

# 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.	2024-131
Name of Petitioner	Michigan Central
Description of Petition	Please see request to hold "Michigan Central OPEN" Submitted by Michigan Central, located at Michigan Central Station, Roosevelt Park on June 6 <sup>th</sup> through August 31 <sup>st</sup> , from 6:00 PM to 10:00 PM. Set-up to begin May 21 <sup>st</sup> , 12:00AM complete by 12:00AM June 1 <sup>st</sup> with tear-down to begin September 2 <sup>nd</sup> at 12:00AM complete by 10:00 PM September 17 <sup>th</sup> .
Type of Petition	<b>Special Event</b>
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	Evan Lewandowski Michigan Central 734- 377-0701 <a href="mailto:Evan.lewandowski@michigancentral.com">Evan.lewandowski@michigancentral.com</a>

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:**  **Date:** Apr-25-2024

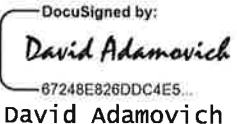
NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

## 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.

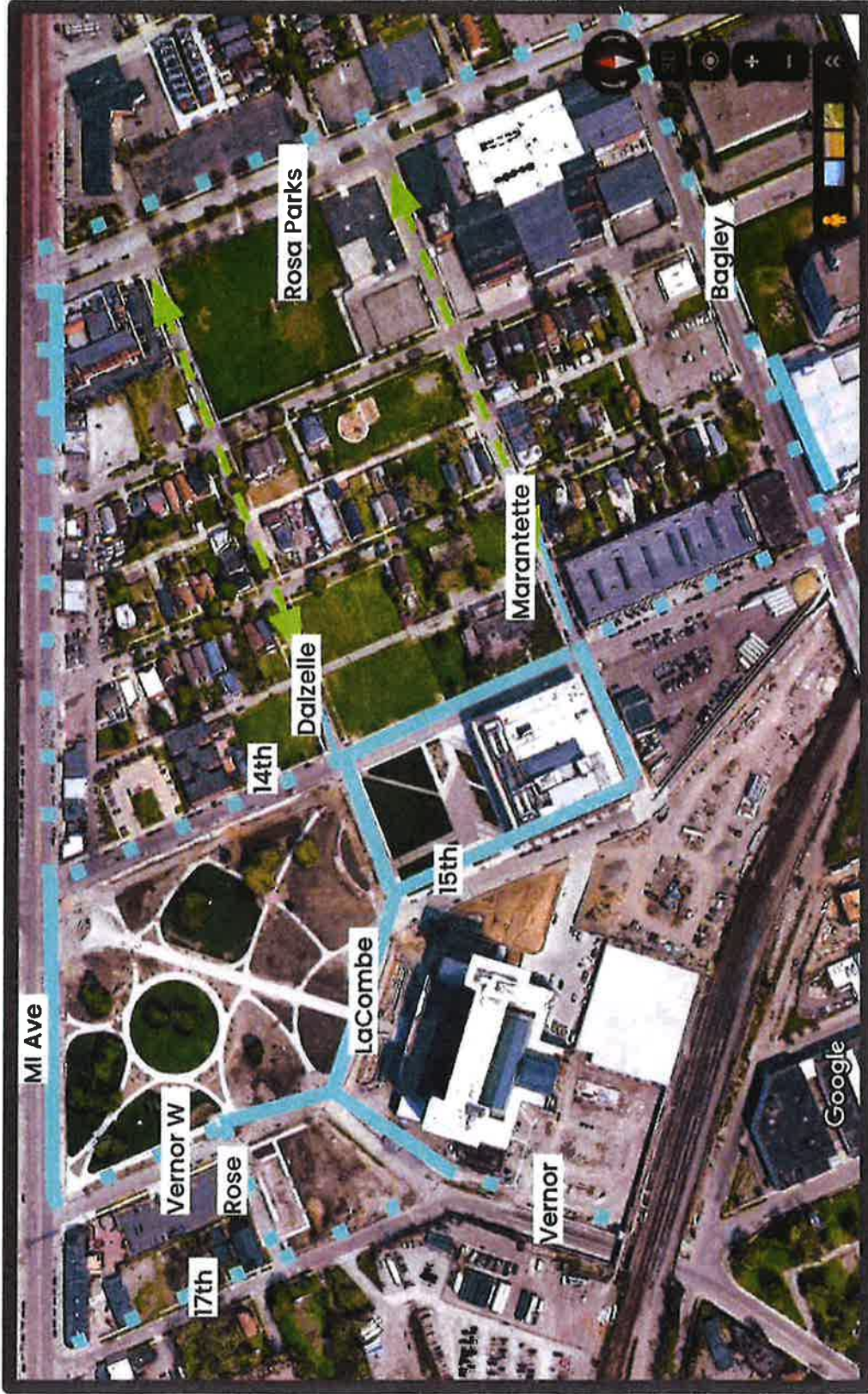
Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** Michigan Central OPEN **Event Date:** 6/6/2024 - 8/31/2024  
**Event Organizer:** Michigan Central

**Applicant Signature:**  **Date:** Apr-25-2024

# Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 7  
14 hour



## Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 3, 4, 5  
14 hour

14th: MI Ave to Marantette  
(Two southbound lanes)

Marantette: 14th - 15th

15th: Dalzelle - Marantette

Dalzelle: 14th - 15th

LaCombe: Vernor to Dalzelle

Vernor: Newark to MI Ave

Rose: 17th - Vernor

17th: Newark - MI Ave

14th: One Lane 14th to Bagley

Marantette: 15th - Alley

Dalzelle: 15th - Alley

MI Ave: parking/bus lane Rosa  
Parks to Vermont St (east  
bound)

Bagley: eastbound lane 14th to  
Alley (west of Wabash) -  
Shuttle

14th : Marantette - Bagley  
(south bound lane)



## Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 5  
14 hour

14th: MI Ave to Marantette  
(Two southbound lanes)

Marantette: 14th - 15th

15th: Dalzelle - Marantette

Dalzelle: 14th - 15th

LaCombe: Vernor to Dalzelle

Vernor: Newark to MI Ave

Rose: 17th - Vernor

17th: Newark - MI Ave

14th: One Lane 14th to Bagley

Marantette: 15th - Alley

Dalzelle: 15th - Alley

MI Ave: parking/bus lane Rosa  
Parks to Vermont St (east  
bound)

Bagley: eastbound lane 14th to  
Alley (west of Wabash) -  
Shuttle

14th : Marantette - Bagley  
(South bound lane)



## Proposed Street and Lane Closure Plan

Plans in development with Joe Chroma and Chris Stilwell

May  
9, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31  
24 hour closure

- 14th south bound West Parking Lane: Marantette to Dalzelle
- Marantette: 14th - 15th
- 15th: Dalzelle - Marantette
- Dalzelle: 14th - 15th
- LaCombe: Vernor to Dalzelle
- Vernor North Bound Lane Newark to LaCombe



Closed to public



## Proposed Street and Lane Closure Plan

Plans in development with Joe Chroma and Chris Stilwell

June

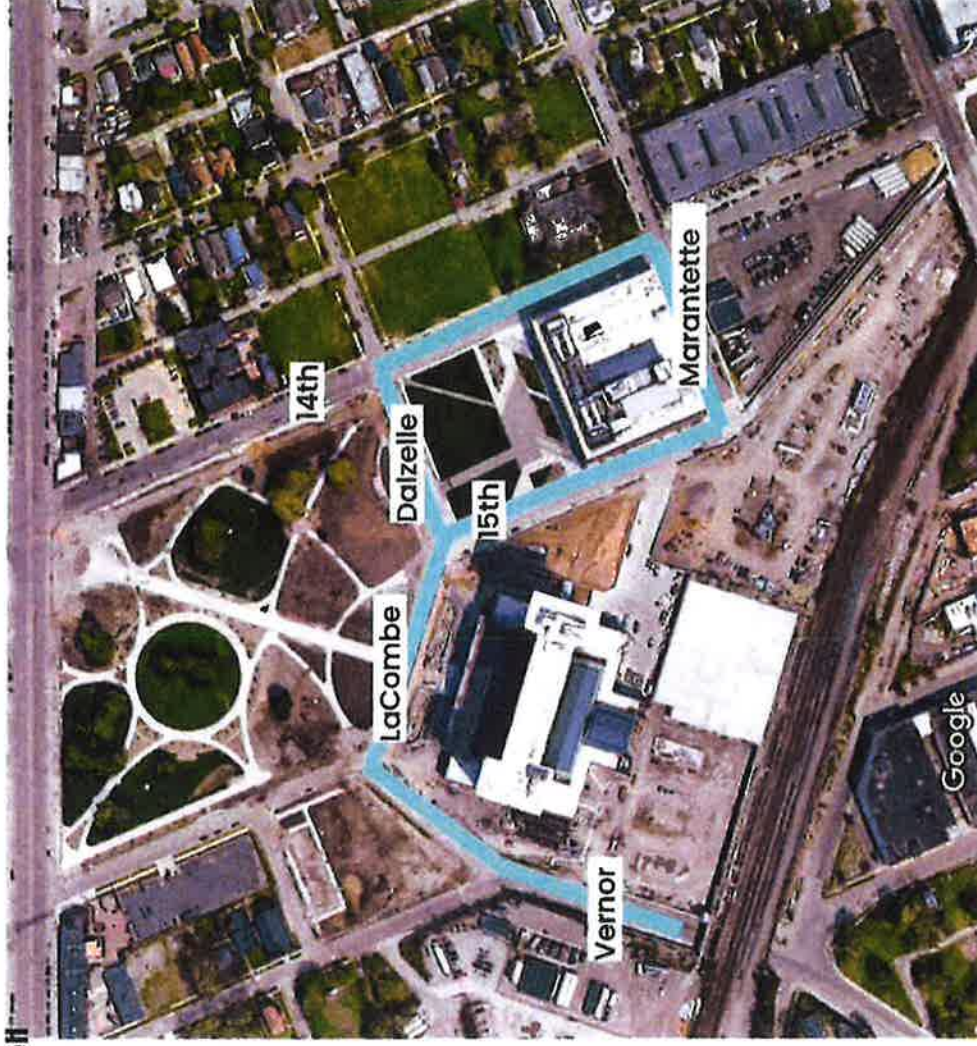
, 2, 8, 9, 10, 11

24 hour closure

- 14th: Dalzelle to Marantette
- Marantette: 14th - 15th
- 15th: Dalzelle - Marantette
- Dalzelle: 14th - 15th
- LaCombe: Vernor to Dalzelle
- Vernor North Bound Lane Newark to Lacombe



Closed to public



# Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 6  
14 hour



# Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 7-16  
24 hour

Dalzelle: 14th to 15th south  
side parking lane

15th: Dalzelle to Marantette  
west side parking lane and  
southbound lane

■ ■ ■ ■ ■  
Dedicated Lane



## Proposed Street and Lane Closure Plan

Plans in development with Joe Chroma and Chris Stilwell

June  
2, 13, 14, 15, 16, 17  
24 hour closure

- 14th south bound West Parking Lane:  
Marantette to Dalzelle
- Marantette: 14th - 15th
- 15th: Dalzelle - Marantette
- Dalzelle: 14th - 15th
- LaCombe: Vernor to Dalzelle

Closed to public



## Proposed Street and Lane Closure Plan Plans in development with Joe Chroma and Chris Stilwell

June - 5, 6, 7  
14 hour

- 14th: MI Ave to Marantette
  - Marantette: 14th - 15th
  - 15th: Dalzelle - Marantette
  - Dalzelle: 14th - 15th
  - LaCombe: Vernor to Dalzelle
  - Vernor: Newark to MI Ave
  - Rose: 17th - Vernor
  - 17th: Newark - MI Ave
  - 14th: One Lane 14th to Bagley
  - Marantette: 15th - Alley
  - Dalzelle: 15th - Alley
  - MI Ave: parking/bus lane  
Rosa Parks to Vermont St  
(east bound)
  - Bagley: eastbound lane 14th  
to Alley (west of Wabash) -  
Shuttle
  - 14th : Marantette - Bagley  
(South bound lane)
  - Bagley: 14th - Rosa Parks  
(Eastbound lane)
  - Rosa Parks: Bagley - MI Ave  
(North bound lane)
  - MI Ave: Rosa Parks - 14th  
(west bound)
  - MI Ave Bike Lane and east  
bound lane
- (Placard)**  
Marantette: Alley to Rosa Parks  
Dalzelle: Alley to Rosa Parks

# KEY DATES

**05/21 – 06/05**

May 21-22  
Opening Activations are not set up at this time

Key Community Groups Preview

May 21- June 2  
Opening experiences and production installed in all areas in an and outside station .

Street closures begin

June 3- 4  
Opening Activations are set  
Embargoed Media Previews

Tech and production rehearsals for stage

June 5  
Executive, Talent, Tech Rehearsals

Ready all areas for show day

**06/06**

Thursday, June 6 - Opening Day  
4:30 a m – 11:59pm  
Media Interviews live from MCS

6 pm - 10pm  
Audience Area Open for Public (Outside Station)  
Endowment

5:00 pm:  
Endowment Event begins (In Station)

7:30pm  
Endowment Attendees Invited to Audience Area

MC Open Live  
8:30 - 1000 pm:  
Show

Midnight - TBD am  
Show and Infrastructure Load Out

**06/07 – 06/09**

Opening Day 2: Friday, 6.7.24  
Load out evening through June 10

Media interviews; VIP access / tours (All day)

Open Forum (Thought Leadership Symposium)  
- (The Book/Newlab at MC)

External station programming and food service  
Performances, Displays, Activations

**First Weekend Operations :**  
**Friday, 6.7.24 - Sunday, 6.9.24**  
**10am - 10pm**

MC Open House and  
External Station Programming and Food  
Service, Displays, Activations

**06/10 – 06/16**

Monday, 6.10.24- Sunday, 6.16.24  
10a – 10p

MC Open House + Festival  
Open House experience opens External Station  
programming live

**06/21 – 08/31**

Friday, 6.21.24 -  
Saturday, 8.31.24  
Fridays: 5pm - 9pm; Saturdays 10am -  
5pm

MC Open Festival Live  
Open House experience open, External  
Station programming live (tbd)

**SPECIAL EVENTS APPLICATION  
REVIEW**

**04.17.24**

**OP  
EN**



6235 Concord Ave.  
 Detroit, MI 48211  
 313 965 3344

**Estimate**  
 Quote Number: 24-10206  
 June 6th Restrooms

**DG EVENTS**

<b>Client</b> Michigan Central Train Station Marcy Coburn Mobile: 831-588-1253 Email: marcy.coburn@michigancentral.com	<b>Venue / Site</b> Roosevelt Park 2405 Vernor Highway Detroit, MI 48216 Phone: (313) 224-1100
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<b>Account Manager</b> Megan Nissen	<b>Project Manager</b>	<b>Terms</b> In Advance	<b>Tax Rule</b> Sales Tax
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<b>Customer PO</b>	<b>Load In</b> 6/3/2024 10:00 AM	<b>Load Out</b> 6/7/2024 12:00 AM
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Qty.	Description	Note	Price	Price Ext.
<b>Public Facing + Vendor Restrooms</b>				
Installed on June 3rd to give vendors access to restrooms. Will require maintenance before public event on June 6th.				
250	Standard Unisex Porta Johns			
75	ADA Unisex Porta Johns			
100	Hand Washing Station			

**Public Facing + Vendor Restrooms Total:**

**Semi-Private Executive Trailers**  
 Installed on June 5th. Available for all VIP Endowment guests to access.

4	Four-Person Semi-Private Executive Trailers
1	Single-Person ADA Private Executive Trailer

**Semi-Private Executive Trailers Total:**

**Private Executive Trailers**  
 Installed on June 5th. Available backstage for all VIP+ guests (national act, dignitaries, MC, etc.).

2	Two-Person Private Executive Trailer
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**Private Executive Trailers Total:**

**Restroom Management and Support**  
 Project Manager dedicated to managing the installation of all restrooms on June 3rd - Event day on June 6th.

1	Project Manager
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Bathroom Attendants to service all restrooms, including VIP trailers, on event day June 6th. Attendants to manage cleaning of all bathroom facilities, restocking of bathroom/handwashing product, etc. Staff to be onsite from 12:00pm-10:00pm to ensure clean and fully stocked facilities before "go" time and through event.

6	Bathroom Attendants
50	Transportation (Local)
2	45-49 KVA Multiquip WhisperWatt Diesel Generator
438	100 Gal Fresh Water Fill

If fresh-water hook up is provided, all associated costs can be removed.

**Restroom Management and Support Total:**

# OPEN Outdoor Hours of Operation & Programming Approach

## Weekend 1+2

Approach - maintain high/ active programming coming off of day 1 excitement; maintain for high-traffic, weekend times

## Weekday

Approach - light programming to create a few spikes of interest each day

### Friday, June 7

- 12 - 10pm

### Saturday, June 8

- 10am - 10pm

### Sunday, June 9

- 10am - 6pm

### Friday, June 14

- 10am - 10pm

### Saturday, June 15

- 10am - 10pm

### Sunday, June 16

- 10am - 6pm



- Playlist/ DJ/ Emcee - steady through the day for overall ambiance and energy
- 2-3 performances per day
- 1-2 demos per day

### Monday, June 10

- 12 - 8pm

### Tuesday, June 11

- 12 - 8pm

### Wednesday, June 12

- 12 - 8pm

### Thursday, June 13

- 12 - 8pm



- Playlist/ DJ/ Emcee - steady through the day for overall ambiance and energy
- 1-2 performance per day
- 1-2 demos per day

# Michigan Central Station Grand Opening June 2024

## Security & emergency response & medical Procedures plans

# EVENT SAFETY PLAN

## INTRODUCTION

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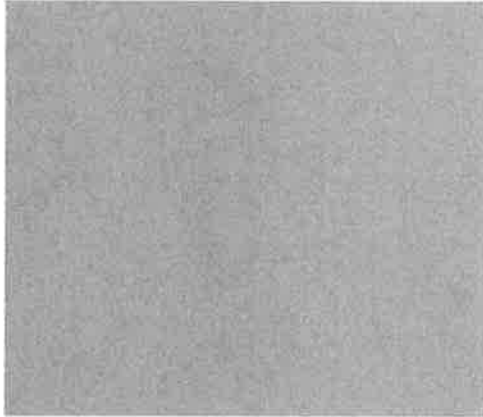
This plan is intended to provide an outline of festival safety operations, action and communication measures that exist to execute the overall safety plan and response to incidents and preventative measures to minimize the existence of concerning indicators that an incident is imminent, if actions are not taken. This plan is not intended to be a detailed guide to respond to every situation that may occur at the festival regarding safety and security, as each incident may require specific responses to that incident.

- **EVENT CAPACITY** - The capacity for the event will range from 2,000 to **20,000** persons per day for June 6<sup>th</sup> to June 17<sup>th</sup>.
- **EVENT HOURS** varies but will be between 10 am and 10 pm
- **LAW ENFORCEMENT AUTHORITY:** **Detroit Police Department**
- **FIRE DEPARTMENT AUTHORITY:** **City of Detroit Fire Department**

■ **EMS AUTHORITY:**

City of Detroit EMS Department

**UNIFIED COMMAND CENTER** - The festival has established a central command approach when planning for and responding to emergency situations, plus it serves as the Communication Hub for the festival. This includes general dispatching of operational needs, lost children, security and medical calls.



*\*OTHER STAKEHOLDERS MAY BE PRESENT IN COMMAND*

## **SECURITY PLAN**

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Overall security operations will be executed by the following:

- **SECURITY MANAGEMENT:**
- **EVENT STAFF | SECURITY:**
- **EVENT STAFF | SECURITY:**
- **LAW ENFORCEMENT:**
- **K9 SEARCH:**

**TOTAL NUMBER OF DAILY SECURITY:**

**THREAT ASSESSMENT** - Assessments will be done by law enforcement and other partnering agencies and private assets. Information will be shared with necessary departments and individuals. Furthermore, social media sites will be monitored live time and any concerning details will be shared with the authorities.

**PERIMETER FENCING** - The venue perimeter will be established and secured by 6' and 8' chain-link fencing. Within the venue itself, both 6' panel and chain-link fencing will be utilized; fence panel segments are 6' high x 12' wide. The fencing can

be opened at each connecting point to allow for additional emergency exiting. Emergency exits will be placed throughout following guidance from the City of Detroit Fire Department. The fence line will be patrolled by event security staff. Portions of the fence line will act as working gates and all the working gates will be manned during all festival hours and some on a twenty-four (24) hour basis.

**ENTRY / EXITS** - Upon entry into the venue, each patron is subject to screening which may include a visual ticket/wristband check, walkthrough magnetometer, secondary search if necessary of their person, and search of their personal effects for prohibited items. A list of prohibited items will be posted on the website and at each gate. The

contracted private security company will do all patron searches. To minimize the mass entry and exit of patrons throughout the day, show times are staggered. Blowout gates will be opened to increase the number of exit points at the conclusion of the night or when deemed necessary. Law enforcement as well as medical personnel, if applicable will be posted at all patron gates.

**STAGE AREAS AND BACK OF HOUSE** - The event grounds are general admission for all patrons. A pressure withstanding barricade will be installed to account for force put forth towards the general admission area of each stage. The barricade minimizes the likelihood of a barrier collapse and provides a working area for security staff and safety personnel immediately in front of the stages. Security staff is also utilized at various checkpoint gates, where back of house workers enter and exit the venue, to control and monitor access. Authorized staff members are instructed to display appropriate badges and/or wristbands to security for their inspection to gain access.

**SECURITY RESPONSE TEAMS** - Security Response Team(s) consisting of mobile security staff that maintain radio communication with the unified command center and other essential departments. They are tasked with responding to any situation requiring their attention throughout the festival grounds. The security response teams will monitor suspicious activities, check fence lines and other tasks as designated. Response teams will be equipped to dispatch medical or law enforcement assistance at all times.

**LAW ENFORCEMENT RESPONSE TEAMS** - Will respond to any security threats, criminal disturbances, and critical incidents requiring stabilization and crowd management throughout the festival grounds, that exceed private security capacities.

## MEDICAL PLAN

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**SPECIAL EVENT MEDICAL** will serve as the events medical provider, with [REDACTED] and will work closely with EMS Lead Authority provider for the event.



[REDACTED] will be providing the ambulance and EMS personnel.

The event medical plan provides medical care to the patrons, staff, and artists and to reduce the potential for serious/life threatening injuries. Direct coordination is imperative with all city services organizations, local hospitals, event organizers and the provider to ensure the goal is achieved.

### **FIRST AID LOCATIONS | STAFFING:**

There will be a total of [REDACTED] First Aid Medical Stations and Mobile Teams

- Main Medical:
- On Site Ambulance:
- Command Staff:



**HOSPITAL LOCATIONS** - Local triage and destination plan protocols for transports from the festival venue. The Medical Director and EMS Authority will be in direct communication with each hospital throughout the day, and will use patient choice for transportation per local protocols. A few local hospitals are included below.

**Henry Ford Hospital**  
**2799 W Grand Blvd**

## FIRE PLAN

In the event of an incident requiring fire personnel to bring a truck onsite, the Fire Department will communicate through their representative in the events Unified Command Center to send unit(s) onsite as needed. If the request comes into the Unified Command Center, the emergency services manager will use the City issued radio to communicate the request to the Fire Department. In addition, an on-duty fire inspector will be on-site pre-festival for inspections of festival vending, merchandise and ingress/egress operations related to fire safety and compliance. Fire Department will also have representatives on site during the entirety of the event, as well as a representative present in the Unified Command Center. All requests for fire assistance/response must be communicated to the:

- Unified Command Center Post (where staff are in direct contact with Fire personnel)
- Any on-site uniformed Police (who are in direct contact with Fire personnel)

## SHOW PAUSE/STOP PLAN

The event will maintain a show pause/stop plan where designated staff (security consulting rep/designated crowd monitor or stage manager) will have autonomy to pause a performance or take directive from the festival Unified Command Center. The show pause plan will be implemented when any situation occurs at a location requiring the performance to stop. This plan encourages artist participation, but also does not require artist permission or participation. Security and production personnel will maintain a show pause worksheet which includes the stage specific plan, and logs communication with artists performing on that stage. Copies will be available in UCC.

Authorized Team Members:

- ALL NPB SECURITY MANAGEMENT AGENTS
- PRODUCTION MANAGER | [REDACTED]
- ANY STAGE MANAGER | [REDACTED]
- FORD SECURITY LEAD | [REDACTED]
- FESTIVAL PRODUCER | [REDACTED]
- EVENT MANAGEMENT | [REDACTED]
- POLICE DEPARTMENT LEAD | **DETROIT POLICE DEPARTMENT**
- FIRE DEPARTMENT LEAD | **CITY OF DETROIT FIRE DEPARTMENT**

## EMERGENCY PLAN

The event is subject to a variety of risks including, but not limited to, weather, fire, and civil disturbance. **Public safety officials will be in command of any mass site emergency** with the festival providing support as directed. The purpose of this Emergency plan is to outline the festival's approach to emergency response and communications.

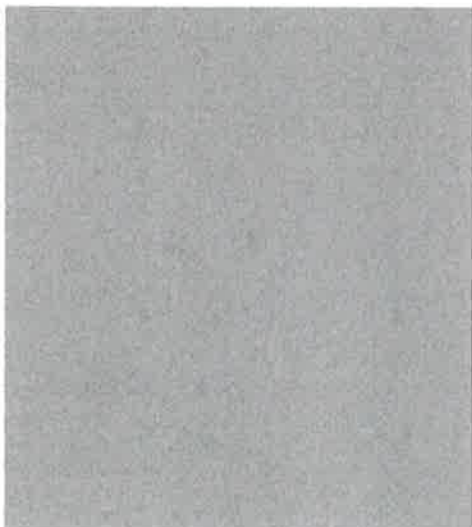
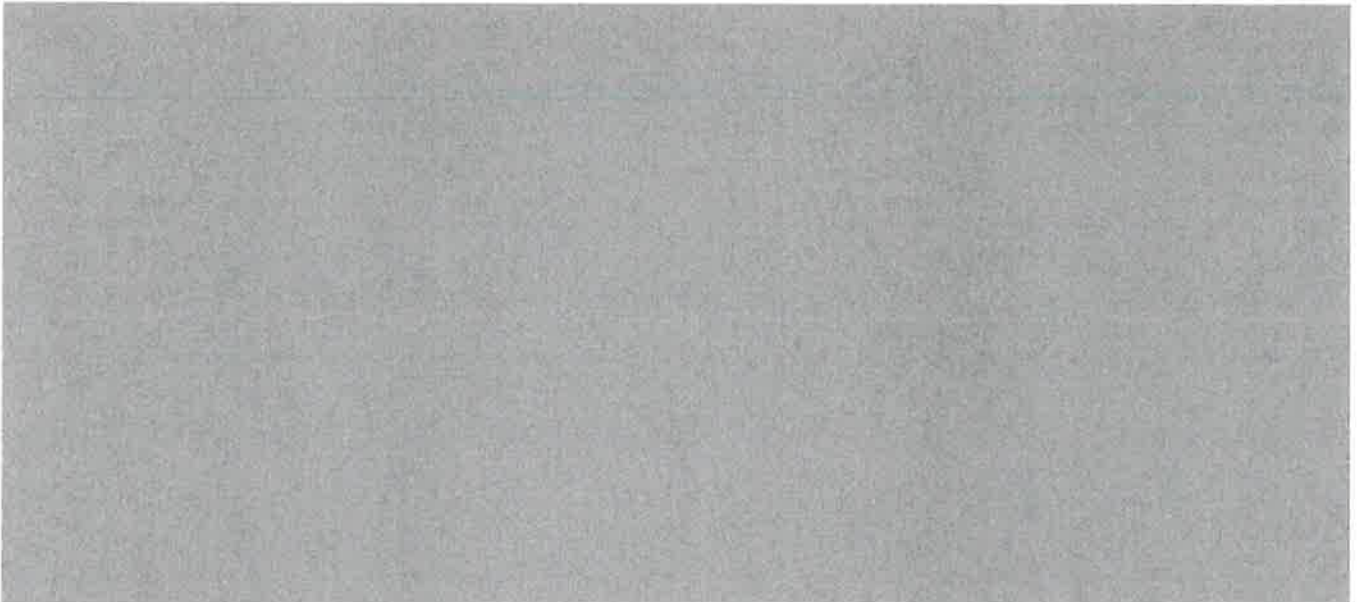
**SITUATIONS AND ACTIONS / MESSAGING**- Emergency situations will be classified in one of three ways:

1. **NOTIFICATIONS** –Potential of incoming weather, potential of planned emergency
2. **ALERTS** – Situations that are imminent.
3. **WARNINGS** – Situations that are currently happening.

**EMERGENCY COMMUNICATIONS** – Emergency communications will be classified in one of three ways:

1. **Information Alert** – Internal and/or public communication to inform all parties of a potential situation that may occur. These alerts typically do not require action by event staff, vendors, or the public. These alerts should occur at a cadence every 30 minutes until there is no longer a need.
2. **Action / Emergency Alert** – Internal and public communications that require immediate action by all. These alerts should occur at a cadence every 15 minutes until there is no longer a need.
3. **Internal Communications** (Emergency Team to Festival departments) will be disseminated both by radio and cellphone.

Public Communications (communications directed toward patrons) will be disseminated in various ways including but not limited to event audio systems, event video screens, SMS messaging, Social media channels, event website. ALL public information will be approved by the appropriate Public Information Officers in coordination with the Event Unified Command Center.





**EMERGENCY TEAM ROLES AND RESPONSIBILITIES** – The Roles and Responsibility of the Emergency Team will vary based on the nature of the emergency. Emergency Team Members will be responsible for:

- Meeting at the Unified Command Center when an emergency occurs, at a minimum contacting UCC should physical attendance not be possible.
- Determining next steps.
- Disseminate Communication of next steps.
- Confirming that each department has completed next steps as prescribed.
- Monitor and support Emergency Operations and adjust as needed.
- After the Emergency is cleared, determine whether or not the event can continue and Next Steps.

**Producer**

- Coordinate with City Officials regarding all final decisions and messaging

**Site Operations Manager**

- Responsible for event site operations staff and vendors
- Responsible for physical site including fencing, power, restrooms, trailers, equipment resources, lighting, etc.

**Production Manager**

- Responsible for event production staff, including all vendors.
- Responsible for weather monitoring – anemometer attached to Main Stage
- Will notify Event Management of weather related issues.
- Responsible for enacting a safety plan outlined with regards to wind and structural engineering safety.
- Responsible for notifying Event Management of need to stop show for production related reasons:
  - Equipment failure
  - Artist illness or injury

**Security Management Director**

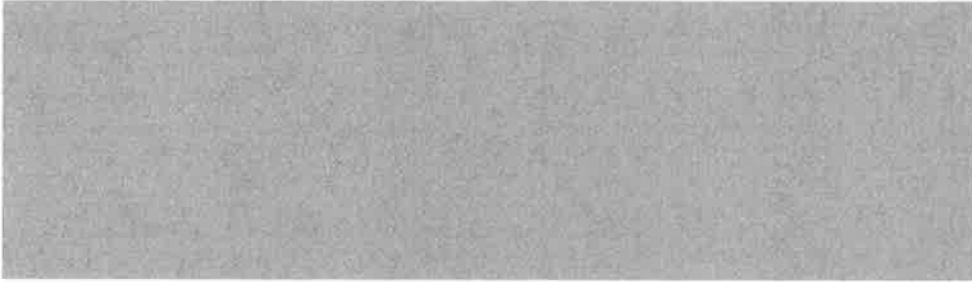
- Oversee Security Operations
- Communicate with Law Enforcement and other Emergency Agencies
- Communicate with Security department on related actions, based on situation
- Security Department assist in evacuation and communicating information to public

**Medical EMS Director**

- Oversee Medical Operations
- Communicate with EMS and other First Responder Emergency Agencies

Emergency Team Members will attend a daily briefing and discuss potential issues flagged for the day.

**EMERGENCY TEAM** - The event Emergency Team will be made up of the following individuals, who will report to the Unified Command Center in the event of an emergency. Tier 1 individuals are the key decision makers for emergency action. (Tier 1 = \*)



Either the Primary or the secondary contact should remain in close proximity to command during festival hours.

**DEPARTMENTAL ACTION PLANS** - Each department onsite for the festival will be tasked with creating an action plan in case of an emergency and ensuring that this plan is communicated to and understood by all members of their department. Each department's plan will detail steps to be taken and outline the communication to take place by that department based on the emergency. Regardless of the department, the following instructions should be followed:

- Your first consideration should be for your physical safety. Please ensure that your safety is not in question before moving down the list.
- All personnel must remain on their assigned radio channel unless directed by command post.
- Unified Command Center is to make status announcements on all radio channels in use as needed at least every 30 minutes during an Information Alert and every 15 minutes during Emergency Alert.
- Do not talk on the radio unless you have something to report or ask relating to the emergency.
- Report to your assigned area (as stated in Departmental Action Plan)
- Report to Unified Command Center (by radio) or your supervisor once your assignment has been carried out.
- Report to Unified Command Center (by radio) when your area has been evacuated and secured. This can be completed as you are evacuating/seeking shelter.
- Do not go to **Unified Command Center** unless instructed.
- Report any damage to equipment, injuries, or dangerous situations you encounter after the emergency is over.

## **WEATHER PLAN**

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The event is subject to various weather conditions. The purpose of the weather plan is to provide an outline of the events response to weather events may occur.

**MONITORING** - The emergency services manager is responsible for maintaining contact with Unified Command Centers weather monitoring representative to receive weather updates on any potential severe weather threats. The source of weather information will be the National Weather Service. National Weather Service will advise command of any impending storms or weather-related situations. This includes forecasts as well as hourly updates in the event severe weather is expected to move into the area during the event. The event maintains a weather monitoring station in the Unified Command Center. Weather stations will be set up around the site to provide real time localized weather information. The event also utilizes an online weather monitoring subscription. The online subscription service provides the ability to

automatically text selected recipients with predicted weather conditions, local and National Weather Service alerts, watches, and warnings. Texts are sent for information purposes only. The event stage vendor will place individual weather stations on the main stage to monitor conditions at each respective location. These can be monitored in the Production office or remotely through links provided by the Production team.

**LIGHTNING DISTANCE** - The event will recognize a **10 mile distance radius** of site, which will activate a potential evacuation of site.

**HIGH WIND ACTION PLAN** - Each stage and permitted structure maintains a high wind action plan specifically tailored to its construction. The purpose of the High Wind Action plan is to describe the events response to or the potential for high wind. The plan will describe the following:

1. The communication to take place should high wind occur or have the potential to occur at the event site
2. Establish thresholds (the wind speed values that would trigger response)
3. Define the specific action to take place when a threshold is crossed or predicted.
4. Outline who specifically will take the prescribed action.

## **COMMUNICATION ALERTS**

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**ALL PATRON FACING MESSAGING WILL BE COORDINATED IN THE UNIFIED COMMAND CENTER, IN CONJUNCTION WITH ALL PIO OFFICIALS**

### **WEATHER ALERT(S)**

1. Weather Alert: Inclement Weather in the Area
2. Weather Alert: We are in a Weather Delay, please take shelter.
3. Weather Evacuation: Please calmly head to the nearest exit. *Patrons will be directed to head back to their original means of arrival (Public transportation / shuttles / parking lots, etc). Shuttles will be circled back into site at their designated locations and ride share apps will be cued up in the event of a planned egress.*

### **SECURITY ALERT(S)**

1. Security Alert: The current performance has been delayed due to an unplanned incident. Please standby for further information
2. Security Alert: We have a Security Incident, please remain where you are and standby for further information
3. Security Evacuation: Please calmly head to the nearest exit immediately. *This will vary based on the type of emergency, and (1) one portion of the site could be shut down due to the emergency. If safely able to do so based on the emergency, shuttles will be recalled to site to assist in evacuating if needed. Chicago PD will be the decision makers on bringing the shuttles into site in an attempt to not tie up roads for emergency traffic.*

### **SPECIFIC INCIDENT ALERT(S)**

1. This announcement will be made specific to a situation that requires direct messaging.

***\*This could include structural and equipment failure, site wide or area specific incidents that could include mass incidents.***

### **LAW ENFORCEMENT ALERT**

Please standby for an announcement. We have been informed by City Emergency Services that we must evacuate the festival site. Please calmly head to the nearest exit and follow directions from event staff and police. Please monitor city and the events social channels for information should the festival be able to reopen. Once again, calmly head to the nearest exit. Thank you for your cooperation.”

***All messaging will include the use of site video screens, audio equipment and pushed via all social media platforms and other messaging methods. Event staff will also help in the direction and messaging to patrons during this process.***

# OPEN House: Guest Entry Point Experience

## Entry Waypoint: OPEN Logo Sculpture

A Michigan Central Open sculpture will guide visitors to the entry for Open House. This will ensure that all visitors know where to go, even at a distance.

The design of this typographic sculpture should be informed by Watson's OPEN visual identity work. It will have three dimensional element similar to the reference images on the right.



Detroit Welcome

Physical Details

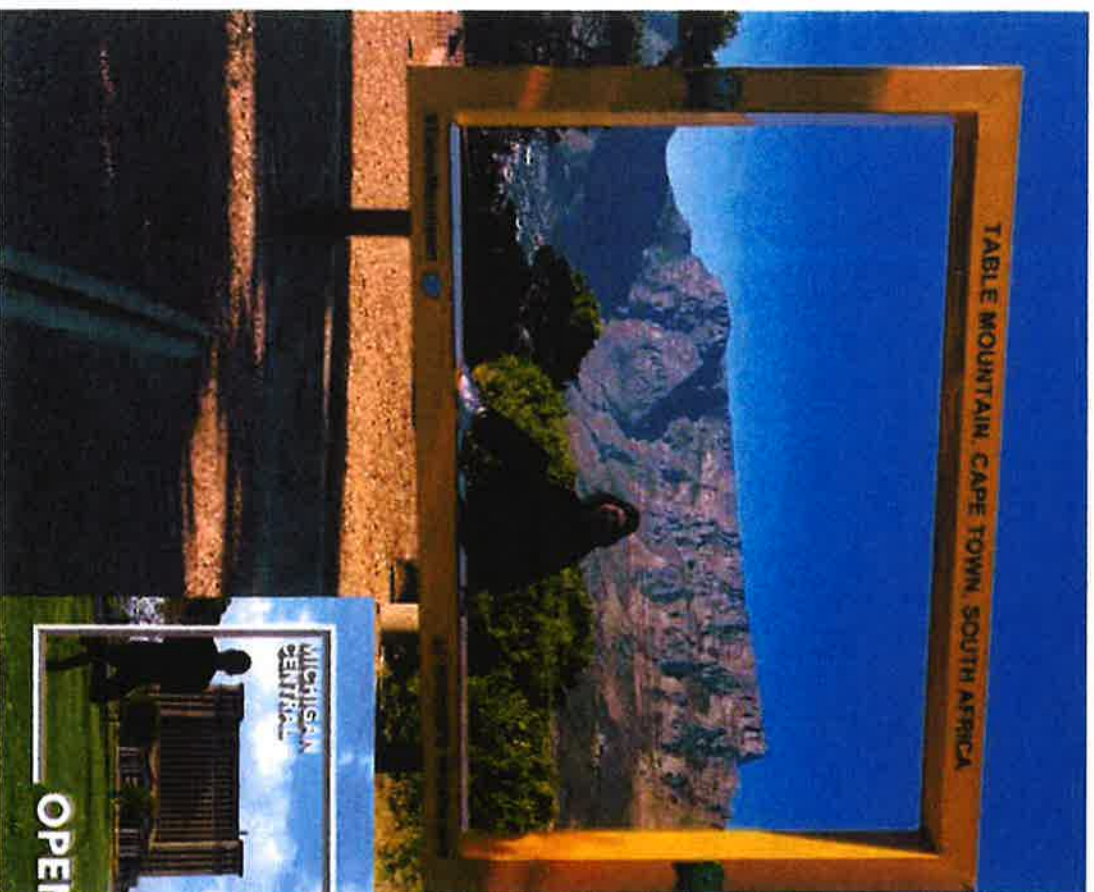
The Next Chapter

# Michigan Central Station Backdrop: Guest Photo Opp

We'll frame the station with a physical structure to give guests a photo moment with the station as the backdrop.

Strategically placed to frame the station, these photo moments give our guests an opportunity to capture their group in a 3d postcard from their visit.

This allows for a fun and approachable way to capture the moment and MCS.



Detroit Welcome

Physical Details

The Meet Chapter

# Food & Beverage

**June 6 Plan:** Food trucks will line the streets to serve a variety of options from around the surrounding communities and detroit

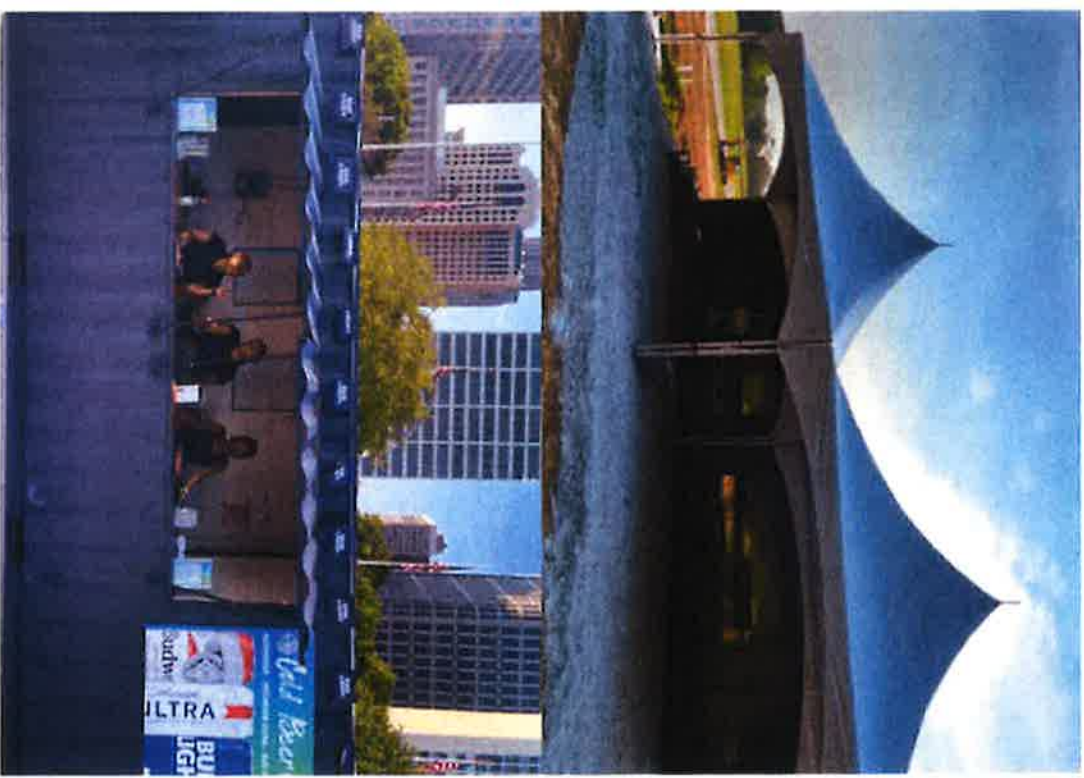
**June 7-16:** F&B will be served from static container structures in front of Book Plaza with a selection of F&B choices for guests.

Vendor Options:

- Local small F&B's build community, using MC OPEN as a way to showcase their businesses
- Community-inspired food, served from food trucks give everyone a proper Detroit welcome

*Creative packaging ideas:*

- Use MC OPEN Brand viz ID or posters from the station as a design aesthetic for wrapping the container units and/ or paper packaging products.



# Community Engagement Forums

Date	Event	Host	Location
4/3	Community Conversation: Advanced Aerial Innovation Region	Michigan Central	Event Space Newlab @ MC
4/4	Cinco De Mayo Parade Planning Meeting	Mexicantown Patriotic Committee	Mexicantown CDC
4/4	Creative Currents: Drinks X Design (Tabling)	Design Core Detroit	Event Space Newlab @ MC
4/6	Community Land Trust Meeting (Giving an update)	North Corktown Neighborhood Association	WCCC
4/6	Spring Community Meeting	Woodbridge Neighborhood Development	Boys Scouts Warren + Rosa Parks
4/10	Train Station Block Club Meeting (Giving an update)	Block Club	Nemo's Bar
4/11	Southwest Detroit Business Association Board Meeting (Giving an update)	SDBA	SDBA Office Southwest
4/13	Volunteering in Corktown	East End Corktown Block Club	Corktown
4/15	Tentative Meet & Greet: Southwest	Michigan Central C.E. Team	Exhibit Space or Roof Newlab @ MC
4/16	Office Hours	Michigan Central C.E. Team	Bagley Mobility Hub
4/20	Earth Day Resource Fair (Tabling)	Congress of Communities	4870 St. Hedwig
5/6	Detroit Means Business Summit (Tabling)	Detroit Means Business	Cambria Hotel
5/6	TIZ Air Quality Meeting (Tabling)	Just Air	Event Space Newlab @ MC
5/9	Southwest Detroit Business Association Board Meeting (Giving an update)	SDBA	SDBA Office Southwest
5/11	Southwest Greenway Health Crawl (Tent + Tabling)	Riverfront Conservancy	Bagley Trailhead
5/13	Small Business Promo Partner Orientation Luncheon	Michigan Central C.E. Team	Exhibit Space Newlab @ MC
5/15	Community Conversation: Place	Michigan Central	Event Space Newlab @ MC
5/21	Office Hours	Michigan Central C.E. Team	Bagley Mobility Hub

# 4.3 | Communications + Community Impact

## Sample Newsletter Published November 2023



**MICHIGAN CENTRAL**

MICHIGAN CENTRAL  
NEIGHBORHOOD NEWSLETTER  
ISSUE  
NO. 13

### CHARGERHELP! & MC SKILLS CREATE NEW JOB OPPORTUNITIES IN EV TECH



Michigan Central recently announced a partnership with Chargerhelp! to offer free skill-training in EV charger maintenance to Detroit residents.

"As the industry, infrastructure, and mass EV adoption continues to rapidly grow, there will be a need for EVSE-certified technicians to prepare for the influx of maintenance work," said Kamaale C. Terry, CEO and co-founder of Chargerhelp! "For those who think that those jobs aren't for them, that they can't do it, I want to assure them that they absolutely can, and we are here to help them every step of the way to ensure they succeed."

The training program will be the first of its kind to be nationally validated and certified thanks to a course designed in partnership with Automotive Service Excellence (ASE). The 12 to 16-week program is designed for working adults.

Once certified, Detroit residents can expect to make at least \$50,000 a year, with both

demand and pay levels almost certain to grow. The only requirements to enroll in the program are to be a Detroit resident, have reading skills at a ninth-grade level, and to have earned a high school diploma or GED. If an interested Detroit resident doesn't have a GED, the City of Detroit's Detroit at Work program will help them earn one.

"At Michigan Central, we believe Detroiters must be included in the new economic opportunities provided by our changing economy," said Clarinda Barnett-Harrison, Michigan Central's director of skills. "Climate change, mobility challenges and technological advances will require a new skillset, and we want to make sure Detroiters are equipped with the tools they need to land the in-demand jobs of not only today, but tomorrow."

The program will also help participants with job placement after they're certified. Classes will begin later this year and Detroiters can go to <https://michigancentral.com/chargerhelp>.

### MC HOSTS FIRST YOUTH DRONE DEMO DAY



More than 200 Detroit youth received a chance to fly drones and learn about aerial technology at Michigan Central's first Youth Drone Demo Day.

Hosted by Michigan Central, nonprofit partner CODE313, and Newlab on September 9, the program offered a hands-on workshop to students ages 7 to 17 that introduced them to the possibilities and career options drones can bring to cities like Detroit. Students learned about drone photography and mapping, and they were able to fly a drone obstacle course.

During the demonstration, students also explored career options associated with drones, such as applications in farming, urban planning, water testing and conservation, telecommunications, electricity, and the entertainment industry.

"CODE313 is about inspiring the next generation of Detroit's great minds by using drones to get them interested in science and technology," said CODE313 Founder Bartel Welch, whose organization offers classes for kids and adults alike. "We want the younger generation to understand the unlimited potential and freedom that drones present, and we help them see the opportunities available to them."

### BLACK TECH SATURDAYS IS BUILDING COMMUNITY AT MICHIGAN CENTRAL



Black Tech Saturdays is fostering a culture of innovation and imagination at Newlab at Michigan Central to support the growth of Black tech businesses in Detroit — and you're invited.

Black Tech Saturdays is a thriving community initiative that began with just five people in a conference room and has now swelled to include nearly 500 tech founders, entrepreneurs, tech-savvy individuals, job seekers, resource providers, and eager residents ready to dive into the world of technology.

Meeting three times a month, Black Tech Saturdays has welcomed nearly 3,000 attendees since its inception, becoming a beacon of opportunity and offering Detroiters a platform to learn, connect, and thrive in the tech industry.

"The community that we've built is supplying us with knowledge and access that many don't have," said Johnnie Tarnage, co-founder of Black Tech Saturdays with his wife, Alexa Tarnage. "Detroit's success is tied to diversifying its economy and embracing tech, and Newlab and Michigan Central understand this. When some members of our society are limited, we limit the potential of our entire society. If you're rooting for Detroit and Michigan to win, then champion local BIPOC innovators."

Black Tech Saturdays offer workshops and training, networking events, mentorship and coaching, community outreach and advocacy for BIPOC in tech. Sign up at [blacktechsaturdays.com](http://blacktechsaturdays.com).



# SPECIAL EVENTS PETITION

**Petition No:** 2024-131

**Event Name:** Michigan Central OPEN

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

**Petitioner Name / Organization:** Michigan Central

**Event Location:** Michigan Central Station, Roosevelt Park

**Event Date(s) and Time(s):** 06/06/24 6:00 PM to 08/31/24 10:00 PM

**Type of Event:** Concert/Performance, Festival

<b>Applicant Contact:</b>
Evan Lewandowski
evan.lewandowski@michigancentral.com
+1 (734) 377-0701

<b>Submission Date:</b>	04/06/24 6
<b>Date of Clerk's Office Referral:</b>	04/19/24
<b>Date of City Departments Sign Off:</b>	04/19/24
<b>Date Referred to Council:</b>	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 Reviewed- Ready for Council	DDOT Reviewed- Ready for Council	MPD Reviewed- Ready for Council	DPW Reviewed- Ready for Council	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:** April 22, 2024

## 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? No

Event Website: https://michigancentral.com/

Which spaces will be used? Street, Sidewalk, Park, Private Facility

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

## Event Description

### Brief Event Purpose & Description:

On June 6-16, 2024, we will celebrate the restoration of this landmark, and the beginning of a new chapter in its history, as we open the doors and welcome all to imagine and create. To honor this moment, Ford Motor Company and Michigan Central are inviting everyone from near and far to join us for Michigan Central OPEN, a celebration for Detroit and the world to commemorate the Station's restoration with performances, tours, and conversations.

From June 21 to August 31, we'll be condensing the existing Open House operations to Friday and Saturdays. This will include a continuation of the main floor exhibitions which will offer a free, unique experience that will immerse visitors in the Station's history, restoration, and next chapter. Preregistration will be required in advance, with walk-up entrances dependent on capacity.

Estimated Peak Attendance: 20000

Estimated Total Attendance: 75,000.00

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: Michigan Central

Mailing Address: 2001 15th Street

Detroit MI 48216

Primary Contact:	Secondary Contact:
Evan Lewandowski	Jessica Sharpe
evan.lewandowski@michigancentral.com	jessica.sharpe@michigancentral.com

Organization Type: Corporation

Organization Website: https://michigancentral.com/

## Event Setup & Breakdown

Begin Setup: 05/21/24 12:00 AM

Complete Setup: 06/01/24 12:00 AM

Setup Location(s): Michigan Central Station, Book Plaza, Roosevelt Park

Event Start: 06/06/24 6:00 PM

Event End: 08/31/24 10:00 PM

Begin Tear Down: 09/02/24 12:00 AM

Complete Tear Down: 09/17/24 10:00 PM

Number of Trash Containers: 85 Number of Recycling Containers: 85

Cleaning Service Vendor: VenueSmart

Other Waste Elements: \_\_\_\_\_

## Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? No

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

1. Multiple Streets w/ dates and times

Please see maps attached

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Both

Describe the parking plan to accommodate anticipated attendance:

Parking plans are in-progress in partnership with the City of Detroit and SP+

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 18 Number of non-truck food vendors: TBD

## 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: June 7 - August 31

Will ice be used in any served beverages? Yes

## Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 2

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 7

Number of tents larger than 10' x 10': 7

Tent Contractor: TBD

What other structures will your event include? Scaffolding, bleachers and seating, shipping containers, and pop-up merchandise booths

Will your event use any grills? Yes

What kind of grills? TBD

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? TBD

Generator contractor: TBD

Will additional wiring be installed? Yes

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? Yes

Security Contractor: NPB Security

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: TBD

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 checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input checked="" 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 checked="" type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input checked="" type="checkbox"/>	Security Contractor Agreement (if applicable)
<input checked="" type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input checked="" type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to Michigan Central to host "Michigan Central OPEN" (2024-131) on June 6<sup>th</sup> through August 31<sup>st</sup> from 6:00 PM – 10:00 PM at Michigan Central Station & Roosevelt Park.

**PROVIDED**, that there will be DPD Assistance; Contracted with Private Security to Provide Services; 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 Municipal Parking No Parking Signs Required; and be it further

**PROVIDED**, that there will be DPW Barricades & Road Closure Signage Required; 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, Generators, and Stages 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.