

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

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.	2023-339
Name of Petitioner	Alkebu-Ian Village
Description of Petition	Please see request to hold "The 2 nd Annual Motor City Kwanzaa Lighting Ceremony" Submitted by Alkebu-Ian Village, located at Eastbound Cadillac Square at Woodward on December 26th, from 3:00 PM to 6:00 PM. Set-up to begin December 22 nd 4:00PM with tear-down complete by 10:00AM December 27th.
Type of Petition	Special Event
Submission Date	10/9/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Gregory McKenzie Alkebu-Ian Village 313-578-1300 gmckenziejr@alkebuianvillage.com

Alkebu-lan Village Emergency Medical Procedures

1. General Guidelines:

- In any medical emergency, the primary concern is the well-being and safety of the individual.

2. First Aid Station:

- Set up a designated first aid station equipped with essential medical supplies and staffed with trained personnel.

3. Basic First Aid:

- Provide immediate assistance for minor injuries or illnesses, including:
 - Cuts, scrapes, and bruises
 - Sprains and strains
 - Minor burns
 - Headaches or minor illnesses

4. Calling for Medical Assistance:

- In serious medical situations, promptly call for professional medical assistance.

5. Evacuation for Severe Cases:

- In severe medical emergencies, arrange for immediate evacuation to the nearest medical facility.

6. Documenting Incidents:

- Maintain records of all medical incidents, including the nature of the incident, treatment provided, and any follow-up actions taken.

7. Medical Personnel Contact Information:

- Provide a list of on-site medical personnel and their contact information for quick reference.

8. Reporting Procedures:

- Establish clear reporting procedures for medical incidents to ensure proper documentation and follow-up.

Alkebu-lan Village Emergency Response Plan

1. Introduction:

- The Emergency Response Plan is designed to ensure the safety and well-being of all participants and attendees during the Alkebu-lan Village Kwanzaa Kinara Lighting event.

2. Emergency Contact Information:

- Event Organizer: [Name, Contact Number]
- Local Emergency Services: 911
- Medical Services: [Hospital Name, Contact Number]
- Event Security: [Security Company Name, Contact Number]

3. Emergency Situations and Procedures:

a. Medical Emergencies:

- Procedure:
 - Assess the situation and call for medical assistance if required.
 - Provide basic first aid as necessary.
 - Ensure a clear path for medical personnel to access the individual.
 - Comfort and reassure the affected person until help arrives.

b. Fire or Smoke:

- Procedure:
 - Alert attendees using loudspeakers and announce the nearest exit routes.
 - Direct attendees to the designated assembly point at a safe distance from the venue.
 - Call the fire department immediately.

c. Severe Weather (e.g., Thunderstorm, Tornado):

- Procedure:

- Monitor weather updates through reliable sources.
- Alert attendees to seek shelter indoors or move to designated safe areas.
- Provide clear instructions for evacuation if necessary.

d. Suspicious Activity or Threat:

- Procedure:

- Notify security personnel and event organizers immediately.
- Evacuate attendees to a safe location, if necessary.
- Follow the guidance of law enforcement.

e. Lost or Missing Child or Person:

- Procedure:

- Alert event staff and security personnel.
- Coordinate with law enforcement for assistance.
- Notify parents or guardians once the individual is located.

4. Communication and Coordination:

- Establish a designated communication center with clear channels for emergency response personnel, event staff, and security.

5. First Aid and Medical Supplies:

- Ensure that a well-equipped first aid station is set up on-site, staffed with trained medical personnel.

6. Evacuation Plan:

- Identify primary and secondary evacuation routes, assembly points, and procedures for crowd management.

7. Emergency Contacts List:

- Compile a list of key contacts, including event staff, medical personnel, security, and local emergency services.

8. Training and Drills:

- Conduct regular training sessions and emergency response drills for event staff and volunteers.

Motor City Kwanzaa Kinara Event Clean Up Plan

1. Introduction:

- The clean-up plan outlines the procedures and responsibilities for post-event cleanup of the Motor City Kwanzaa Kinara event.

2. Clean-Up Team:

- The clean-up will be carried out by Alkebu-lan Village staff and a designated group of volunteers known as the MCKK Clean Up Crew.

3. Responsibilities:

a. Alkebu-lan Village Staff:

- Supervise and coordinate the clean-up efforts.
- Provide necessary supplies such as trash bags, gloves, and cleaning materials.
- Assign specific tasks to volunteers based on their capabilities.

b. MCKK Clean Up Crew:

- Assist in dismantling event structures and decorations.
- Collect and properly dispose of trash and recyclables in designated bins.
- Sweep and clean the event area to ensure it is free of debris and litter.
- Check for any lost items that attendees may have left behind and set them aside for retrieval.

4. Equipment and Supplies:

- Provide a sufficient quantity of trash bags, recycling containers, brooms, dustpans, and gloves for the clean-up crew.

5. Waste Disposal:

- Arrange for proper disposal of collected waste in accordance with local regulations and guidelines.

6. Timeframe:

- Initiate clean-up immediately after the event concludes.
- Allocate adequate time to ensure a thorough and efficient clean-up process.

7. Area Assignment:

- Divide the event area into specific zones and assign clean-up crews to each zone for systematic cleaning.

8. Inspection and Final Check:

- Conduct a final walk-through of the event area to ensure no trash or debris remains.
- Check for any potential damage to the venue or equipment during the event.

9. Recycling Efforts:

- Prioritize recycling efforts by separating recyclables from general waste.

10. Lost and Found:

- Establish a designated area for lost items, which will be held for a specified period before being turned over to appropriate authorities.

11. Communication:

- Maintain open lines of communication between Alkebu-lan Village staff and the MCKK Clean Up Crew to address any issues or concerns promptly.

12. Conclusion:

- The clean-up plan aims to ensure the event area is restored to its original condition and ready for future use.

Alkebu-lan Village Kwanzaa Kinara Lighting: Communication and Community Impact Plan

1. Introduction:

- Purpose: Celebrate Kwanzaa's cultural heritage and promote unity in Detroit.
- Lead Organizer: Alkebu-lan Village in partnership with community groups.

2. Communication Strategy:

a. Outreach and Promotion:

- Utilize Social Media Platforms (Facebook, Instagram, Twitter):
 - Disseminate event details, updates, and engage the community.
- Email Campaigns:
 - Target community partners, stakeholders, and interested individuals.
- Local Media Partnerships (Newspapers, Radio, TV):
 - Feature stories, interviews, and event coverage.

b. Community Meetings:

- Purpose: Address concerns and queries from residents and businesses in event vicinity.

c. Public Notices:

- Display informational flyers and banners in high-traffic areas.

3. Community Impact Assessment:

a. Noise Overflow (12/26, 3 pm - 5:30 pm):

- Implement Sound Mitigation Measures:
 - Use professional sound equipment and strategic speaker placement.

- Designate Noise Complaint Liaison.

b. Road Closure (Eastbound side of Cadillac Square, 12/22 - 12/27):

- Traffic Management Plan:

- Coordinate with city authorities for detours and clear signage.

- Ensure smooth traffic flow during closure period.

- Coordinate with Local Businesses:

- Collaborate to minimize disruptions caused by road closure.

c. Increased Traffic Opportunities for Area Businesses:

- Collaborative Marketing Efforts:

- Partner with local businesses for special offers or events.

- Visitor Guides:

- Create materials highlighting nearby businesses to encourage exploration.

4. Community Engagement and Feedback:

a. Feedback Mechanisms:

- Establish channels (online surveys, social media polls, on-site suggestion boxes) to gather insights for future events.

b. Post-Event Thank You:

- Extend gratitude to the community, stakeholders, and city departments for their support and cooperation.

5. Conclusion:

- Objective: Strengthen community bonds and contribute to Detroit's cultural events.

6. Responsible Parties:

- Event Organizers, City Authorities, Noise Complaint Liaison, Community Engagement Team, Local Businesses.

7. Follow-up:

- Engage with the community post-event, express gratitude, and address any lingering concerns or suggestions.

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: Gregory McKenzie

Date: 10/03/2023

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: 2nd Annual Motor City Kwar

Event Date: 12/26/2023

Event Organizer: Alkebu-lan Village

Applicant Signature: Gregory McKenzie

Date: 10/3/2023

SPECIAL EVENTS PETITION

Petition No: 2023-339

Event Name: The 2nd Annual Motor City Kwanzaa Kinara Lighting Ceremony

Event Status: In Review

Petitioner Name / Organization: Alkebu-lan Village

Event Location: Eastbound Cadillac Square at Woodward

Event Date(s) and Time(s): 12/26/23 3:00 PM to 12/26/23 6:00 PM

Type of Event: Other

Applicant Contact:
Gregory McKenzie
gmckenziejr@alkebulanvillage.com
+1 (313) 578-1300

Submission Date:	10/03/23 12:09 PM
Date of Clerk's Office Referral:	10/09/23
Date of City Departments Sign Off:	10/12/23
Date Referred to Council:	10/12/23

Department Approvals

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

Mayor's Office Special Events Signature: Susan Reinke_____

Date: 10/12/23_____

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: <https://alkebulanvillage.com/event/kinara/>

Which of these spaces will be used? Street, Sidewalk

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

Event Description

Brief Event Purpose & Description:

The 2nd Annual Motor City Kwanzaa Kinara Lighting Celebration will consist of a gatheri

Estimated Peak Attendance: 300

Estimated Total Attendance: 500

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?

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: Alkebu-lan Village

Mailing Address: 7701 Harper Avenue

Detroit MI 48213

Primary Contact:	Secondary Contact:
Gregory McKenzie	Marvis Cofield
gmckenziejr@alkebulanvillage.com +1 (313) 578-1300	marviscofield@aol.com
+1 (313) 921-1616	+1 (313) 421-7906

Organization Type: Nonprofit

Organization Website: www.alkebulanvillage.com

Event Setup & Breakdown

Begin Setup: 12/22/23 10:00 AM

Complete Setup: 12/22/23 4:00 PM

Setup Location(s): Eastbound Cadillac Square at Woodward

Event Start: 12/26/23 3:00 PM

Event End: 12/26/23 6:00 PM

Begin Tear Down: 12/27/23 10:00 AM

Complete Tear Down: 12/27/23 4:00 PM

Number of Trash Containers: 8 Number of Recycling Containers: 8

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Cadillac Square 12/22/23

Woodward to Bates 10:00 AM 4:00 PM

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:

Street parking will be in abundance. The event is held the day after the Christmas holiday

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)? No

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

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

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: 0

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

Tent Contractor: City of Detroit

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: City of Detroit

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? No

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 checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" 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 Alkebulan Village to host "The 2nd Annual Motor City Kwanzaa Lighting Ceremony" on December 26, 2023 at Eastbound Cadillac Square at Woodward.

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.