

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.	2024-103
Name of Petitioner	Richelle Lewis
Description of Petition	Please see request to hold "Old Shillelagh Parking Lot Party" Submitted by Richelle Lewis, located at The Old Shillelagh on April 24 th through April 28 th , from 12:00 PM to 12:00 AM. Set-up to begin April 24 th 8:00 AM complete by 12:00 PM with tear-down to begin April 28 th at 8:00 PM complete by 10:00 PM.
Type of Petition	Special Event
Submission Date	3/22/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Richelle Lewis Old Shillelagh 313-515-1588 info@oldshillelagh.com

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: *Richelle Davis*

Date: *3/12/24*

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.

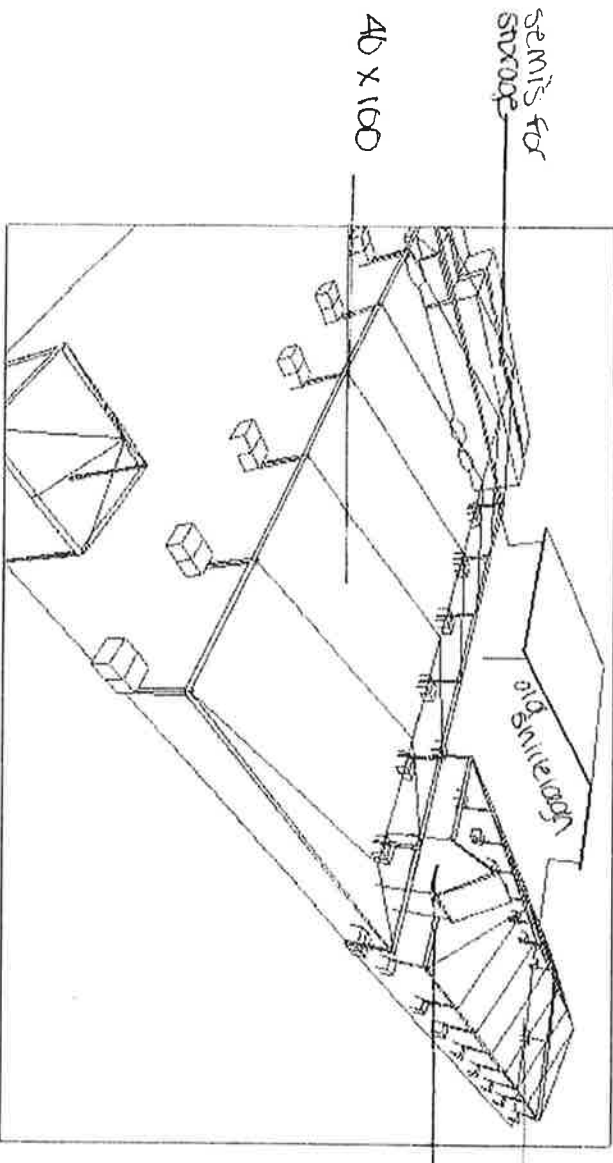
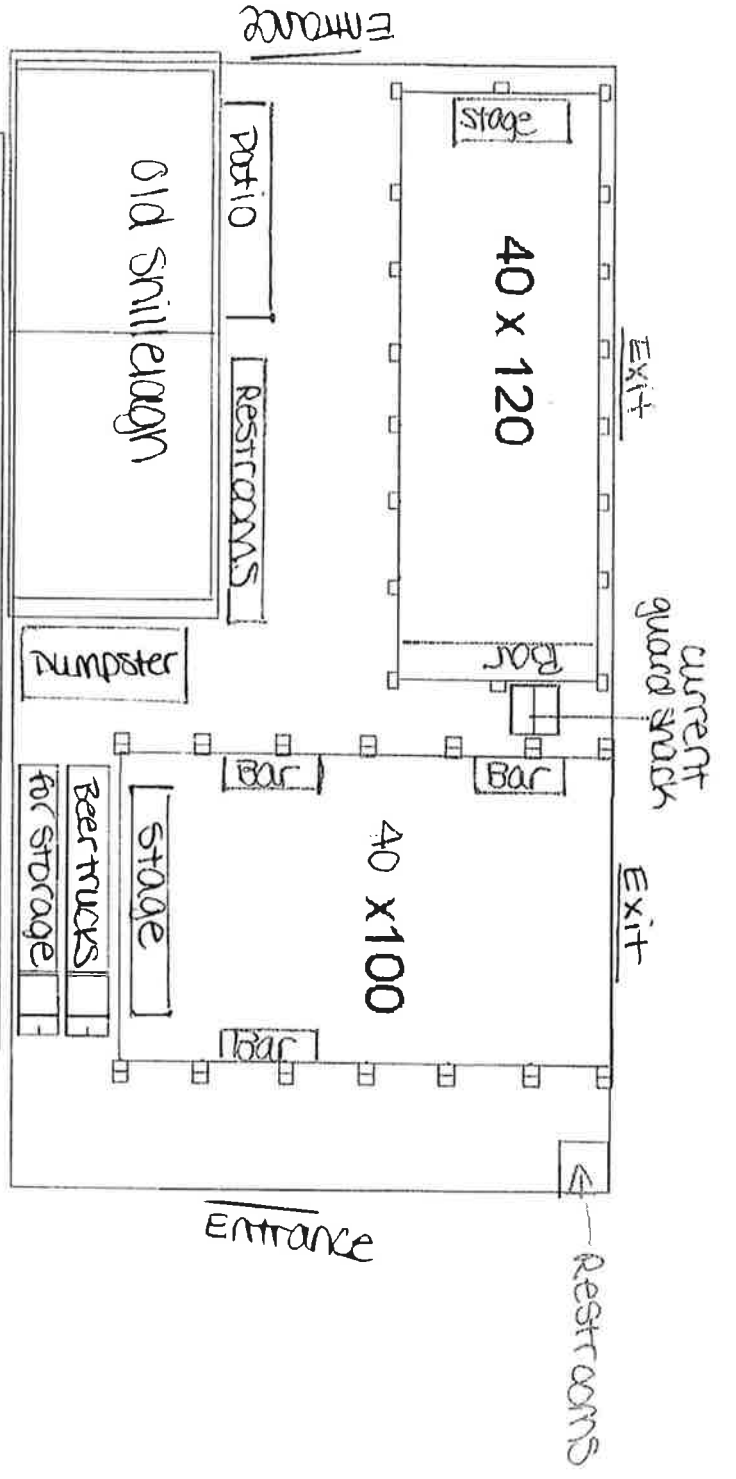
Event Name: Old Shillelagh Blitz Bash

Event Date: Apr 25-28

Event Organizer: Old Shillelagh

Applicant Signature: *Richelle Davis*

Date: *3/12/24*



**OLD SHILLELAGH
BLITZ BASH
40 x 100 & 40 x 120**

current guard snack

Design by

map.

Macomb St

Bush St

The Old Shillelagh - The Old Shillelagh

10 x 10 Frame tent

40 x 100 Frame tent

40 x 115 Frame tent

Buffalo Wild Wings

Paradise Street Eats - Food Truck



The Old Shillelagh – NFL Tent Party Clean Up Plan

April 25-28, 2024

For our event we would be utilizing the parking lot adjacent to our building. We have an agreement from Park Rite to be sure that the property in “a condition in as good or better” condition from the start of our event. Our vendor S&R Event Rental would be responsible for setting up and taking down the actual tent structure. Scotty’s Potties would be coming to remove the portable restrooms, and our current Waste Management contract would be emptying our dumpsters. As for specific lot clean up, our staff would be responsible for sweeping the lot, removing all debris and garbage from the event.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Old Shillelagh Parking Lot Party

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

Petitioner Name / Organization: Richelle Lewis

Event Location: The Old Shillelagh

Event Date(s) and Time(s): 04/24/24 12:00 PM to 04/28/24 12:00 AM

Type of Event: Other

Applicant Contact:
Richelle Lewis
info@oldshillelagh.com
+1 (313) 515-1588

Submission Date:	02/28/24 9
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	MPD Approval Not Required	DPW Approval Not Required	

BSEED

Mayor's Office Special Events Signature: _____

Date: _____

General Event Information

Has this event been hosted before? No

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

Is this an annual event? No

Event Website: www.oldshillelagh.com

Which spaces will be used? Private Facility

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

Event Description

Brief Event Purpose & Description:

Our bar would like to utilize our parking lot for a tented party during the NFL draft. We would utilize the space directly next to our bar for an indoor event including the sale of food, alcohol and nonalcohol beverages.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 500-1000

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)? No

Contact Information

Organization / Petitioner Name: Richelle Lewis

Mailing Address: 349 Monroe

Detroit MI 48226

Primary Contact:	Secondary Contact:
Richelle Lewis	Alexa Graham
info@oldshillelagh.com	alexarae2187@hotmail.com
+1 (313) 964-0007	+1 (734) 891-6548

Organization Type: Other

Organization Website: www.oldshillelagh.com

Event Setup & Breakdown

Begin Setup: 04/24/24 8:00 AM

Complete Setup: 04/24/24 12:00 PM

Setup Location(s): 301 Monroe

Event Start: 04/24/24 12:00 PM

Event End: 04/28/24 12:00 AM

Begin Tear Down: 04/28/24 8:00 PM

Complete Tear Down: 04/28/24 10:00 PM

Number of Trash Containers: 12 Number of Recycling Containers: 12

Cleaning Service Vendor: Our own staff

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? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:
Parking available on surrounding streets and parking structures

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

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

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? No

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

Day(s) and time(s) alcohol will be served: April 25 - April 28, from 12pm-12am, ending early on Sun

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 1

Number of tents larger than 10' x 10': 2

Tent Contractor: S&R Event Rental

What other structures will your event include? None

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

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? No

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: I.C.E. Protection

Number of private personnel per shift: 10

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: 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 Richelle Lewis to host Old Shillelagh Parking Lot Party" (2024-103) on April 24 through April 28, 2024, at 301 Monroe, from 12:00 PM – 12:00 AM.

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.