

# 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.	2024-124
Name of Petitioner	Detroit-Wayne Joint Building Authority
Description of Petition	Please see request to hold "Detroit Grand Prix Viewing" Submitted by Detroit-Wayne Joint Building Authority, located at the Coleman A. Young Municipal Center on May 31 <sup>st</sup> through June 2 <sup>nd</sup> , from 11:00 AM to 5:00 PM. Set-up to begin May 30 <sup>th</sup> , 10:00AM complete by 5:00PM with tear-down to begin June 3 <sup>rd</sup> at 7:00AM complete by 5:00PM.
Type of Petition	<b>Special Event</b>
Submission Date	4/10/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Mike Kennedy Detroit-Wayne Joint Building Authority 313-351-0521 <a href="mailto:mike.kennedy@hines.com">mike.kennedy@hines.com</a>

# 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:**

2/29/24

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:**

Grand Prix Viewing

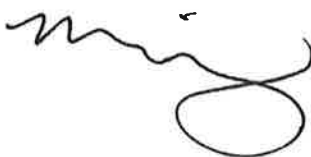
**Event Date:**

May 31 - June 2,  
2024

**Event Organizer:**

Detroit-Wayne Joint Building Authority

**Applicant Signature:**



**Date:**

2/29/24



February 22, 2024

To: Events - City of Detroit

From: Mike Kennedy *MCK*

Re: 2024 Detroit Grand Prix Event Cleanup Plan

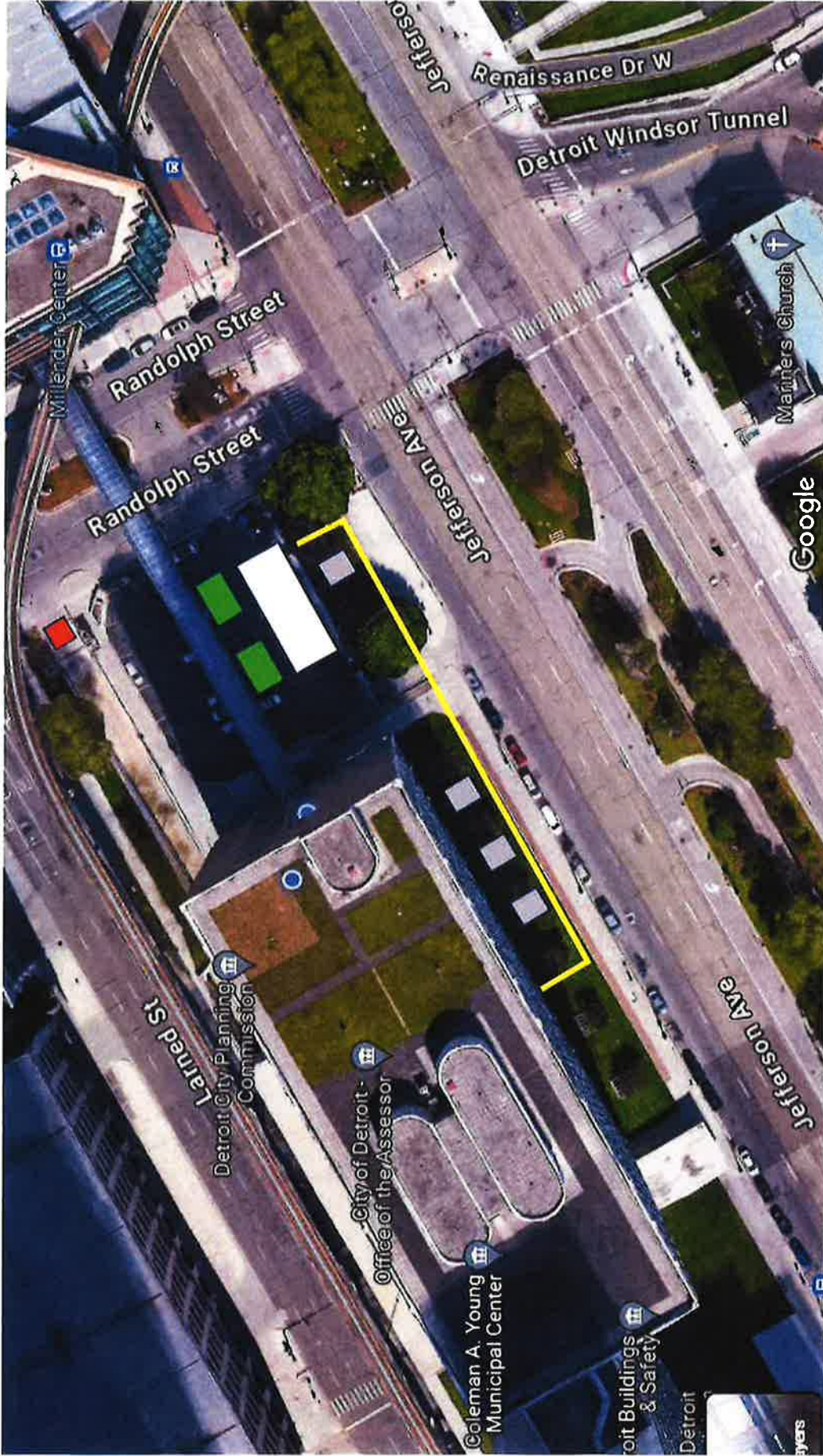
The Detroit-Wayne Joint Building Authority in-house janitorial personnel (Sanders Building Services) will be on site of the Coleman A. Young Municipal Center exterior through the duration of the Detroit Grand Prix schedule of activities from May 31 through June 2, 2024.

Continual policing of the property and pickup of rubbish and refuse will be addressed so as the site is returned to normal conditions at the end of each of the event days.

We appreciate our continued partnership with the City of Detroit to make the most of the viewing of the Detroit Grand Prix in a clean and safe environment.

Any questions or concerns may be addressed directly to me by emailing [mike.kennedy@hines.com](mailto:mike.kennedy@hines.com).

2024 Detroit Grand Prix CAYMC Site Plan



- Legend:
- - EMS Staging
  - - Food & Beverage Tents (two)
  - - Hospitality Tent
  - - Bleachers (four @ 50 person ea.)
  - - Security Barricade

# Detroit-Wayne Joint Building Authority

1316 COLEMAN A. YOUNG MUNICIPAL CENTER  
TWO WOODWARD AVENUE  
DETROIT, MICHIGAN 48226

PURCHASE ORDER

19591

Purchase Order Number must  
Appear on all Packages and Invoices

DATE 2/27/24

FUND

CHARGE ACCOUNT

CARE OF

DELIVERY ON OR BEFORE

F.O.B.

Hart EMS Med. Svcs.

DELIVER TO DOCK

Randolph & Larned

SHIP VIA

Class	Quantity	Unit	ARTICLE OR SERVICE	Unit Price	Total
			On-site medical services to cover Detroit Grand Prix dates 5/31 - 6/2 1:00 AM - 5:00 PM		
			Total		\$4,500.00

CONT. #

PURCH. AGREE.  EXP.

TERMS

ALL GOODS OR SERVICES TO BE BILLED AT THE PRICES AGREED. THE SAME TO INCLUDE PACKING AND DELIVERY CHARGES.

OUR ORDER NUMBER MUST BE PLACED ON SHIPPING TAG AND DELIVERY SLIP. DELIVERY SKIP MUST ACCOMPANY EACH DELIVERY.

THE DETROIT-WAYNE JOINT BUILDING AUTHORITY IS EXEMPT FROM PAYING TAXES. (IF EXEMPTION CERTIFICATE IS NECESSARY, SO STATE.)

YOUR INVOICE MUST SHOW HOW SHIPPED AND IF VIA COMMON CARRIER, A COPY OF FREIGHT BILL MUST BE ATTACHED UNLESS ORDER READS F.O.B. YOUR PLANT.

ONLY SUCH GOODS WILL BE PAID FOR AS COMPLY EXACTLY WITH ABOVE WRITTEN DESCRIPTION.

**CONFIRMATION OF SERVICES**

**HART EMS MEDICAL SERVICES, PLLC**  
**5201 ROSA PARKS BLVD**  
**DETROIT, MI 48208**  
**313.366.4278 OR 313.216.1771 FAX**

**Event:** CAYMC Detroit Grand Prix **Location:** Coleman A. Young Municipal Building

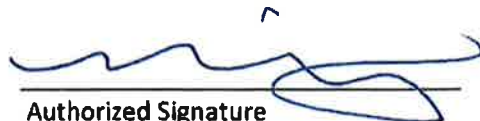
Date of Service:	Start to End Time:
5/31-6/2/2024	11AM – 5PM daily

Services Requested By Client:	Quantity:	Location:
<input type="checkbox"/> Supervisor on Site		
<input checked="" type="checkbox"/> On-Site Ambulance (with 2 Medical Providers)	1/day	Coleman A. Young Municipal Building
<input type="checkbox"/> First Aid Station		
<input type="checkbox"/> Physician On-Site		
<input type="checkbox"/> Medical Personal On-Site		
<input type="checkbox"/> Dispatch On-Site		
<input type="checkbox"/> Command Center		
<input type="checkbox"/>		

**Additional Procedures:**

\_\_\_\_\_  
Adam Gottlieb  
Hart EMS Medical Services, PLLC

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Authorized Signature  
Detroit-Wayne Joint Building Authority

\_\_\_\_\_  
Date

2/27/24

# Service Agreement

**Hart EMS Medical Services PLLC (HMEMS)**  
**5201 Rosa Parks Blvd**

**Detroit MI 48208**  
 Phone 313-366-4278  
 Fax 313-216-1771  
 Email: adam@hartems.com

**Job #:10193**

**Quote #:2**

**Event:**CAYMC Detroit Grand Prix

**Start:**Friday, May 31, 2024

**End:**Sunday, June 2, 2024

**Customer**

Detroit-Wayne Joint Building Authority  
 2 Woodward Ave, Ste 1316  
 Detroit MI 48226  
 ATTN:Michael Kennedy

**Description**

V2

This is to confirm that Hart EMS Medical Services PLLC (HMEMS) will provide on-site medical services for the above indicated Event and Venue. The following itemized services and items will be provided.

## Coleman A. Young Municipal Center 2 Woodward Ave Detroit MI 48226

Service	Position	Date	Start	End	Dur.	Rate	Qty	Total
Life Support Ambulance		5/31/24	11:00 AM	5:00 PM	6.00	\$250.00	1	\$1500.00
Life Support Ambulance		6/1/24	11:00 AM	5:00 PM	6.00	\$250.00	1	\$1500.00
Life Support Ambulance		6/2/24	11:00 AM	5:00 PM	6.00	\$250.00	1	\$1500.00

**Total Services**                      \$4,500.00

Services                                      \$4,500.00

Items    \$0.00

**Total**                                        **\$4,500.00**

Discount                                      \$0.00

**Sub Total**                                    **\$4,500.00**

Tax 0.00%                                    \$0.00

**Grand Total**                              **\$4,500.00**

Deposit                                        \$0.00

**Deposit Terms:**

**Payment Terms:**Payment due in full upon completion of event

Subsequent year(s) dates and times are to be determined and services provided will be at a minimum the same coverage as previous years. If the event is cancelled, this contract is void for that year only.

**This is an all-inclusive agreement.**

Subsequent year(s) pricing is as follows:

2025 - Life Support Ambulance @ \$250/ea/hr

2026 - Life Support Ambulance @ \$250/ea/hr

2027 - Life Support Ambulance @ \$275/ea/hr

# Service Agreement

**Hart EMS Medical Services PLLC (HMEMS)**  
**5201 Rosa Parks Blvd**

**Detroit MI 48208**  
Phone 313-366-4278  
Fax 313-216-1771  
Email: adam@hartems.com

**Job #:10193**

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**Event:**CAYMC Detroit Grand Prix

**Start:**Friday, May 31, 2024

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## Customer

Detroit-Wayne Joint Building  
Authority  
2 Woodward Ave, Ste 1316  
Detroit MI 48226  
ATTN:Michael Kennedy

## Description

V2

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It is understood that all on-site medical facilities and ambulances have a limited capacity and should other emergency resources be called in by mutual agreement of both HMEMS and Detroit-Wayne Joint Building Authority that HMEMS will be held harmless for any overtaxing of its resources and will not be held responsible for other costs incurred. It is further understood that the request for services is as outlined above and designed by Detroit-Wayne Joint Building Authority. HMEMS assumes no responsibility for the planning and accuracy of it. Should the request for transport result in overtaxing of resources contracted for, HMEMS will at its' discretion, call for transport via city or private provider. HMEMS assumes no responsibility for availability or response capabilities of outside ambulance services. It is understood by the parties that HMEMS is held accountable for medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical provision. HMEMS its staff, and agents shall be held harmless for any incidents arising from this event. Furthermore, any treatment provided by other contracted, volunteer agencies or employees will not be the responsibility of HMEMS and will be held harmless for any liability resulting in treatment by other agencies, either contracted or volunteered. Premature termination of the event shall not result in discount or refund of any kind from Event Medical Services.

Detroit-Wayne Joint Building Authority will provide the following:

- Location for ambulance parking with appropriate egress
- Parking area and/or parking passes for HMEMS staff vehicles (If no parking area or passes are provided, a \$25 reimbursement will be required for each HMEMS staff vehicle)
- Any necessary credentials
- Contact person name and information
- Ice & water for patient use



# Service Agreement

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**5201 Rosa Parks Blvd**

**Detroit MI 48208**

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

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**Customer**

Detroit-Wayne Joint Building Authority

2 Woodward Ave, Ste 1316

Detroit MI 48226

ATTN:Michael Kennedy

**Description**

V2

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By signing below, Client agrees to all terms of this contract. Client also agrees to not release the information enclosed to any entities outside their organization. Once signed, HMEMS will provide Client with a Proof of Service agreement that they may present to any external entities.

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Authorized Signature

Hart EMS Medical Services  
PLLC (HMEMS)

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Date

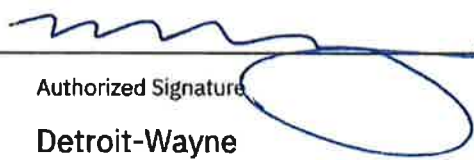
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Authorized Signature

Detroit-Wayne  
Joint Building Authority

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Date



2/27/24

# Certificate of Flame Resistance



ISSUED BY  
Snyder Manufacturing, Inc.  
3001 Progress Street  
Dover, OH 44622

Manufactured by  
Fred's Tents & Canopies  
420 Hudson River Road  
Waterford, NY 12188

Date treated or  
manufactured

7/2020

This is to certify that the materials described below have been flame-retardant treated (or are inherently nonflammable)

FOR

Event Theory  
20801 Ryan Road  
Warren, MI 48091

Certification is hereby made that: (Check "a" or "b")

a) The articles described below this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_

Method of application \_\_\_\_\_

b) The articles described below are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

NFPA-701-2015 (large scale)

Trade name of flame-resistant fabric or material used White Blockout Reg. No. 140.01

The Flame-Retardant Process Used WILL NOT Be Removed By Washing

Fred's Studio Tents & Canopies, Inc.

Plant Supervisor

Product Description

15x40 Gable  
(2) 15x Center Peak Gable Ends  
(4) 15x10 Mids

Customer Invoice # 44661

# SPECIAL EVENTS PETITION

**Petition No:** 2024-124

**Event Name:** Detroit Grand Prix Viewing

**Event Status:** In Review- Clerk's Office (Step 2 of 6)

**Petitioner Name / Organization:** Detroit-Wayne Joint Building Authority

**Event Location:** Coleman A. Young Municipal Center

**Event Date(s) and Time(s):** 05/31/24 11:00 AM to 06/02/24 5:00 PM

**Type of Event:** Sports/Recreation

<b>Applicant Contact:</b>
Mike Kennedy
mike.kennedy@hines.com
+1 (131) 351-0521

<b>Submission Date:</b>	02/29/24 3
<b>Date of Clerk's Office Referral:</b>	04/10/24
<b>Date of City Departments Sign Off:</b>	04/10/24
<b>Date Referred to Council:</b>	4/12/24

### Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed-Ready for Council	DFD Reviewed-Ready for Council	EMS Reviewed-Ready for Council	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Reviewed-Ready for Council

**BSEED**  
BSEED Reviewed-Ready for Council

**Mayor's Office Special Events Signature:** *Gakeima Fife* Special Events

**Date:** ~~April 5, 2024~~ April 12, 2024

## 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? [object Object]

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

## Event Description

Brief Event Purpose & Description:

Viewing of the Detroit Grand Prix from the CAYMC Office Tower (east) lawn along Jefferson. The three-day event will be for building personnel, tenant representatives of City and County, and military veterans.

Estimated Peak Attendance: 150

Estimated Total Attendance: 175/day

Is this a public event? No

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: Detroit-Wayne Joint Building Authority

Mailing Address: 2 Woodward Avenue, Suite 1316

Detroit MI 48226

<b>Primary Contact:</b>	<b>Secondary Contact:</b>
Mike Kennedy	Cynthia Montgomery
mike.kennedy@hines.com	cynthia_montgomery@dwjba.com
+1 (131) 330-9230	+1 (131) 321-2601

Organization Type: Government

Organization Website: www.caymc.com

**Event Setup & Breakdown**

Begin Setup: 05/30/24 10:00 AM

Complete Setup: 05/30/24 5:00 PM

Setup Location(s): Executive Parking Lot (Randolph), grass lawn south of Executive Parki

Event Start: 05/31/24 11:00 AM

Event End: 06/02/24 5:00 PM

Begin Tear Down: 06/03/24 7:00 AM

Complete Tear Down: 06/03/24 5:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 3

Cleaning Service Vendor: Sanders Building Services

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:

Attendee parking will be self-parking

## 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: 1

## 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? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: 6/1/24 & 6/2/24 from 11AM to 5PM

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': 4

Tent Contractor: Event Theory

What other structures will your event include? Bleachers

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? No

Will a sound system be used? \_\_\_\_\_

Will you be providing Port-a-johns? No

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Securitas

Number of private personnel per shift: 10

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart EMS

Does this event include fireworks? No

Day(s) and time(s) of fireworks: \_\_\_\_\_

Fireworks vendor: \_\_\_\_\_

## Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" 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 checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input checked="" 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 Detroit-Wayne Joint Building Authority to host "Detroit Grand Prix Viewing" (2024-124) on May 31<sup>st</sup> through June 2<sup>nd</sup> from 11:00 AM to 5:00 PM at Coleman A. Young Municipal Center

**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 DHD pending inspections; and be it further

**PROVIDED**, that there will be BSEED Permits Required for Tents; 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.