

# 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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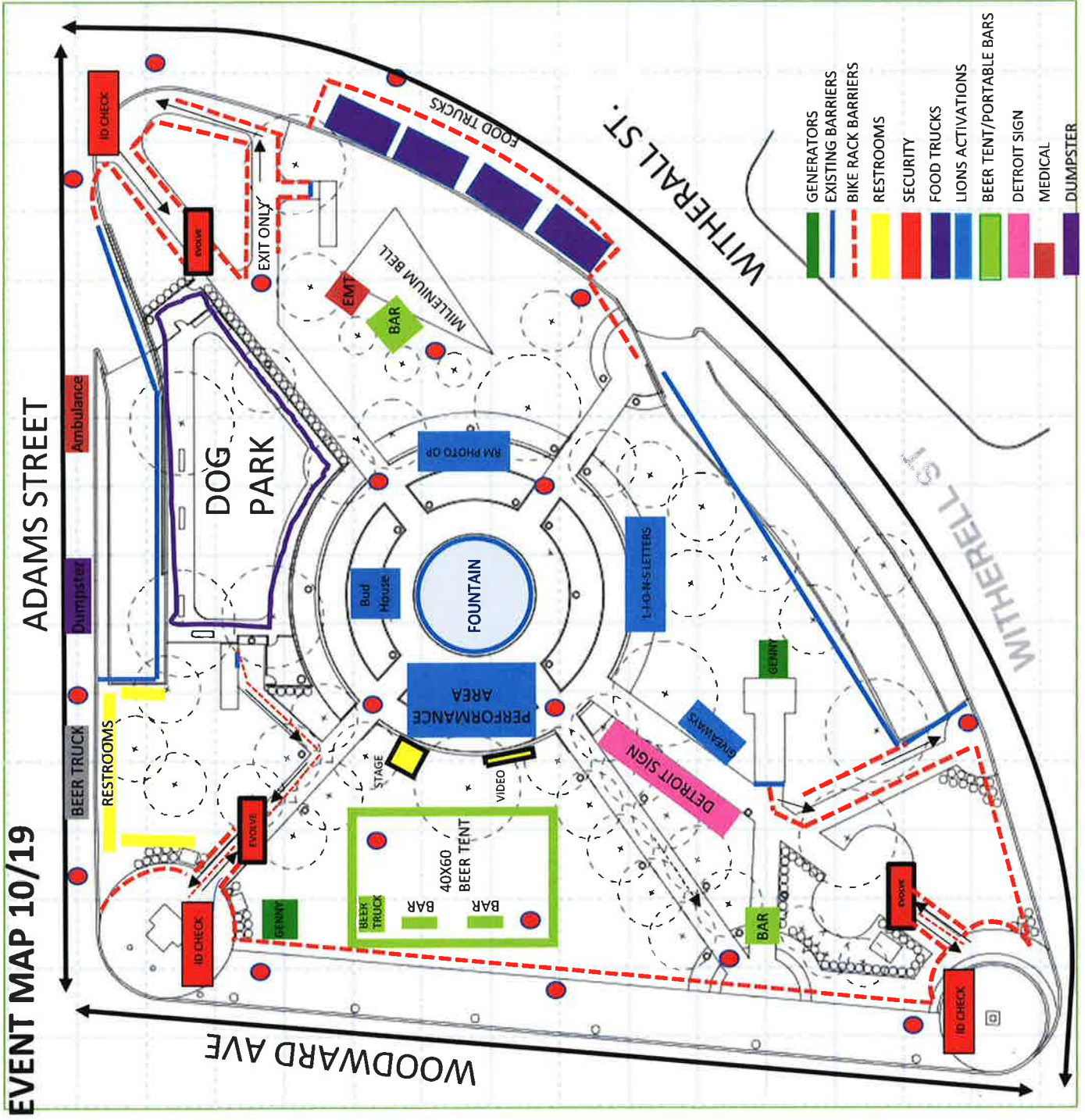
The following petition is herewith referred to you for report and recommendation to the City Council.

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.	2023-362
Name of Petitioner	Downtown Detroit Partnership
Description of Petition	Please see request to hold "Monday Night Football Tailgate" Submitted by Downtown Detroit Partnership, located at Grand Circus Park on October 30th, from 2:00 PM to 6:00 PM. Set-up to begin October 29 <sup>th</sup> 8:00AM complete by October 30 <sup>th</sup> 12:00PM with tear-down complete by 4:00PM October 31st.
Type of Petition	<b>Special Event</b>
Submission Date	10/19/23
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Ryan Epstein Downtown Detroit Partnership 248-345-7895 ryan.epstein@downtowndetroit.org

# EVENT MAP 10/19



- GENERATORS
- EXISTING BARRIERS
- BIKE RACK BARRIERS
- RESTROOMS
- SECURITY
- FOOD TRUCKS
- LIONS ACTIVATIONS
- BEER TENT/PORTABLE BARS
- DETROIT SIGN
- MEDICAL
- DUMPSTER

# 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:** *Ryan Epstein*

**Date:** 10-19-2023

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:** Monday Night Football Tailg

**Event Date:** 10-19-2023

**Event Organizer:** Downtown Detroit Partnersh

**Applicant Signature:** *Ryan Epstein*

**Date:** 10-19-2023

# SPECIAL EVENTS PETITION

Petition No: 2023-362

Event Name: **Monday Night Football Tailgate**

Event Status: In Review

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

Event Location: **Grand Circus Park**

Event Date(s) and Time(s): **10/30/23 2:00 PM** to **10/30/23 6:00 PM**

Type of Event: **Other**

Applicant Contact:
<b>Ryan Epstein</b>
<b>ryan.epstein@downtowndetroit.org</b>
<b>+1 (248) 345-7895</b>

Submission Date:	10/19/23 3:42 PM
Date of Clerk's Office Referral:	10/19/23
Date of City Departments Sign Off:	10/20/23
Date Referred to Council:	10/20/23

### Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Approval	DFD Approval	EMS Approval	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Approval

Mayor's Office Special Events Signature: Susan Reinke

Date: 10/20/23

## 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: downtowndetroit.org

Which of these spaces will be used? Park

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

## Event Description

Brief Event Purpose & Description:

**To hold a Tailgate for the Lions Monday Night Football Game against the Oakland Raide**

Estimated Peak Attendance: 15000

Estimated Total Attendance: 15000

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: Downtown Detroit Partnership

Mailing Address: 1 Campus Martius Suite 380

Detroit                      Michigan                      48226

Primary Contact:	Secondary Contact:
<b>Ryan Epstein</b>	
ryan.epstein@downtowndetroit.org +1 (248) 345-7895	

Organization Type: Nonprofit

Organization Website: downtowndetroit.org

## Event Setup & Breakdown

Begin Setup: 10/29/23                      8:00 AM

Complete Setup: 10/30/23                      12:00 PM

Setup Location(s): Grand Circus Park

Event Start: 10/30/23                      2:00 PM

Event End: 10/30/23                      6:00 PM

Begin Tear Down: 10/30/23                      7:00 PM

Complete Tear Down: 10/31/23 4:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 4

Cleaning Service Vendor: Biz Ambassador Team

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

Will you have valet parking, or will you be blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

**Leverage downtown garages or public transportation**

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 4 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: 2pm to 6 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? Yes

Number of tents 10' x 10' and smaller: 5

Number of tents larger than 10' x 10': 1

Tent Contractor: HRG Capital

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: Generators

How will generators be fueled? Fuel Truck

Generator contractor: XYZ

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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: 20

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 Downtown Detroit Partnership to host "Monday Night Football Tailgate" on October 30<sup>th</sup> at Grand Circus Park.

**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.