

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.	2024-100
Name of Petitioner	St. Patrick Senior Center, Inc.
Description of Petition	Please find attached request to host "St. Patrick Senior Center, Inc." festival that will be held 04/21/24 at 58 Parsons, Detroit, MI. The event will be held from 1:00 P.M. on 04/21/24 to 8:00 P.M. on 04/21/24. Setup time will begin on 04/20/24 at 9:00 A.M. and be completed at 5:00 P.M. on 04/20/24. Tear down time will begin at 8:00 P.M. on 04/21/24 and be completed at 9:00 P.M. on 04/21/24.
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	SaTrice Coleman-Betts src.betts@stpatsrctr.org 313-833-7080

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: *SaTRice Coleman-Betta*

Date: 1/18/2024

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: St Patrick Senior Center 47th

Event Date: 4/21/2024

Event Organizer: St Patrick Senior Center, Inc

Applicant Signature: *SaTRice Coleman-Betta*

Date: 1/18/2024

St Patrick Senior Center 47th Annual Festival – Festival Date April 21, 2024
Detail and Description for Securing the Exterior Site
Addendum to MLLC Special License Application

For its Annual Festival on April 21, 2024, St Patrick Senior Center will have one bar area in the exterior of its property contingent upon weather. The exterior bar will be entirely contained within a 10' x 10' tent that is situated against the rear of the Senior Center building on one side. The other 3 sides of the tent will be open with tables set up under the tent line restricting access to consumers.

The exterior Festival space will be primarily at the western end of the property. Access to the property will be restricted and controlled with a managed entry on the paved driveway with fencing controlling access to the balance of the exterior. The exterior entrance to the Festival is at the southwest corner of the Senior Center building and is 40 ft. from the Parsons Street sidewalk. The entrance will be staffed by a minimum of 4 adults who will sell entrance tickets to the festival. The entrance will be blocked and controlled by tables where the staff will sit. The only other entry to the Festival is through the main doors of the Senior Center building which are immediately to the east of the exterior entry and which lead to a control point where a similar ticket sales barrier exists in the building.

The Parsons Street exterior line of property containment extends from the exterior Festival entry and consist of a 5 ft. high plastic fence along the driveway towards Parsons Street and then continue west 130 feet along Parsons Street where it comes to the western property line. The fencing will be within the Senior Center property line, appropriately supported, and will not impinge upon or restrict the public sidewalk along Parsons Street.

The western property line is fenced in its entirety of 170 ft. with an existing hard barrier which provides security and controls access through features which include brick wall, an apartment building, chain link fence and cement block commencing at the Parsons Street property line north as follows:

- 5 ft. long brick wall 4 ft. high,
- 30 ft. long brick wall 6 ft. high,
- 30 ft. long brick wall 7 ft. high,
- 40 ft long 8 story building at the property line,
- 20 ft. long chain link fence 8 ft. high,
- 45 ft. long concrete block wall to the rear property line 5 ft. high.

At the rear of the western boundary the concrete block wall continues east along the entire rear of the property. The rear wall at the western end is 5 ft. high for 100 ft. and 6 ft high for the 150 ft. remainder of its course except for a 4 ft. wide steel gate which provides access to the alley.

From the east terminus of the rear property line the property is secured by a 6 ft. high chain link fence which continues south to the Parsons Street sidewalk. This chain link fence is new as the closed St Patrick Church building was demolished at the end of 2023. That adjacent property remains vacant and is secured in its entire perimeter by the 6 ft. high chain fence. The Senior Center building and the security fence on the adjacent lot prevent any access to the eastern rear of the Senior Center property except for a 7 ft high steel gate which is secured and padlocked.

**Build and Breakdown Schedule
St. Patrick 47th Annual Irish Festival
April 21, 2024**

The large tents are erected on Saturday morning (4/20/24). The 10 x 10 tents will be erected on the day of the event 4/21/24. All of the tents will be broken down and removed from the property on 4/21/24 beginning at 8:00 pm and will be completed by 9:00 pm.

The small 100 ft² stage less than 12 inches high will be assembled on 4/21/24.

Trash from Small 42 – 55 gallon receptables will be placed throughout the site. Refuse from these containers will be disposed into a 30 yd roll off dumpster and recycle bin during the duration of the event.

Emergency Response Plan and Security Plan
St. Patrick 47th Annual Irish Festival
April 21, 2024

St. Patrick Senior Center is located at 58 Parsons in Detroit. The activities of the Festival are generally centered around music venues and include both outside and inside activities entirely within our property. The property is secured by permanent fencing on 3 sides and plastic fencing along the Parsons Street front. It is described in the Site Plan and attached Description of Securing the Property submitted to the Michigan Liquor Control Commission Special License Application which is reviewed by the Detroit Police Department.

The outside activities include a 20' x 40' tent with a small 100 sq. ft., 12 inch high stage within it for a series of volunteer musical entertainers commencing at 1:00 p.m. and continuing until 7:00 p.m. The tent has sidewalls behind the stage and to the side of the small stage. The balance of this tent is open. There is also another 20' x 30' tent with sidewalls on one side which will have tables and chairs for the audience.

There is a 10' x 10' tent without sides which provides a place for sales of food and beverage tickets which can be exchanged for food at a 20' x 30' tent which has sidewalls on 3 sides. The outside bar is contained within a 10' x 10' tent with no sidewalls. This tent backs up to the building and has tables on the other 3 sides which control that space.

Our experience over the years is that we never have over 250 attendees at any one time in the outside area.

We have experienced inclement weather over the years of cold and rain and snow flurries but attendees have gone inside our building for temporary relief until acceptable conditions return.

We have Security provided by volunteers and staff who are clearly identified and help with directions and answer questions about location of services. We have a nurse on site along with medical supplies and CPR/AED/9-1-1 Access. Our Security crew is advised of the location of medical and coached to assist in securing an identified lost child and bringing them to our headquarters office for safely returning the child to a parent or adult guardian.

Both the Detroit Police Department and the Wayne State University Public Safety Department are notified of our activity.

In the event of an Active Shooter situation the Security staff will notify all to shelter in place and call 911 to notify appropriate authorities. The staff has taken FEMA IS-0907 Active Shooter training and are familiar with Run Hide Fight protocol.

Communication and Community Impact Plan
St Patrick 47th Annual Irish Festival
April 21, 2024

St Patrick Senior Center is located at 58 Parsons in Detroit. Our 2024 Festival is scheduled for Sunday, April 21. The Festival is entirely contained within our property. We are located between Woodward and Cass in Midtown.

The eastern neighbor is Orchestra Hall across Parsons Street is the parking structure owned and operated by Orchestra Hall. Orchestra Hall doesn't have any event scheduled that day and they have generously donated the use of their parking structure for our Festival attendees. The only other buildings on this block of Parsons is Advance Plumbing at 150 Parsons which is closed on Sundays and Orchestra Place at 100 Parsons. We will notify them of the Festival as we have previously done. We are unaware of any complaints from any neighbors.

There are no parking meters located on Parsons between Woodward and Cass.

There is no street closure associated with our Festival.

The tents are erected on Saturday morning (4/20/2024). They will be broken down and removed from the property beginning at 8:00 pm and that will be completed by 9:00 pm.

There will be no Food Trucks or outside Vendors associated with our Festival.



Service Agreement

Contract Effective Date 01/15/12
 Service Start Date 01/15/12

Agreement ID _____
 Agreement Type _____

Phone (844) 464-3587 Fax (586) 314-6825
 26999 Central Park Blvd., Suite 200, Southfield, MI 48076-4145

NO 3505

Customer Information

Legal Name _____ Account Number 00116623504 Tax ID # _____

Service Information

Company: St. Patrick Senior Center

Address: 33 Parsons

City: Warren State: MI Zip: 48091

Phone: 734-833-1060 Fax # _____

Contact: _____

Email: _____

Billing Information

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____

Email: _____

New							Requested Service Days								
Qty.	Cont. Size	Frequency	Rate Per Haul	Disposal Rate/Ton	Monthly Rental	Weight	M	T	W	TH	F	S	SU	Container Type	Monthly Charge
1	0	TR					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		130.00
Trash															

New							Requested Service Days								
Qty.	Cont. Size	Frequency	Rate Per Haul	Disposal Rate/Ton	Monthly Rental	Weight	M	T	W	TH	F	S	SU	Container Type	Monthly Charge
1	2	EDW					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		57.00
Recycle															

Prior Service							Requested Service Days								
Qty.	Cont. Size	Frequency	Rate Per Haul	Disposal Rate/Ton	Monthly Rental	Weight	M	T	W	TH	F	S	SU	Container Type	Monthly Charge
1	0	TR					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		115.00
Trash															

Prior Service							Requested Service Days								
Qty.	Cont. Size	Frequency	Rate Per Haul	Disposal Rate/Ton	Monthly Rental	Weight	M	T	W	TH	F	S	SU	Container Type	Monthly Charge
1	2	EDW					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		57.00
Recycle															

Initial Term **60 months** Total **254.00**

Special Comments price firm until 12/31/12

total price includes 20% environmental surcharge

I have fully read and understand the terms and conditions on Pg. 2 of this agreement.

Customer
 Authorized Signature: Alice Memon-Betts
 Print Name & Title: Alice Memon-Betts
 Date: 01/15/12

GFL Environmental USA Inc. Representative
 Authorized Signature: [Signature]
 Print Name & Title: [Name]
 Date: 01/15/12



BIG TOP PARTY RENTALS
 5749 Beebe ave
 Warren, MI 48092
 (586) 759-1600

Invoice 6969

DATE
02/14/2024

PLEASE PAY
\$2,726.00

DUE DATE
02/29/2024

BILL TO

Eddie Powell
 St. Patrick Senior Centwer
 Eddie Powwell
 3134349630

SHIP TO

Eddie Powell
 St. Patrick Senior Centwer
 Eddie Powwell
 3134349630

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

EVENT DATE

04/21/24

DESCRIPTION	QTY	RATE	AMOUNT
20' x 30' Frame tent	2	450.00	900.00
20' x 40' Frame tent	1	550.00	550.00
Solid Sidewalls @	8	25.00	200.00
Chairs	150	2.00	300.00
Stage 4 x8	4	75.00	300.00
13' Skirting	4	15.00	60.00
Water Barrels for anchoring the Frame tent	18	12.00	216.00
Delivery	1	200.00	200.00

TOTAL DUE

\$2,726.00

THANK YOU.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: St. Patrick Senior Center, Inc.

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

Petitioner Name / Organization: St. Patrick Senior Center, Inc.

Event Location: 58 Parsons

Event Date(s) and Time(s): 04/21/24 1:00 PM to 04/21/24 8:00 PM

Type of Event: Festival

Applicant Contact:
SaTrice Coleman-Betts
src.betts@stpatsrctr.org
+1 (313) 833-7080

Submission Date:	02/14/24 5
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? Yes

Is this an annual event? Yes

Event Website: N/A

Which spaces will be used? Private Facility

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

Event Description

Brief Event Purpose & Description:

The festival has been an opportunity to reach out to members of the senior center, volunteers and donors to promote the services that we offer the community and solicit their support. This annual friendraiser/fundraiser event will take place at St. Patrick Senior Center, inside and on the grounds of our private facility. We estimate 750 attendees over an 7 hour time period with no more than 250 on the premises at one time. This event is to solicit support for our 501c3 non-profit senior center. The event will have entertainment, food, and concessions.

Estimated Peak Attendance: 250

Estimated Total Attendance: 750

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? Yes

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: St. Patrick Senior Center, Inc.

Mailing Address: 58 Parsons

Detroit Michigan 48201

Primary Contact:	Secondary Contact:
SaTrice Coleman-Betts	Vince Borowski
src.betts@stpatsrctr.org	vborowski@mac.com
+1 (313) 690-7171	+1 (248) 925-9116

Organization Type: Nonprofit

Organization Website: www.stpatsrctr.org

Event Setup & Breakdown

Begin Setup: 04/20/24 9:00 AM

Complete Setup: 04/20/24 5:00 PM

Setup Location(s): 58 Parsons

Event Start: 04/21/24 1:00 PM

Event End: 04/21/24 8:00 PM

Begin Tear Down: 04/21/24 8:00 PM

Complete Tear Down: 04/21/24 9:00 PM

Number of Trash Containers: 9 Number of Recycling Containers: 1

Cleaning Service Vendor: N/A

Other Waste Elements: Any waste/grey water from tent operation will be disposed indoors.

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:

The Detroit Symphony Orchestra has donated its parking structure for the use of the event patrons. It is located across Parsons from the event site.

Food & Beverage

Will food be served? Yes _____

Will food be prepared on site? Yes _____

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

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: 04/21/2024 Event Day from 1 pm - 7 pm.

Will ice be used in any served beverages? No

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: 3

Number of tents larger than 10' x 10': 3

Tent Contractor: Big Top Party Rentals

What other structures will your event include? N/A

Will your event use any grills? Yes

What kind of grills? Charcoal

Utilities & Portable Restrooms

Event Utilities that will be used: Neither

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? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? No

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 St. Patrick Senior Center to host "St. Patrick Senior Center Inc. festival" (2024-100) on April 21, 2024 at 58 Parsons from 1:00 PM 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.