

# City of Detroit

Janice M. Winfrey  
City Clerk

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*

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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.

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Petition No.	2024-094 Amended
Name of Petitioner	Downtown Detroit Partnership
Description of Petition	Please find attached request to host "Draft Day in the D" that will be held on 04/25/24-04/27/24. The event will take place at Capitol Park, Beacon Park, Harmonie Park, and Grand Circus Park as well as on Lower Woodward. Setup time will begin on 04/21/24 at 10:00 A.M., and be completed at 12:00 P.M. on 04/24/24. Tear down will begin on 04/28/24 at 10:00 A.M. be completed at 5:00 P.M. 04/28/24.
Type of Petition	<b>Special Events</b>
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	David Cowan 1000 Woodward Ave. Suite 380 Detroit, MI 48226 Phone: 313-314-2707

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:**



**Date:** 3/21/2024

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:** Draft Day in the D

**Event Date:** 4/25/2024- 4/27/2024

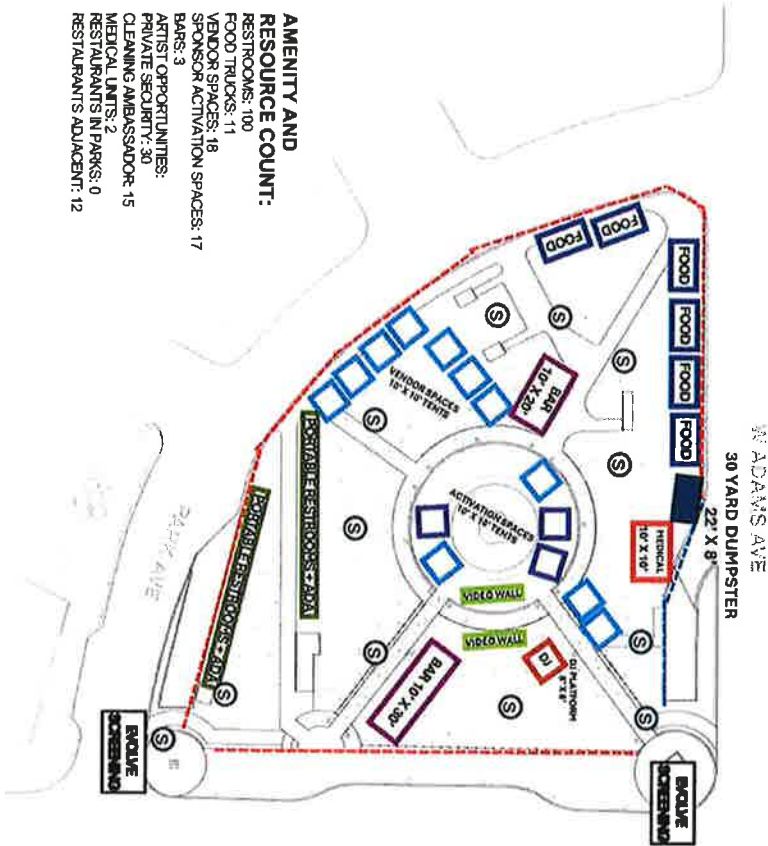
**Event Organizer:** Downtown Detroit Partnership

**Applicant Signature:**

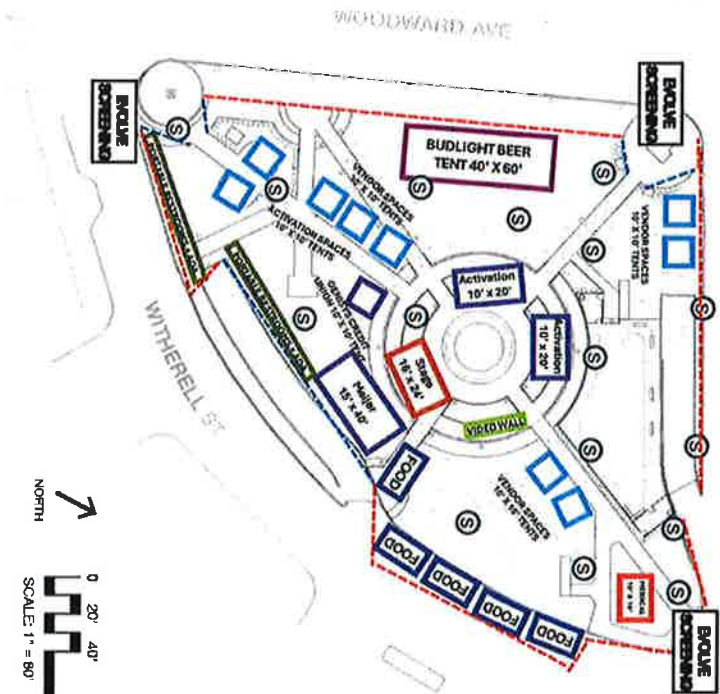


**Date:** 3/21/2024

# Grand Circus Park Detroit, MI



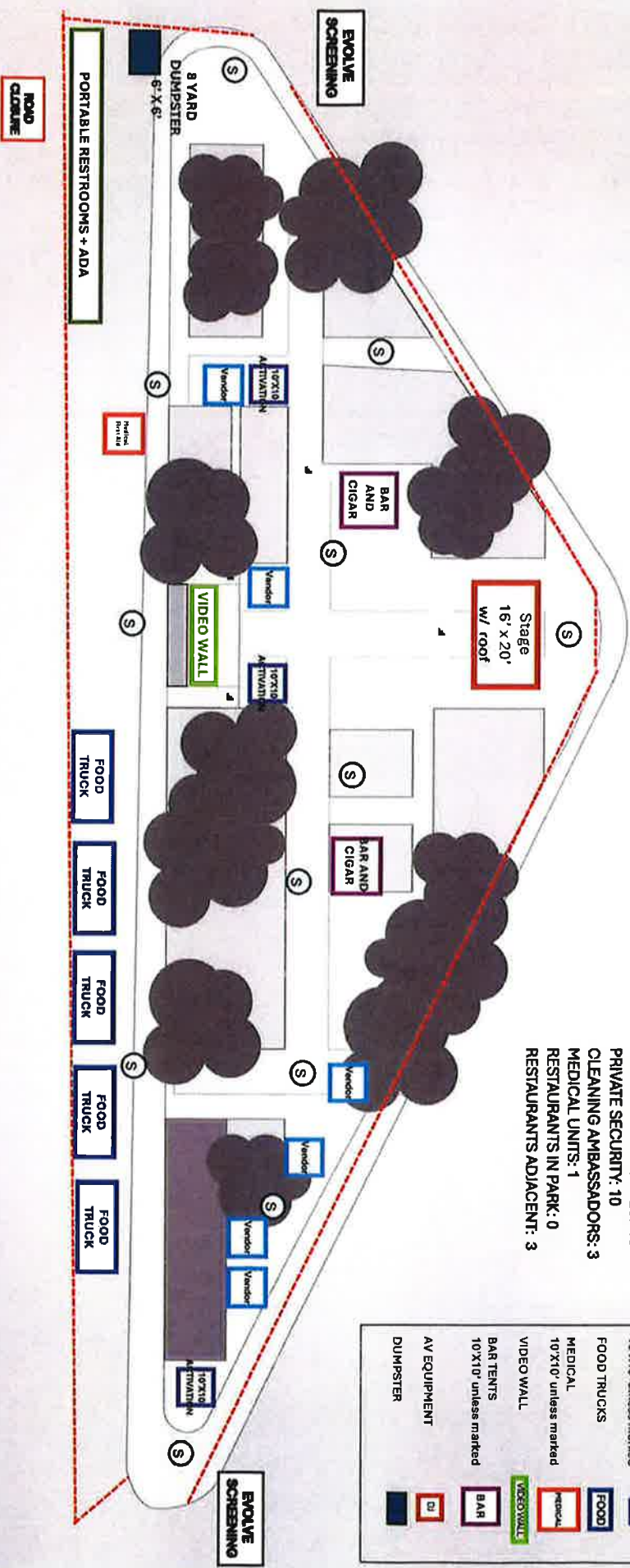
**AMENITY AND RESOURCE COUNT:**  
 RESTROOMS: 100  
 FOOD TRUCKS: 11  
 VENDOR SPACES: 18  
 SPONSOR ACTIVATION SPACES: 17  
 BARS: 3  
 ARTIST OPPORTUNITIES: PRIVATE SECURITY: 30  
 CLEANING AMBASSADOR: 15  
 MEDICAL UNITS: 2  
 RESTAURANTS IN PARKS: 0  
 RESTAURANTS ADJACENT: 12



PORTABLE RESTROOMS	
NATURAL BARRIERS	
BARRICADING	
SECURITY	
VENDOR 10 X 10 TENTS	
ACTIVATION TENTS 10 X 10 unless marked	
FOOD TRUCKS	
MEDICAL 10 X 10 unless marked	
VIDEO WALL	
BAR TENTS 10 X 10 unless marked	
AV EQUIPMENT	
DUMPSTER	

# Harmonie Park

DISTANCE (feet)



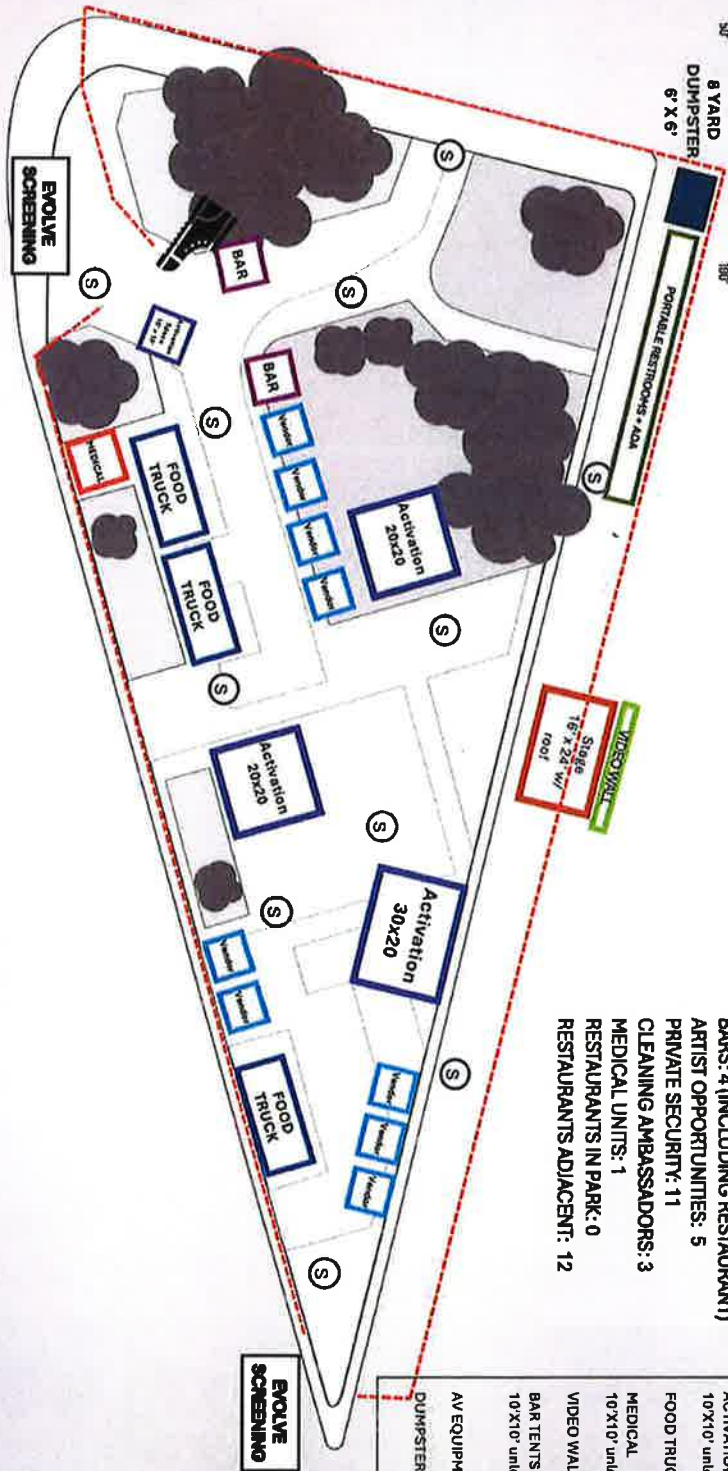
## AMENITY AND RESOURCE COUNT:

- RESTROOMS : 12
- FOOD TRUCKS: 5
- VENDOR SPACES: 6
- SPONSOR ACTIVATION SPACES: 3
- BAR: 2
- ARTIST OPPORTUNITIES: 10
- PRIVATE SECURITY: 10
- CLEANING AMBASSADORS: 3
- MEDICAL UNITS: 1
- RESTAURANTS IN PARK: 0
- RESTAURANTS ADJACENT: 3

	PORTABLE RESTROOMS
	NATURAL BARRIERS
	BARRICADING
	SECURITY
	VENDOR 10 X 10 TENTS
	ACTIVATION TENTS 10 X 10 unless marked
	FOOD TRUCKS
	MEDICAL 10 X 10 unless marked
	VIDEO WALL
	BAR TENTS 10 X 10 unless marked
	AV EQUIPMENT
	DUMPSTER

# Capitol Park

DISTANCE FEET



8 YARD  
DUMPSTER  
6' X 6'

PORTABLE RESTROOMS • ADA

VIDEO WALL  
Stage  
18' x 22' w/  
roof

## AMENITY AND RESOURCE COUNT:

- RESTROOMS : 15
- FOOD TRUCKS: 3
- VENDOR SPACES: 9
- SPONSOR ACTIVATION SPACES: 4
- BARs: 4 (INCLUDING RESTAURANT)
- ARTIST OPPORTUNITIES: 5
- PRIVATE SECURITY: 11
- CLEANING AMBASSADORS: 3
- MEDICAL UNITS: 1
- RESTAURANTS IN PARK: 0
- RESTAURANTS ADJACENT: 12

	PORTABLE RESTROOMS
	NATURAL BARRIERS
	BARRICADING
	SECURITY
	VENDOR 10 X 10 TENTS
	ACTIVATION TENTS 10'X10' unless marked
	FOOD TRUCKS
	MEDICAL 10'X10' unless marked
	VIDEO WALL
	BAR TENTS 10'X10' unless marked
	AV EQUIPMENT
	DUMPSTER



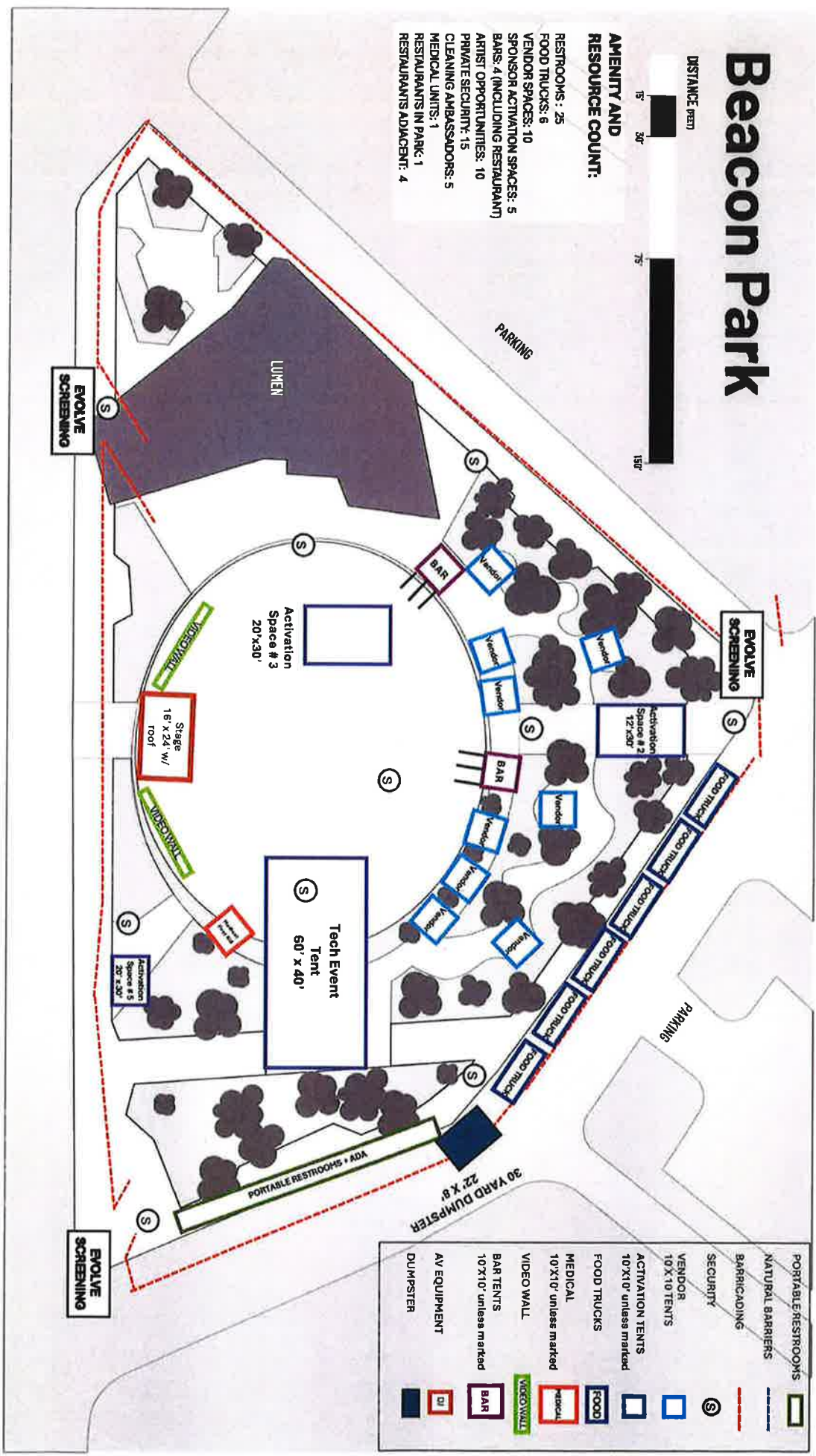
# Beacon Park

DISTANCE (FEET)



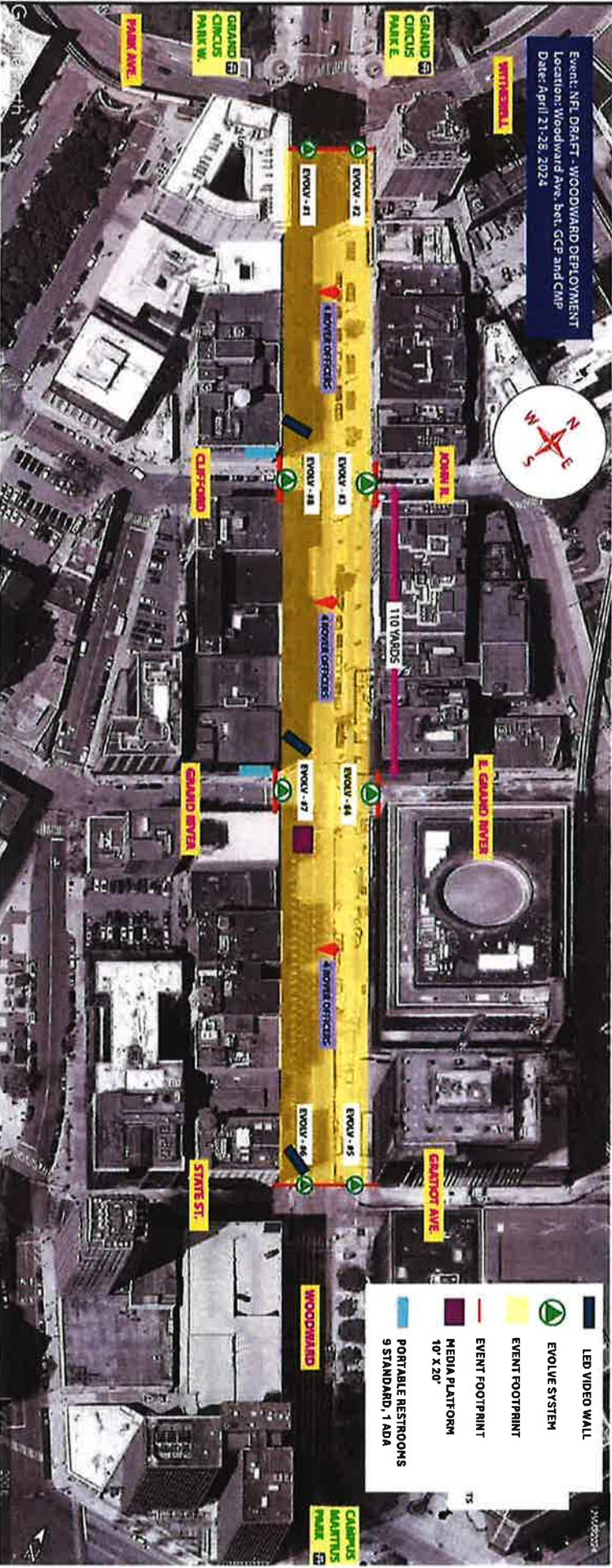
## AMENITY AND RESOURCE COUNT:







- RESTROOMS: 25
- FOOD TRUCKS: 6
- VENDOR SPACES: 10
- SPONSOR ACTIVATION SPACES: 5
- BAR: 4 (INCLUDING RESTAURANT)
- ARTIST OPPORTUNITIES: 10
- PRIVATE SECURITY: 15
- CLEANING AMBASSADORS: 5
- MEDICAL UNITS: 1
- RESTAURANTS IN PARK: 1
- RESTAURANTS ADJACENT: 4



	PORTABLE RESTROOMS
	NATURAL BARRIERS
	BARRICADING
	SECURITY
	VENDOR 10' x 10' TENTS
	ACTIVATION TENTS 10' x 10' - unless marked
	FOOD TRUCKS 10' x 10' - unless marked
	MEDICAL 10' x 10' - unless marked
	VIDEO WALL
	BAR TENTS 10' x 10' - unless marked
	AV EQUIPMENT
	DUMPSTER

Event: NFL DRAFT - WOODWARD DEPLOYMENT  
 Location: Woodward Ave. bet. GCP and CMP  
 Date: April 21-28, 2024



-  LED VIDEO WALL
  -  EVOLVE SYSTEM
  -  EVENT FOOTPRINT
  -  EVENT FOOTPRINT
  -  MEDIA PLATFORM
  -  PORTABLE RESTROOMS
- 9 STANDARD, 1 ADA

# SPECIAL EVENTS PETITION

**Petition No:** 2024-094

**Event Name:** Draft Day in the D

**Event Status:** In Review- Relevant Departments (Step 3 of 6)

**Petitioner Name / Organization:** Downtown Detroit Partnership

**Event Location:** Capitol, Beacon, Harmonie, Grand Circus Parks and Lower Woodward

**Event Date(s) and Time(s):** 04/25/24 11:00 AM to 04/27/24 8:00 PM

**Type of Event:** Sports/Recreation

<b>Applicant Contact:</b>
Tonja Stapleton
tonja@parkstonedevelopment.com
+1 (313) 329-2655

<b>Submission Date:</b>	02/20/24 9
<b>Date of Clerk's Office Referral:</b>	03/18/24
<b>Date of City Departments Sign Off:</b>	
<b>Date Referred to Council:</b>	

### Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
Pending DPD Review	Pending DFD Review	Additional Info Requested	Pending GSD Review	Pending DDOT Review			Pending DHD Review

**BSEED**  
Pending  
BSEED  
Review

**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: N/A

Which spaces will be used? Street, Sidewalk, Park

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

## Event Description

Brief Event Purpose & Description:

Watch Parties, Food & Retail Vendors, Live Music, Photo Ops, Sponsor Giveaways, VIP areas.

Estimated Peak Attendance: 97500

Estimated Total Attendance: Varies by day and park

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? Yes

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: Downtown Detroit Partnership

Mailing Address: 1 Campus Martius #380

Detroit MI 48226

Primary Contact:	Secondary Contact:
Tonja Stapleton	Ryan Epstein
tonja@parkstonedevelopment.com	ryan.epstein@downtowndetroit.org
+1 (313) 605-9100	+1 (313) 566-8250

Organization Type: Nonprofit

Organization Website: https://downtowndetroit.org/

## Event Setup & Breakdown

Begin Setup: 04/21/24 10:00 AM

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

Setup Location(s): All four parks and Woodward at Grand Circus Park

Event Start: 04/25/24 11:00 AM

Event End: 04/27/24 8:00 PM

Begin Tear Down: 04/28/24 10:00 AM

Complete Tear Down: 04/28/24 5:00 PM

Number of Trash Containers: 60 Number of Recycling Containers: 0

Cleaning Service Vendor: DDP - BIZ Ambassadors

Other Waste Elements: \_\_\_\_\_

## Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? Yes

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? Both

Describe the parking plan to accommodate anticipated attendance:

The event will utilize all public and private parking lots and garages downtown.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 14 Number of non-truck food vendors: 11

## 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: TBD

Will ice be used in any served beverages? Yes

## Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 6

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 70

Number of tents larger than 10' x 10': 19

Tent Contractor: Wahl Tents

What other structures will your event include? Booths, Video Walls, fencing

Will your event use any grills? No

What kind of grills? \_\_\_\_\_

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? \_\_\_\_\_

Generator contractor: Labelle Electric, TBD

Will additional wiring be installed? Yes

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: Liberty

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? Licensed

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)

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

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to Downtown Detroit Partnership to host "Draft Day in the D" (2024-094) on April 25, 2024 through April 27, 2024 at Capitol Park, Beacon Park, Harmonie Park, and Grand Circus Park from 11:00 AM to 8:00 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.