

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.	2024-089
Name of Petitioner	General Service Department
Description of Petition	Please see request to hold "Easter Fun Fest" Submitted by the General Service Department, located at Crowell Recreation on March 30 th , from 1:00PM to 5:00PM. Set-up to begin March 29 th at 10:00AM complete by March 30 th 1:00PM with tear-down to begin March 30 th complete by 10:00PM.
Type of Petition	Special Event
Submission Date	3/7/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Phillip Talbert 313-529-6600 pjtalbert@totalaccessinc.com Shayla Mcelory 313-348-5530 Shalya.Mcelroy@detroitmi.gov

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

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

PURITAN AVE CLOSE

Entry

LOCAL TRAFFIC

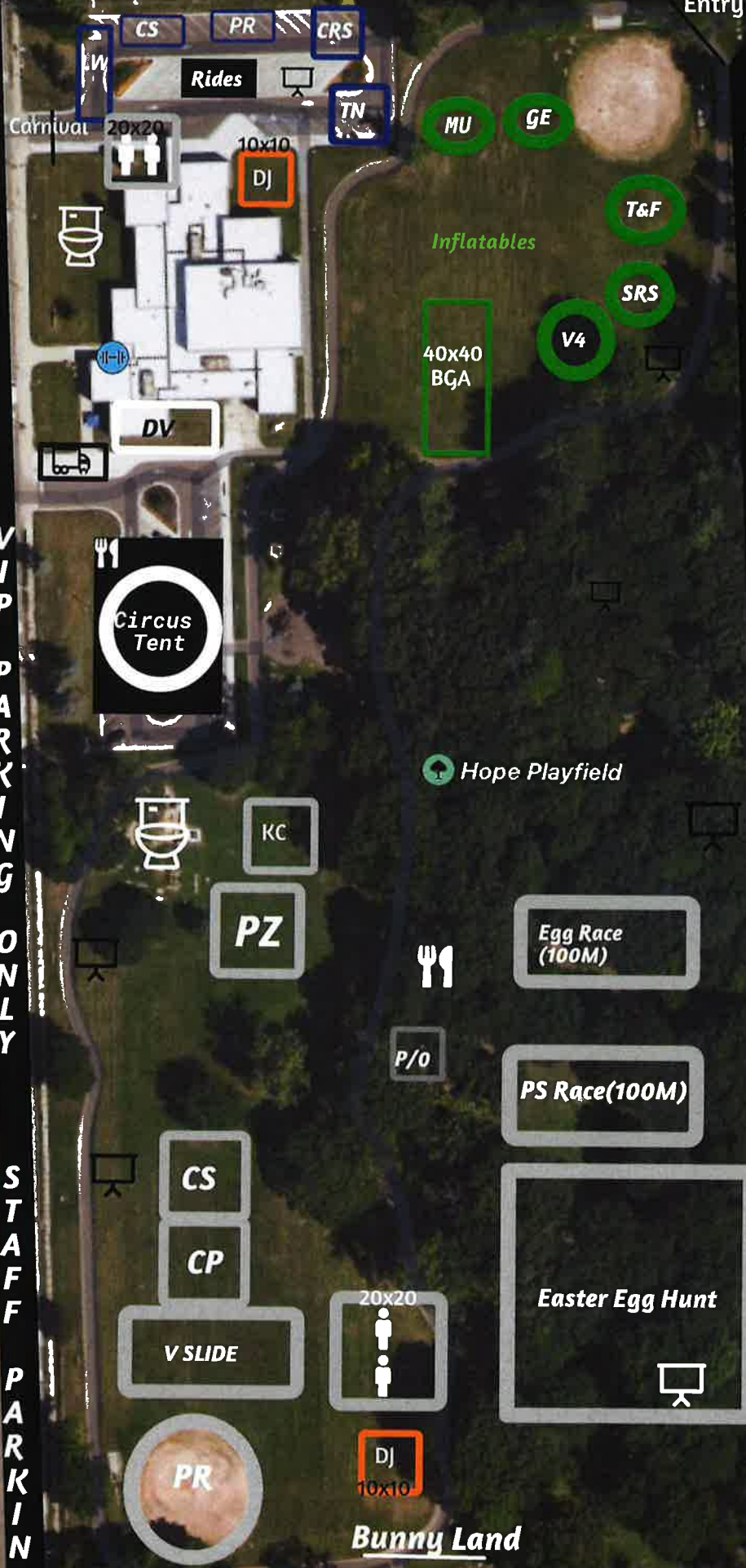
LOCAL TRAFFIC

VIP PARKING ONLY

BURGESS

STAFF PARKING

LOCAL PARKING



Puritan AVE Close (WORKERS) Parking

Easter Fun Fest Clean UP Plan

The event will utilize the cleaning services provided by General Services Department personnel which will provides cleaning and trash removal pre event, during event and post event.

The General Services Department will provide additional trash receptacles throughout proposed event site layout and will monitor and provide trash removal from event site during and post event hours.

TAE will coordinate cleaning services in conjunction with General Services Department personnel to ensure seamless coordination of site cleaning pre, event hours, and post event.

Food vendors has been directed that they are responsible for disposing of all trash in garbage bags in a manner to ensure that garbage is not to be visible to the public at any time. General Services Department personnel will collect all garbage and remove from event site, during and post event,

Easter Fun Fest Communication and Community Impact Plan

1. Event Promotion:

- **GSD Communications Team:** Total Access Events will collaborate with the GSD Communications Team to create and manage social media post for the event.
- **Social Media:** Regularly post event updates, behind-the-scenes content, and engage with the community on platforms like Facebook and Instagram.
- **Email Campaigns:** Send newsletters with event updates/flyer to GSD mail list.

2. Event Information:

- **Event Program:** Event Schedule and timeline posted on social media.
- **Map:** An event map with key locations and distribute it at the event.
- **Contact Information:** Display event organizer contact information on all materials.

3. Community Engagement:

- **GSD Communications Team:** Work with the GSD Communications Team to organize community meetings and outreach efforts.
- **Local Schools:** Partner with nearby schools to involve students.
- **Community Outreach:** Distribute event information at local centers and libraries.
- **Volunteer Opportunities:** Encourage community members to volunteer with perks like free admission.

4. Sustainability and Community Impact:

- **GSD Communications Team:** Collaborate on messages related to sustainability and community impact.
- **Eco-Friendly Initiatives:** Implement waste recycling and eco-friendly practices.
- **Local Vendors:** Prioritize local businesses and artisans.
- **Community Donations:** Allocate give aways that support the community
- **Feedback Mechanism:** Collect feedback from attendees and community members after the event.

5. Emergency Communication:

- **Emergency Plan:** Work with the GSD Communications Team to include emergency communication procedures.
- **Communication Hub:** Establish a centralized hub for emergency communication.
- **Emergency Contacts:** Prominently display emergency contact numbers.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Easter Fun Fest

Event Status: In Review- Special Events Management Team (Step 1 of 6)

Petitioner Name / Organization: General Service Department

Event Location: Crowell Recreation

Event Date(s) and Time(s): 03/30/24 1:00 PM to 03/30/24 5:00 PM

Type of Event: Festival

Applicant Contact:
Phillip Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	02/27/24 1
Date of Clerk's Office Referral:	
Date of City Departments Sign Off:	
Date Referred to Council:	

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD

BSEED

Mayor's Office Special Events Signature: _____

Date: _____

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: <https://detroitmi.gov/news/city-detroit-continues-its-n>

Which spaces will be used? Street, Park, City Facility

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

Easter Fun Fest held at Crowell Recreation Center on March 30th 2024 1pm-5pm. This event will have family oriented activities including carnival games, circus, and give aways. This event is an annual event produced by City Of Detroit General Service Department.

Estimated Peak Attendance: 5000

Estimated Total Attendance: 5000

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? Yes

Contact Information

Organization / Petitioner Name: General Service Department

Mailing Address: 115 Erskine

Detroit Michigan 48238

Primary Contact:	Secondary Contact:
Phillip Talbert	Shayla Mcelroy
pjtalbert@totalaccessinc.com	Shayla.Mcelroy@detroitmi.gov
	+1 (313) 348-5530

Organization Type: Government

Organization Website: https://detroitmi.gov/departments/general-services-department

Event Setup & Breakdown

Begin Setup: 03/29/24 10:00 AM

Complete Setup: 03/30/24 1:00 PM

Setup Location(s): Crowell Recreation

Event Start: 03/30/24 1:00 PM

Event End: 03/30/24 5:00 PM

Begin Tear Down: 03/30/24 10:00 PM

Complete Tear Down: 03/30/24 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 4

Cleaning Service Vendor: GSD

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Verne Street 03/30/24

Burgess 5:00 AM 9:00 PM

2. Puritan 03/30/24

Burgess 5:00 AM 9:00 PM

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Parking Plan is to utilize local lots to allow public parking and street parking.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 2 Number of non-truck food vendors: 9

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 2

Number of tents larger than 10' x 10': 0

Tent Contractor: Pegasus Entertainment

What other structures will your event include? _____

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? 3

Generator contractor: GSD

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? No

Will a sound system be used? _____

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: GSD

Number of private personnel per shift: -3

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input type="checkbox"/>	Applicant Signature Page (required)
<input type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to General Services Department to host "Easter Fun Fest" (2024-089) on March 30, 2024 at Crowell Recreation from 1:00 PM to 5:00PM.

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.