

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.	2024-082 Amended
Name of Petitioner	Foxglove
Description of Petition	Please see request to hold "Foxglove in the Garden" Submitted by Foxglove, located at 258 Kenilworth on May 25 th from 12:00 PM to 11:00 PM. Set-up to begin May 25 th , 8:00AM complete by 12:00PM with tear-down to begin May 25 th at 11:00PM complete by 1:00 AM May 26 th .
Type of Petition	Special Event
Submission Date	4/19/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Andrew Gutting Foxglove 734-780-6672 Foxglove.detroit@gmail.com

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: *Andrew Gutting*

Date: 3/8/24

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: Foxglove in the Garden

Event Date: 5/25/24

Event Organizer: Foxglove

Applicant Signature: *Andrew Gutting*

Date: 3/8/24

FOXGLOVE

Special Event Application

May 25th, 12pm-10:30pm

258 Kenilworth, Detroit MI 48202

Communication and Community Impact Plan

- We have spoken to neighbors on the immediate blocks on Kenilworth and Leicester and made them aware of the details of the event times, sound carryover, parking on residential streets and sale of alcohol.
- We have obtained signatures of support from neighbors that we have been able to speak to in person.
- We have spoken to and obtained a signature of support from Evan Fay who owns the businesses on John R.
- For neighbors that we have not been able to talk to, we have left a flyer about our space and the event with our contact information.
- For your reference, we have also included all this information on a map which details supportive residents, unoccupied homes, vacant lots, and homes where we have left flyers with our contact information.
- Our neighbors are extremely supportive and several will be helping or attending the event.
- We have included a transportation map that provides details on public transit, biking, and parking.
 - FOXGLOVE is a 5 minute walk to bus stops on Woodward Ave, a frequent DDOT bus route with buses arriving every 10-15 minutes during peak hours.
 - FOXGLOVE is also less than 1 block away from a MOGO bike share docking station which has electric-assist and regular bikes for use.
 - Our location is a quick 15 minute bike ride to midtown and 30 minutes to Hart Plaza where the Movement Festival takes place.

Event Clean-up Plan

- Event cleanup will primarily be handled by ourselves as the event organizers as well as residents of 258/256 Kenilworth who will be assisting with the event.
- We will perform a walkthrough of our block of Kenilworth and Leicester to clean up any trash left by attendees.
- We will have three easily identifiable garbage cans and three easily identifiable recycling cans set up across the property.

Security & Safety Plan

- Three security personnel from 11a-11p. Two stationed at entry and exit and one floater. Duties include:
 - Checking 21+ identification and wristbanding
 - Ensuring alcohol does not leave the premises
 - Identifying risks such as over intoxication, aggressive or unsafe behavior
 - Assisting with any emergent situations
- In the case of an emergency, attendees can exit premises through exit/entrance or alley.
- Alley can also be used for emergency vehicles.

- A microphone will be connected to the sound system to announce an emergency.
- We will call 911 in case of emergency
- Adrian Pyle, resident on property, is CPR trained and will be working the event.
- Emergency Contacts
 - Erika Linenfelser, property owner, co-founder: 703-424-1918
 - Andrew Gutting, co-founder: 734-780-6672

Parking

- Significant street parking is available on both John R and Brush, where there are few residential structures.
- On Leicester and Kenilworth, most residents have off-street parking so these streets also provide ample street parking.
- As part of the event, we will provide secured bike parking for guests to encourage biking.
- To minimize impact to parking on residential streets, we will inform ticket holders to park along John R or Brush.
- One neighbor's driveway is curbed so appears to be street parking. We plan to place traffic cones at this curb to stop his driveway from being blocked.

General Notes

- While FOXGLOVE is located in a residential neighborhood, our lot(s) are zoned R3, a low density, multifamily residential district. By right uses of this classification include community services such as churches, non-profits, and community centers. Our immediate area already includes a wide variety of businesses such as Bryd's Cigar Lounge, Cafe Noir, Burn Bar & Grill, and Oakland Avenue Farm.



LEICESTER

parking available on both sides of street



JOHN R

parking available on both sides of street



BRUSH

parking available on both sides of street

TRANSPORTATION MAP



- ★ DDOT BUS STOPS
- ★ MOGO BIKE SHARE
- ★ SECURE BIKE PARKING

- AMPLE PARKING
- 🚲 30 min bike ride to HART PLAZA
- 🚲 15 min bike ride to MIDTOWN

COMMUNITY OUTREACH MAP



- RESIDENT(S) IN SUPPORT
- LEFT LETTER + CONTACT INFO
- UNOCCUPIED HOUSE
- VACANT LOT

As neighbors of the the FOXGLOVE non-profit space, we acknowledge and support the planned outdoor day party on Saturday, May 25th that will include:

- DJs performances outdoors from 12-10:30p
- The sale of alcohol permitted through the State of Michigan Non-Profit Special License (LCC-110)
- Street parking on our residential street for attendees

Name	Address	Signature
RANDY & KEVIN	300 KENILWORTH	Randy Cahal (313) 919-4938
RAY	306 KENILWORTH	Rayford Murphy 913-746-4763

As neighbors of the the FOXGLOVE non-profit space, we acknowledge and support the planned outdoor day party on Saturday, May 25th that will include:

-DJs performances outdoors from 12-10:30p

-The sale of alcohol permitted through the State of Michigan Non-Profit Special License (LCC-110)

-Street parking on our residential street for attendees

Name	Address	Signature	
RAMBO (RANSON)	262-26 / KENIL WORTH	<i>[Signature]</i>	313-516-1915
CAFÉ NOIR EVAN PAYE	9405 JOHN R	<i>[Signature]</i>	313-690-5097
CAFÉ NOIR ASHER VAN SICKLE	9405 JOHN R	<i>[Signature]</i>	515-250-9105
ERNEST HOLT	273 LEICESTER CT	<i>[Signature]</i>	(313) 978-3871

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- DJs performances outdoors from 12-10:30p
- The sale of alcohol permitted through the State of Michigan Non-Profit Special License (LCC-110)
- Street parking on our residential street for attendees

Name	Address	Signature
PIA	317 KENILWORTH	QUEENTUFF1969 @CENTL-COM
MINA/QUEEN	340 KENILWORTH	<i>[Signature]</i>
AUSTIN	250 KENILWORTH	586-719-8325 <i>[Signature]</i>
ALLEN BUGER BULGER	247 KENILWORTH	313-903-0005 <i>[Signature]</i>
DOMINICK	229 KENILWORTH	
	211	

KENILWORTH ST

FOXGLOVE EVENT PLAN 258 KENILWORTH

-  **FIRST AID**
-  **TRASH + RECYCLING**
-  **BAR**
Bar is located inside of structure
-  **TEMPORARY BARRIERS**
4' high wooden fence panels,
can be moved in event of emergency
-  **FENCED AREA**
4 ft high metal fence
-  **ENTRANCE / EXIT**
Security will check IDs & tickets and place a
wrist band on those over 21
-  **RESTROOM**
-  **PORTABLE RESTROOM**
1 is ADA accessible
-  **HAND WASHING SINK**



BOBS SANITATION SERVICE, INC

27940 WICK RD.
SCOTTY'S POTTIES
ROMULUS, MI, 48174
(734) 421-1400

emailus@scottyspotties.net

Billing Address	Customer #Erikalin01
ERIKA LINENSELER 258 KENILWORTH STREET DETROIT, MI, 48202	

Phone: 703-424-1918
Email:
FOXGLOVE.DETROIT@GMAIL.COM

Contact: ERIKA LINENSELER

Service Address	Site #43602
ERIKA LINENSELER 267 LEICESTER COURT DETROIT, MI, 48202	

Phone: 703-424-1918
Email: -

Contact: ERIKA

DELIVERY TICKET - WORK ORDER #167067

Route= Driver= Stop= Truck=

Site #	Cust #	Sched Date	Day	Clerk	Route	P.O.#	Sales Source	Market Segment	Requested Time
43602	Erikalin01	May 24, 24	Fri	BR				B	

#	Service Type	Asset Type	Serial No.	Pricing Template Name	Quantity
1	Delivery	PHYSICALLY CHALLENGED UNIT W/SANITIZER	167	PC	1
2	Delivery	SPECIAL EVENT UNIT	SP2021, SP2165	Event	2

Map:	Latitude: 42.38531000000000	Longitude: -83.07811000000000

Driver Notes:	
Job Note:	EAST OFF OF JOHN R ST. ---NORTH OF HOLBROOK ST.
Route Note:	CALL FOR PLACEMENT PICK UP ON OR AFTER TUESDAY MAY 28,2024
Billing Note:	PAID WITH CARD ON FILE
Operational Message:	
Billing Note:	PAID WITH CARD ON FILE
COD:	\$0.00

Customer Signature: _____ Print Name: _____ Driver: _____ Date: _____



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

FOXGLOVE #5
254 kenilworth
Detroit, MI 48202

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No):															
INSURED FOXGLOVE c/o Erika Linenfelser 256 Kenilworth St Detroit MI 48202		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Evanston Insurance Company	35378	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																																																							
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 200, Event Type: DJ Event - With Cover Charge or Ticket for Admission.

CERTIFICATE HOLDER	CANCELLATION
FOXGLOVE 258 Kenilworth Detroit MI 48202	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE <i>Will Maddux</i></p>

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

FOXGLOVE
258 kenilworth
Detroit, MI 48202

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

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DATE (MM/DD/YYYY)
04/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com		FAX (A/C, No):
INSURED FOXGLOVE c/o Erika Linenfelser 256 Kenilworth St Detroit MI 48202		INSURER(S) AFFORDING COVERAGE INSURER A : Evanston Insurance Company		NAIC # 35378
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	3DS5475-M3212882	05/25/2024 12:01 AM	05/26/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Host Liquor Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> Retail Liquor Liability						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
							PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 200, Event Type: DJ Event - With Cover Charge or Ticket for Admission.

CERTIFICATE HOLDER

CANCELLATION

FOXGLOVE #5 254 kenilworth Detroit MI 48202	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE <i>Will Maddux</i></p>
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SPECIAL EVENTS PETITION

Petition No: 2024-082 Amended

Event Name: Foxglove in the Garden

Event Status: In Review- City Council (Step 4 of 6)

Petitioner Name / Organization: Foxglove

Event Location: 258 Kenilworth St

Event Date(s) and Time(s): 05/25/24 12:00 PM to 05/25/24 11:00 PM

Type of Event: Concert/Performance

Applicant Contact:
Andrew Gutting
foxglove.detroit@gmail.com
+1 (734) 780-6672

Submission Date:	03/08/24 2
Date of Clerk's Office Referral:	04/19/24
Date of City Departments Sign Off:	04/17/24
Date Referred to Council:	4/23/2024

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: Yakeima Fife Digitally signed by Yakeima Fife

Date: May 2, 2023

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? No

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:

DJs from around the world and Detroit will perform vinyl only house music on a private urban garden located at 258 Kenilworth St. We will have food and other vendors as well. The purpose is to promote the sense of community and belonging that is shared through dance music and vinyl appreciation culture.

Estimated Peak Attendance: 200

Estimated Total Attendance: 300

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

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: Foxglove

Mailing Address: 258 Kenilworth St

Detroit

Michigan

48202

Primary Contact:	Secondary Contact:
Andrew Gutting	Erika Linenfelser
foxglove.detroit@gmail.com	elinenfelser@gmail.com
	+1 (703) 424-1918

Organization Type: Nonprofit

Organization Website: NA

Event Setup & Breakdown

Begin Setup: 05/25/24 8:00 AM

Complete Setup: 05/25/24 12:00 PM

Setup Location(s): 258 Kenilworth St

Event Start: 05/25/24 12:00 PM

Event End: 05/25/24 11:00 PM

Begin Tear Down: 05/25/24 11:00 PM

Complete Tear Down: 05/26/24 1:00 AM

Number of Trash Containers: 5 Number of Recycling Containers: 5

Cleaning Service Vendor: NA

Other Waste Elements: NA

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:

We will encourage attendees to carpool and that there will be plenty of street parking available on the surrounding blocks. We plan to inform our neighbors that they may see an increase in street parking on their blocks.

Food & Beverage

Will food be served? Yes _____

Will food be prepared on site? Yes _____

Number of food trucks: -1 _____ 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? Yes

What type(s) of alcohol will be served? Liquor, Beer

Day(s) and time(s) alcohol will be served: 12pm to 10pm

Will ice be used in any served beverages? Yes

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': 0

Tent Contractor: NA

What other structures will your event include? NA

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? 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 checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input checked="" 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 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 checked="" 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 Foxglove to host "Foxglove in the Garden" (2024-082 Amended) on May 25th from 12:00 PM to 11:00 PM at 258 Kenilworth

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits 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.