be available at the starting and ending points for the event, and during the ride at all times.
  - First aid supplies will be carried by the group leader or designated ride marshal.
  - Participants will be encouraged to bring their own first aid supplies as well.
  - All participants will be required to provide emergency contact information during registration.
  - In the event of a medical emergency, trained volunteers will be on site to assist and call 911 immediately.
  - In the event of a medical emergency the event lead will be notified immediately, who will contact the department representative at the City of Detroit, and the United Way for Southeastern Michigan's office. A staff member will accompany the injured person(s) if necessary, and an incident report will be filed with People & Culture.



## 5. Group Ride Etiquette & Directions:

- Pre-Ride Safety Briefing:
  - Before the ride begins, a safety briefing will be conducted to remind participants of the rules of the road and group riding etiquette.
  - Participants will be encouraged to wear helmets and bright, visible clothing.
  - Participants will be reminded to bring their own water and snacks, and to check their bikes for any mechanical issues
- Participants will be reminded to ride with the group, following the ride leader, yielding to traffic, and following a clear riding path.
- The group will maintain a safe and reasonable speed for the conditions and the skill level of the group.
- The group walk leader will carry a megaphone and multiple staff and volunteers will be clearly marked in t-shirts and placed throughout the group to monitor safety.

## 6. Rider Safety:

- All participants must wear helmets.
- All participants must sign a waiver acknowledging the risks associated with the activity and confirming their fitness to participate.
- Participants are encouraged to ride in a predictable manner and communicate with other riders using hand signals and verbal cues.
- Participants should be reminded to obey all traffic laws and signals.

## 7. Communication Plan:

- Attendees will be provided with a detailed event agenda and map prior to the day, including information on safety guidelines. Attendees will receive contact for questions and accommodation prior to the event.
- The group leader and ride marshal/lead will know and have the Safety & Fire plan in place in case of any incidents or emergencies, including reporting out to all necessary parties in the event of an incident or emergency.
- Participants will be provided with a detailed ride guide prior to the activity, including information on route maps, safety guidelines, and emergency procedures.



United Way  
for Southeastern Michigan

## 8. Accessibility

- United Way for Southeastern Michigan's accessibility statement will be posted on all event communications as follows:
  - *"United Way for Southeastern Michigan welcomes all people to our events and services. We are dedicated to making each event an accessible and inclusive experience. If you need an accommodation to fully participate in our event, email [EquityChallenge@UnitedWaySEM.org](mailto:EquityChallenge@UnitedWaySEM.org) and we will get back with you to discuss your needs."*
- The event lead will ensure there are multiple seating options available and space to accommodate wheelchair accessibility.
- ASL interpreters will be present at the event.

## **Inclement Weather**

In the event of an inclement weather announcement prior to the event start, a notification of event cancellation will be sent out immediately via email and text to all registered attendees. If an inclement weather announcement is made during the event, this will be announced on the megaphone and attendees will be directed to their cars and the event will be cancelled.

## **Fire Safety**

Prior to the event the event lead will check the event area and route to ensure entrances and exits are not blocked and accessible by all guests. All event staff and volunteers will be aware of fire extinguisher locations and trained to call 911 in the event of fire. Should a fire take place, staff and volunteers will call 911, and lead attendees in a safe and organized fashion at least 150 feet from the event space.

## **Staff & Volunteer Training Procedures**

All event staff and volunteers will be trained to follow the checklists below prior to the event:

- FIRE
  - Before the event, I will check that exit doors and routes are not blocked.
  - If there is a fire during the event, I will pull the fire alarm.
  - If there is a fire during the event, I will call 911.
- EARTHQUAKE
  - For outdoor events: I will instruct attendees to find an open space away from wires or unstable structures.



- For indoor events: I will instruct attendees to find safe cover under doorways or tables.
  - I will ensure attendees remain in their safe spots until shaking stops.
- BOMBTHREAT
  - On receiving notification of a bomb threat, I and my colleagues will treat it as a genuine emergency.
  - I will initiate bomb-threat procedures by calling the fire department and 911, and notify the United Way for Southeastern Michigan office and Michigan DNR office
  - I and my group will cease all activities and sit calmly until instructed to act by emergency services.
  - If emergency services determine that evacuation is necessary, I will comply with instructions and cooperate to move attendees a safe distance from the site.
- POWER FAILURE
  - I will turn on flashlights and position myself with them in walkways or near the exit in order to help my attendees outside.
  - I will ensure that all of my attendees arrive safely outside, and will wait with them until power is restored or further instructions are given.
- EXTREME WEATHER (outdoor events only)
  - In the case of extreme inclement weather, I will use the bull-horn to announce the need to end the event and direct people to their vehicles.
- MEDICAL EMERGENCIES
  - I will call an ambulance (911) or use basic first aid as appropriate to the situation.
  - I will maintain calm around the situation and ensure that medical personnel have access to the injured person or people

By following this safety plan, we aim to ensure the safety and enjoyment of all attendees and create a successful closing celebration event.

### **Important Emergency Contacts**

- Emergencies: 911
- Michigan State Police: 313-456-0020
- Detroit Fire Department: 313-596-2900
- Fire Department Emergency Medical Services 313-596-5180
- DNR Law Enforcement: 517-284-6000



United Way  
for Southeastern Michigan

- United Way for Southeastern Michigan: 313-226-9200



## MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 2023-251 Event Name: Bike United

Event Date : 09/09/2023

Street Closure: Downtown Detroit (See Maps)

Organization Name: United Way for Southeastern Michigan

Street Address: 3011 West Grand Blvd. Detroit MI 48202

Receipt date of the <b>COMPLETED</b> Special Events Application:	7/6/2023
Date of City Clerk's Departmental Reference Communication:	7/6/2023
Due date for City Departments reports:	7/6/2023
Due date for the Coordinators Report to City Clerk:	7/6/2023

Event Elements (check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Walkathon                     | <input type="checkbox"/> Carnival/Circus       | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon        |
| <input checked="" type="checkbox"/> Bike Race          | <input type="checkbox"/> Religious Ceremony    | <input type="checkbox"/> Political Ceremony  | <input 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"/> <b>24-Hour Liquor License</b> |  |  |  |

### Petition Communications (include date/time)

Bike United is an inaugural event intended to raise funds to support the mission of United Way for Southeastern Michigan through our partnerships with local labor unions. The route intentionally visits the labor halls throughout the city which will serve as our check points for first aid and breaks and will be hosted by labor partners.

\*\* **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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Bus. License	<input checked="" 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: 7/6/23

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to United Way for Southeastern Michigan to host Bike United for United Way for Southeastern Michigan on September 09, 2023 from 9AM to 3PM at Downtown Detroit (See Maps).

**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.