

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.	2024-101
Name of Petitioner	Daves Choice Community Development Corp
Description of Petition	Please find attached request to host "Detroit Riverfront Polo & Fashion Classic" that will be held on 07/14/24 at Riverside Marina 11000 Feud, Detroit , MI 48214. The event will be held from 12:00 P.M. to 9:00 P.M. on 07/14/24. Setup time will begin on 07/10/24 at 1:00 P.M. and be completed at 1:00 P.M on 07/13/24. Tear down time will begin at 8:00 A.M. on 07/15/24 and be completed at 4:00 P.M. on 07/15/24.
Type of Petition	Special Events
Submission Date	03/20/24
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Dave Bishop 11000 West McNicols #323 Detroit, MI 48219 detroitchoicerevents@gmail.com

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 Authorizations

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 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.


Applicant Signature:

2/15/2024

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.

Detroit Riverfront Polo
& Fashion Classic

Event Name:
Detroit Riverfront Polo Fashion Classic

Event Date:

Event Organizer:
Detroit
Choice
Events

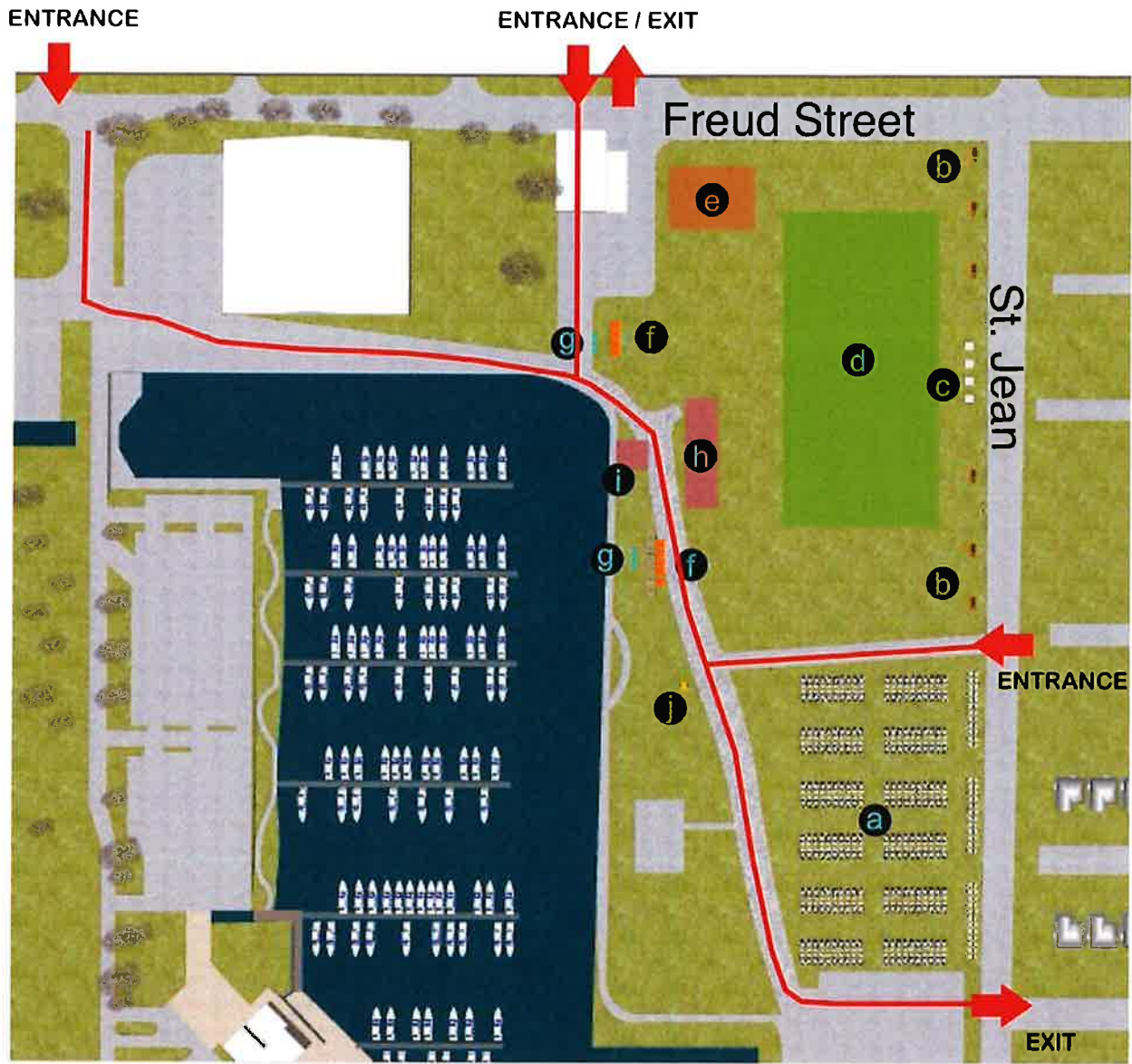
7-14-24

Applicant Signature:

Date:



2/15/2024



LEGEND

- a** PARKING AREA
 - b** 6-FOOD TRUCKS
 - c** 4- 10'x10' VENDORS TENT
 - d** 1- 400'x200' POLO FIELD
 - e** HORSE STABLE
 - f** 5-10'x10' TENTS
 - g** 6-PORTABLE BATHROOMS
 - h** 1-40'x140' VIP TENT
 - i** 1-40'x40' TENT
 - j** POWER SERVICE GENERATOR
- FIRE LANE & EXIT ROAD
- 400 Parking Spaces
(\$20/Vehicle)



April 20, 2023

To Whom it may concern,

I am writing this letter to recommend the Polo and Pretty Women Polo Event and Dave Bishop as an exceptional partners and hosts for this event. I have had the pleasure of knowing Dave for several years now, and he has always demonstrated a deep passion for community events, as well as a remarkable talent for organizing and hosting events.

Dave has organized several polo events in the past, and each one has been an absolute success. His attention to detail, combined with his exceptional organizational skills, ensures that every aspect of the event is meticulously planned and executed to perfection. He is committed to the success of his events and takes pride in executing excellent events.

Dave has been wonderful to work with in organizing these events. He has a natural talent for making everyone feel at ease and for creating an unique event that everyone can enjoy. Whether you are a seasoned polo player or a first-time spectator, Dave's warm and friendly demeanor will immediately make you feel welcome.

I strongly recommend the Polo and Pretty Event and Dave Bishop. With his exceptional organizational skills, attention to detail, and warm personality, he is sure to continue to make this event a resounding success.

Sincerely,

Emmalyn Wheaton

Director, Detroit Polo Club
517-303-1606
detroitpoloclub@gmail.com



Event Highlights:

1. **Polo Tournament:** Witness exhilarating polo matches as skilled players showcase their talent and precision on the field. The tournament will feature local and international teams, adding an element of excitement and friendly competition.
2. **Fashion Show:** Be captivated by a dazzling fashion show that showcases the creativity and talent of Detroit's finest designers. From couture to streetwear, the fashion show will highlight the diversity and innovation within the city's fashion scene.
3. **Live Entertainment:** Enjoy live music performances throughout the event, creating an energetic and vibrant atmosphere. Local artists and renowned musicians will take the stage, providing a captivating soundtrack to the day's festivities.
4. **Gourmet Food and Beverages:** Indulge in a culinary experience with a wide range of gourmet food options and refreshing beverages available for purchase. From local delicacies to international flavors, there will be something to satisfy every palate.
5. **Interactive Experiences:** Engage in interactive activities and experiences that celebrate the spirit of Detroit. From photo booths to art installations, guests will have the opportunity to immerse themselves in the city's culture and creativity.

Event Schedule:

- 12:00 PM: Gates open, welcome and registration
- 1:00 PM: Polo matches begin

- 3:30 PM: Fashion show

- 5:00 PM: Live music performances

- 7:00 PM: Award ceremony and closing remarks
- 9:00 PM: Event concludes

Communication and Community Impact Plan for Detroit Riverfront Polo and Fashion Classic:

1. Pre-Event Communication:

- Develop a comprehensive communication strategy to engage with the local community and stakeholders.
- Create a dedicated event website and social media accounts to share information and updates.
- Collaborate with local media outlets to promote the event through press releases, interviews, and event listings.
- Reach out to community organizations, neighborhood associations, and business groups to inform them about the event and seek their support.

2. Engaging the Community:

- Organize community meetings or town halls to gather input, address concerns, and build relationships with residents and businesses.
- Offer opportunities for local businesses and artisans to showcase their products or services at the event, fostering economic growth and community involvement.
- Partner with local charities or non-profit organizations to promote volunteer opportunities and community engagement initiatives during the event.
- Encourage attendees to support local businesses and explore the surrounding area by providing information on nearby attractions, restaurants, and shops.

3. Environmental and Social Responsibility:

- Implement sustainable practices throughout the event, such as reducing waste, promoting recycling, and using eco-friendly materials.
- Engage in community service initiatives, such as organizing clean-up events or supporting local environmental projects.
- Provide accessibility options for individuals with disabilities, ensuring inclusive participation and a welcoming environment for all attendees.

4. Post-Event Engagement:

- Share a post-event report highlighting the positive community impact, economic benefits, and environmental initiatives undertaken during the event.
- Thank the community, volunteers, and partners for their support and participation.
- Continue to engage with the community through social media, newsletters, and community events to maintain a lasting connection.

5. Community Feedback and Evaluation:

- Encourage community members to provide feedback and suggestions for future events through surveys, online platforms, or public forums.
- Evaluate the event's success in meeting community impact goals and identify areas for improvement.

- Use feedback and evaluation results to inform future event planning and enhance community engagement strategies.

By implementing this Communication and Community Impact Plan, the Detroit Riverfront Polo and Fashion Classic can foster positive relationships with the local community, promote economic growth, and create a memorable and impactful event experience for all attendees.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Detroit Rivetfront Polo & Fashion Classic

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

Petitioner Name / Organization: Daves Choice Community Development Corp

Event Location: Riverside Marina 11000 Feud, Detroit , Mi 48214

Event Date(s) and Time(s): 07/14/24 12:00 PM to 07/14/24 9:00 PM

Type of Event: Sports/Recreation, Other

Applicant Contact:
Dave Bishop
detroitchoiceevents@gmail.com
+1 (313) 539-6188

Submission Date:	02/15/24 8
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
			GSD Approval Not Required	DDOT Approval Not Required			

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? No

Is this an annual event? Yes

Event Website: PoloandPrettyWomen.com

Which spaces will be used? City Facility, Private Facility

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

Event Description

Brief Event Purpose & Description:

The Detroit Riverfront Polo and Fashion Classic aims to bring together the worlds of polo, fashion, and entertainment in a dynamic and inclusive event. Our mission is to create an extraordinary experience that celebrates the spirit of Detroit, pushing boundaries, breaking stereotypes, and setting new standards in the fashion and sporting industry. With a commitment to excellence, innovation, and inclusivity, we strive to provide a platform for talented designers, showcase the skill and precision of polo players, and entertain our audience with live music performances and a vibrant atmosphere.

Vision Statement:

Over the past five years, the Polo & Pretty Women™ (poloandprettywomen.com) has emerged as a premier event, captivating audiences and becoming a highlight on Detroit's social calendar.

Our vision is to continue growing and evolving, becoming a global destination for fashion enthusiasts, sports lovers, and entertainment seekers.

We aim to elevate the Detroit Riverfront Polo and Fashion Classic to new heights, attracting renowned designers, international polo teams, and top-notch entertainers. Through our event, we aspire to showcase the unique blend of fashion, sport, and culture that makes Detroit so special.

Estimated Peak Attendance: 800

Estimated Total Attendance: 800

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? No

Is this a charity event? Yes

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

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Daves Choice Community Development Corp

Mailing Address: 11000 West McNicols #323

Detroit Michigan 48219

Primary Contact:	Secondary Contact:
Dave Bishop	
detroitchoiceevents@gmail.com	

Organization Type: Nonprofit

Organization Website: Daveschoicecdc.org

Event Setup & Breakdown

Begin Setup: 07/10/24 1:00 PM

Complete Setup: 07/13/24 1:00 PM

Setup Location(s): Riverside Marina

Event Start: 07/14/24 12:00 PM

Event End: 07/14/24 9:00 PM

Begin Tear Down: 07/15/24 8:00 AM

Complete Tear Down: 07/15/24 4:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 4

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? _____

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

1. _____

2. _____

3. _____

4. _____

Will you charge attendees for parking? Yes

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

To ensure a smooth and organized parking experience for the Detroit Riverfront Polo and Fashion Classic, a comprehensive parking plan will be implemented. Here's an outline of the parking plan:

1. Parking Assessment:

- Conduct a thorough assessment of the available parking spaces in the vicinity of the event venue.
- Identify nearby parking lots, garages, and street parking options that can accommodate the anticipated number of attendees.

2. Parking Coordination:

- Collaborate with local parking authorities, including municipal parking departments, to secure additional parking spaces if needed.
- Coordinate with parking lot owners and operators to ensure availability and proper management of designated parking areas.

3. Parking Zones and Signage:

- Establish designated parking zones in close proximity to the event venue.
- Clearly mark parking areas with signage indicating event parking and provide directions for attendees.
- Use color-coded signage to distinguish event parking from regular parking areas.

4. Shuttle Services:

- Arrange shuttle services from designated off-site parking locations to the event venue.

Will food be served? Yes

- Communicate shuttle schedules and pick-up/drop-off points to attendees through event communications and website.

- Provide information on public transportation routes, schedules, and nearby transit stops on the event website and promotional materials.

Will food be prepared on site? Yes

- Allocate a specific area for VIP parking, ensuring convenient access for VIP guests and sponsors.

- Designate accessible parking spaces for individuals with disabilities, complying with ADA regulations and providing appropriate accessibility features.

Number of food trucks: 0 Number of non-truck food vendors: 0

6. Parking Attendants and Traffic Management:

- Employ trained parking attendants to manage parking areas and guide attendees to available parking spaces.
- Implement efficient traffic management strategies to minimize congestion and ensure smooth flow in and out of parking areas.

7. Encourage Alternative Transportation Options

- Encourage attendees to consider alternative transportation options, such as walking, biking, or ridesharing, to reduce the demand for parking spaces. 4

8. Communication and Education:

- Clearly communicate parking information, including available parking options, locations, and any parking fees, through the event website, social media channels, and event communications.
- Provide parking instructions and maps in event brochures or handouts to assist attendees in navigating the parking areas.

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

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

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: July 14, 2024 1pm-8pm

Will ice be used in any served beverages? Yes

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: 12

Number of tents larger than 10' x 10': 6

Tent Contractor: _____

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? Gasoline

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: _____

Number of private personnel per shift: 12

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: _____

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)

Event Clean Up Plan for Detroit Riverfront Polo and Fashion Classic:

1. Pre-Event Planning:

- Identify the areas that will be used for the event and assess their current condition.
- Develop a detailed cleaning schedule, including tasks, timeframes, and responsible individuals or teams.
- Coordinate with local authorities and waste management services to ensure proper disposal of waste and recycling options.
- Arrange for sufficient and strategically placed trash and recycling bins throughout the event area.

2. During the Event:

- Assign a dedicated clean-up team to monitor and maintain cleanliness during the event.
- Regularly empty and replace full trash and recycling bins to prevent overflow.
- Conduct periodic walk-throughs to identify and address any cleanliness issues promptly.
- Encourage attendees to dispose of trash and recyclables in designated bins through proper signage and announcements.
- Deploy additional clean-up staff to high-traffic areas and restrooms to ensure cleanliness and hygiene.

3. Post-Event Clean Up:

- Conduct a thorough post-event clean-up within 24 hours of the event's conclusion.
- Remove all temporary structures, decorations, and signage.
- Collect and properly dispose of all waste and recyclables, ensuring compliance with local regulations.
- Inspect the entire event area for any remaining litter or debris.
- Clean and sanitize restrooms, if applicable.
- Restore the event area to its original condition, including any necessary repairs or landscaping.

4. Environmental Considerations:

- Minimize the use of single-use items and promote the use of eco-friendly alternatives.
- Implement proper waste segregation to maximize recycling and minimize landfill waste.
- Utilize environmentally friendly cleaning products and practices.
- Consider implementing a sustainability plan for future events to reduce environmental impact.

5. Communication and Coordination:

- Maintain clear and open communication channels with the event organizers, vendors, and cleaning staff.
- Conduct regular meetings or briefings to ensure everyone is aware of their responsibilities and the cleanliness expectations.
- Provide training and guidance to the clean-up team on best practices for waste management and cleanliness.

By following this Event Clean Up Plan, the Detroit Riverfront Polo and Fashion Classic can ensure a clean and enjoyable environment for attendees while minimizing its impact on the surrounding area.

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Daves Choice Community Development Corp to host "Detroit Riverfront Polo & Fashion Classic" (2024-101) on July 14, 2024 at Riverside Marina 11000 Feud from 12:00 PM to 9:00 PM.

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.