

# 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.	2024-130
Name of Petitioner	Detroit Recordings Program
Description of Petition	Please see request to hold "Detroit Recordings Presents: Public Serve @ The Garage!" Submitted by Detroit Recordings Program, located at 7637 Oakland on May 26 <sup>th</sup> , from 1:00 PM to 5:00 PM. Set-up to begin May 26 <sup>th</sup> at 9:00AM complete by 1:00 PM with tear-down to begin at 6:00 PM at complete by 8:00 PM.
Type of Petition	<b>Special Event</b>
Submission Date	4/18/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Bryce Detroit 313-605-2996 detroitrecordings@gmail.com

# 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:**02/20/24

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:** Detroit Recordings Presents: Public Serve @ The Garage! **Event Date:**05/26/24

**Event Organizer:** Bryce Detroit

**Applicant Signature:**



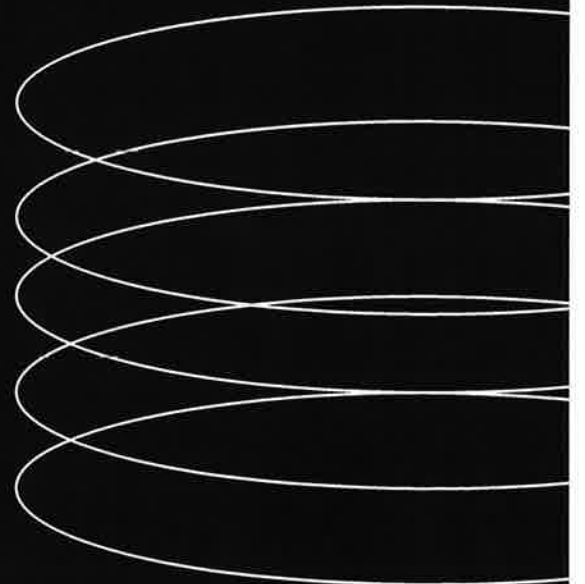
**Date:**02/20/24

DETROIT RECORDINGS COMPANY

@DETROITRECORDINGS



# PUBLIC SERVICE @THE GARAGE



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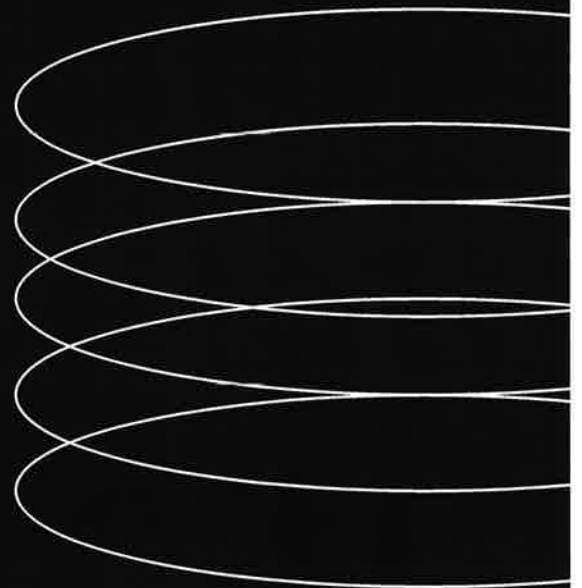


**PUBLIC SERVICE**

**@THE GARAGE**

**EVENT**

DESCRIPTION



# Event Description

This event is a community and family celebration of the North End's Black history and ongoing relationship with techno music. This event will take place in the street and involve city authorized street closures. This 5 hr. event will center a cultural exchange with Detroit music innovators and emerging national DJs of Color, featuring an artist talk, live music, art, vendors, food, and outdoor amenities for children.

We anticipate that this event will positively impact the sense of neighborhood pride and deepen collaboration between North End residents and community stakeholders.

Based on the nature of this event having amplified sound, there will be a relative degree of sound carryover. This event will increase pedestrian traffic. This being a family event, the nature of this event will promote a sense of neighborhood pride and security.

Led by Detroit Recordings Program, this event is a collaboration between other community stakeholders as follows:

- Underground Resistance
- Oakland Avenue Artists Coalition
- Oakland Avenue Community Power Initiative
- Detroit Afrikan Music Institution
- Vanguard CDC

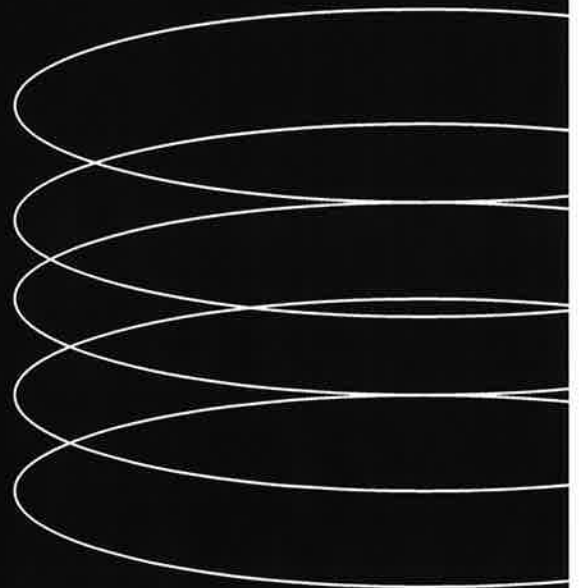
The approval and continued support of these community stakeholders will ensure community awareness and cohesion.





# **PUBLIC SERVICE** **@THE GARAGE**

**C**OMMUNICATION  
& **C**OMMUNITY  
IMPACT  
**P**LAN



# Notification

## North End

Central Location:  
7637 Oakland Avenue

### NOTIFICATION BOUNDARIES & NOTICE FREQUENCY

Businesses and residents in the area immediately surrounding the event site will be notified twice. Notification will be provided to all residents located within the “historic North End neighborhood boundaries between E. Grand Blvd to Chicago and Woodward to the Service Dr. Notification will include Arden Park. The residents within these boundaries will first be notified 30 days prior to the event. Residents will also be notified seven days prior to the event. This communication notice will include all street closures.

#### Street Closure Notification:

Oakland Avenue between Smith St. and Bethune St.

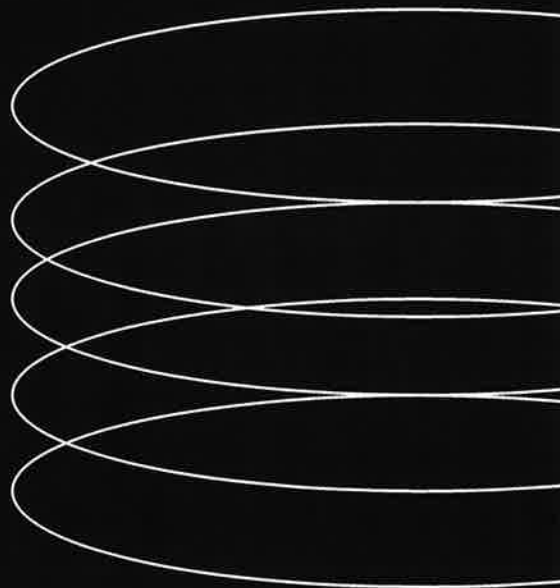
Northbound Traffic on Oakland Ave. will be redirected to Beaubien





# PUBLIC SERVICE @THE GARAGE

## PARKING PLAN



# Parking Plan

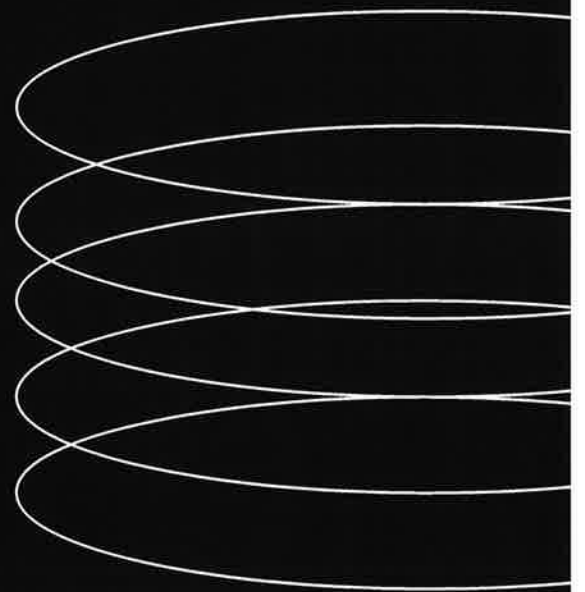
The plan for parking is to be along Oakland Avenue between Philadelphia to Smith on the East side of Oakland, and Chandler St. to Smith on the west side of Oakland Avenue.





# **PUBLIC SERVICE** **@THE GARAGE**

## **CLEAN-UP** **PLAN**



# Clean - Up Plan

By adhering to the following comprehensive clean-up plan, we are committed to ensuring that the Public Service @The Garage ceLebration leaves a positive and lasting impact on the neighborhood, while also promoting environmental sustainability and community engagement. We appreciate the opportunity to contribute to the vibrancy and vitality of the North End community through this special event.

Pre-event: All litter/debris removed from curb line, sidewalk and in outdoor/green space.

- Placement of 4-6 trash receptacles with trash liners will be strategically placed throughout the event area to encourage attendees to properly dispose of waste.
- Throughout the duration of the event, dedicated staff and volunteers will actively monitor the cleanliness of the event area, regularly emptying trash bins and ensuring that waste is properly sorted for recycling.

Post event clean up.

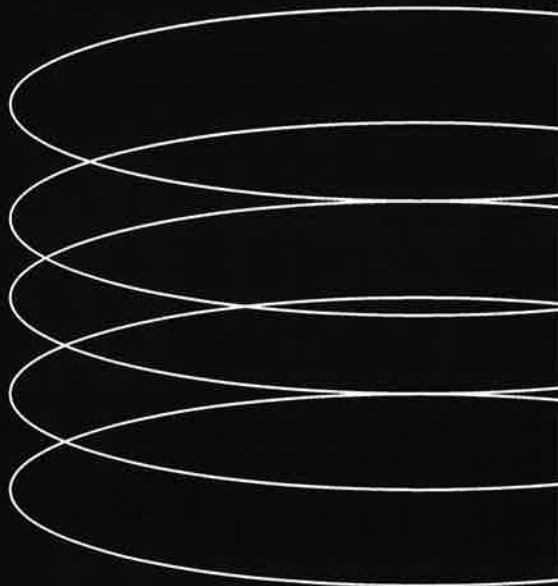
- All bags trash taken away and disposed of in the proper waste stream. Following the conclusion of the event, the clean-up crew will conduct a comprehensive sweep of the entire event area to collect any remaining trash, debris, or recyclables.
- All waste will be properly sorted and disposed of according to city regulations and environmental guidelines.



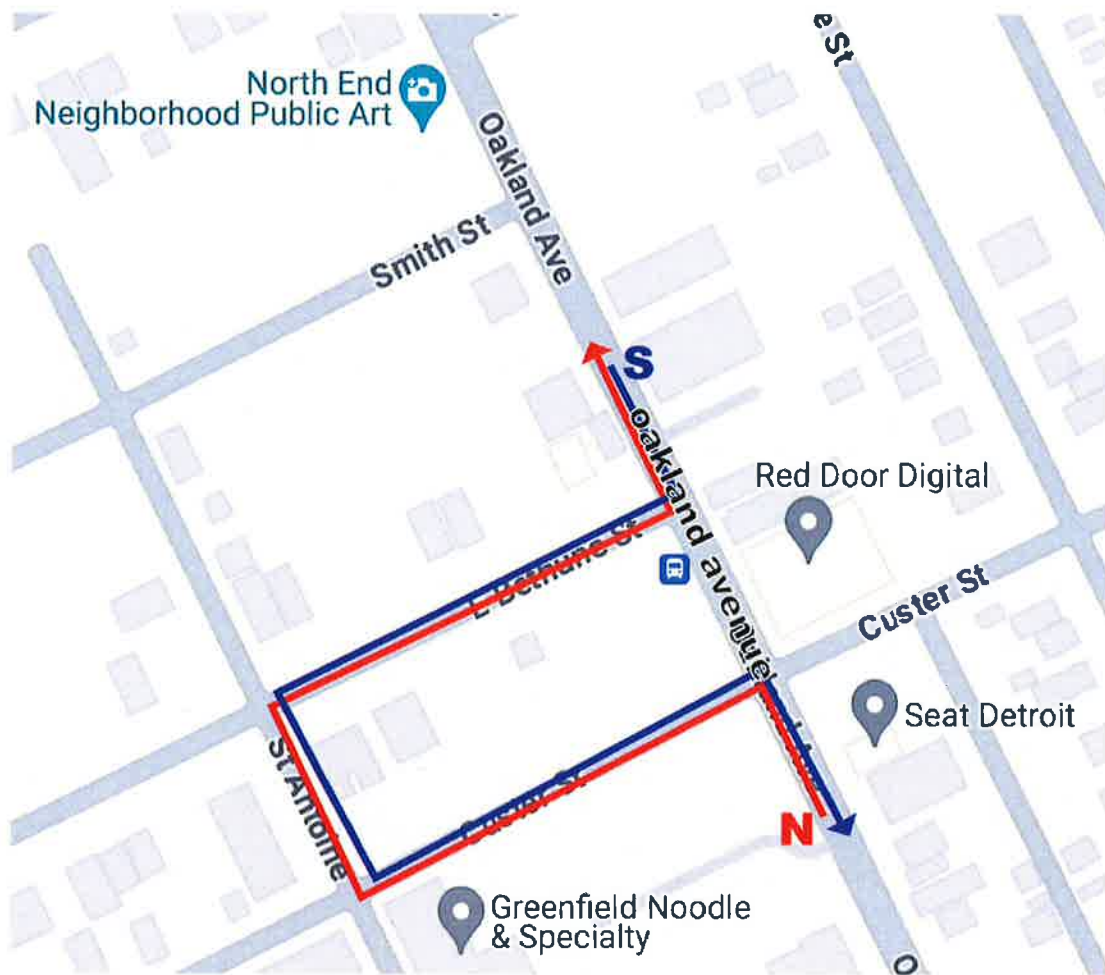


# **PUBLIC SERVICE** **@THE GARAGE**

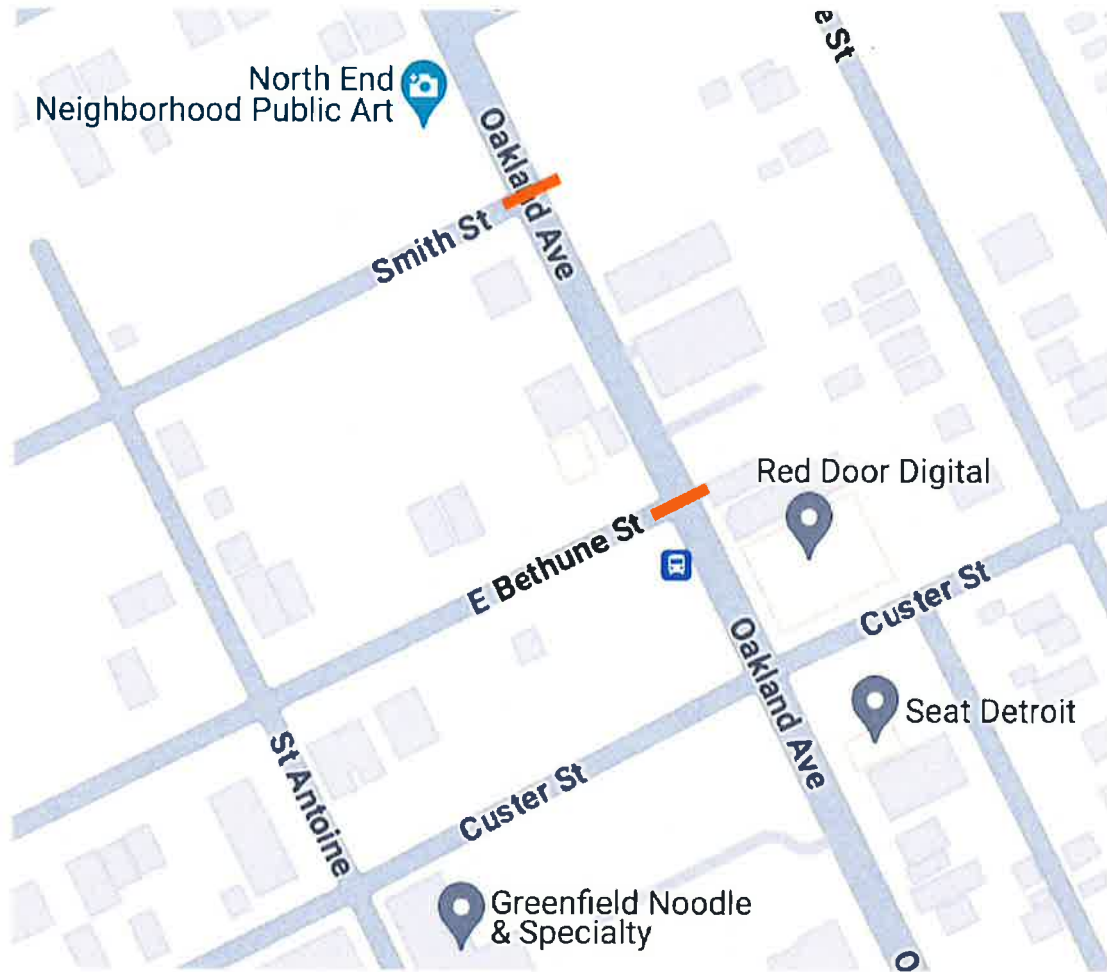
STREET ROUTING  
& SITE MAP  
PLAN



# Street Route Map



# Street Closure Map



**\*Note: Street closures are marked in orange.**



# Site Map Plan



# Emergency Response Plan for Public Service @The Garage

## Overview

This ERP is designed for the Public Service @The Garage event, a community and family celebration centered around the North End's Black history and relationship with techno music.

To align with the requirements for Emergency Medical Services (EMS) as stipulated by the Area Having Jurisdiction (AHJ), the Emergency Medical Procedures for the Public Service @The Garage event will include specific information on staffing, event details, onsite treatment facilities, and contact information for the responsible supervisor. This will ensure compliance with regulations and provide clear guidelines for handling medical emergencies during the event.

## Emergency Medical Procedures - Compliance with AHJ Requirements

### 1. Event Details

- **Type and Nature of Event:** Community and family celebration centered on the North End's Black history and relationship with techno music. The event will feature live music, art vendors, food, and outdoor amenities for children.
- **Location:** North End neighborhood on Oakland Ave between Smith St. and Bethune St.
- **Length:** 5 hours.
- **Anticipated Attendance:** 500

### 2. Onsite Treatment Facilities

- **Description of Onsite Treatment Facilities:** The event will have a designated ambulance team, Hart EMS. The ambulatory area will be easily accessible from all areas of the event site.

**Maps of the Special Event Site:** Attached are detailed maps highlighting the HART EMS location, main attractions, exits, and restrooms to ensure easy navigation for all attendees and quick access to medical assistance.

### 3. Supervisor Contact Information

- **Name of Supervisor:** Ayo Thomas\*
- **Role:** Event Producer
- **Telephone Contact Information:** 313-415-7456

*\*This individual will be present throughout the event and will coordinate with emergency services as needed.*

### 1. Emergency Contacts

- **Event Producer:** Ayo Thomas, 313-415-7456
- **Event Coordinator:** She King, 313-208-2456
- **Medical Emergency Coordinator:** HART EMS (on-site)
- **Nearest Hospital:** Henry Ford Hospital, 313-916-2600
- **Local Police Station:** Third Precinct, 2875 W Grand Blvd, 313-596-5300
- **Fire Department:** Engine 35, 111 Kenilworth, 911

### 2. Medical Emergency Procedures

- **Identify the Situation:** Any staff member or volunteer who identifies a medical emergency should immediately notify the Medical Emergency Coordinator, HART EMS
- **Initial Response:** Trained professional medical help should provide immediate assistance.
- **Call for Help:** Contact emergency services immediately if the situation is beyond HART EMS' capabilities.
- **Crowd Control:** Designated staff should manage the crowd, ensuring clear access for emergency responders.
- **Post-Incident Report:** Document the incident, including the nature of the emergency, the response, and the outcome.

### 3. Lost Children or Persons

- **Report and Description:** Staff or volunteers notified of a lost person should collect a detailed description and last known location.
- **Search Procedure:** Initiate a coordinated search, led by a designated coordinator.
- **Safe Area:** Have a designated, supervised area where lost individuals can be brought and wait to be reunited.
- **Reunification Process:** Verify the identity of adults claiming to pick up a lost child.

### 4. Fire Emergency Procedures

- **Immediate Action:** Call 911.
- **Evacuation:** Follow the pre-determined evacuation route away from the fire source.
- **Assembly Point:** Ensure all staff, volunteers, and attendees move to the designated safe area.

## 5. Severe Weather Procedures

- **Monitoring:** Designate staff to monitor weather reports.
- **Shelter:** Identify and communicate the location of shelter areas for severe weather (e.g., storms, high winds).
- **Evacuation:** If necessary, initiate an evacuation to a predetermined safe location.

## 6. Incident Documentation

- **Incident Log:** Keep a detailed log of all incidents, including medical emergencies, lost persons, and any other security or safety issues.
- **Analysis and Review:** Post-event, review all incidents to identify potential improvements for future events.

## 7. Implementation and Training

- **Pre-Event Briefing:** Ensure all staff and volunteers are familiar with the ERP, including specific roles and responsibilities.
- **Emergency Drills:** Conduct drills if necessary to ensure readiness.
- **Communication Tools:** Provide radios or other communication tools to key personnel for effective communication during emergencies.

## Additional Considerations

- **Minimum Staffing Requirements:** In accordance with the AHJ's chart, our event will include ambulatory personnel trained in first aid/CPR, based on our anticipated attendance and event characteristics.
- **Emergency Services Liaison:** A designated team member will act as a liaison with local emergency services, ensuring they are informed of the event and can respond quickly if needed.
- **Training and Briefings:** Prior to the event, all staff and volunteers will receive training and briefings on the Emergency Medical Procedures, including the location of the First Aid station and the protocol for handling medical emergencies.

This ERP is intended to be a dynamic document, adaptable to the specific needs and circumstances of the Public Service @The Garage event. By adhering to these guidelines and coordinating closely with local emergency services, the Public Service @The Garage event aims to ensure the safety and well-being of all participants, in line with the requirements set forth by the AHJ.

# CONFIRMATION OF SERVICES

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

**Event:** Public Service at the Garage      **Location:** The Garage – 7615 Oakland, Detroit, MI

Date of Service:	Start to End Time:
5/26/2024	1 PM – 9 PM

Services Requested By Client:	Quantity:	Location:
<input type="checkbox"/> Supervisor on Site		
<input type="checkbox"/> On-Site Ambulance (with 2 Medical Providers)		
<input type="checkbox"/> First Aid Station		
<input type="checkbox"/> Physician On-Site		
<input checked="" type="checkbox"/> Medical Personal On-Site	2	The Garage
<input type="checkbox"/> Dispatch On-Site		
<input type="checkbox"/> Command Center		
<input type="checkbox"/>		

**Additional Procedures:**

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

04.22.2024  
 \_\_\_\_\_  
 Date

*Emberly*  
 \_\_\_\_\_  
 Emberly Vick  
 Detroit Recordings Company, LLC

4/21/24  
 \_\_\_\_\_  
 Date

# SPECIAL EVENTS PETITION

**Petition No:** 2024-130

**Event Name:** Detroit Recordings Presents: Public Serve @ The Garage!

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

**Petitioner Name / Organization:** Detroit Recordings Program

**Event Location:** 7637 Oakland Avenue

**Event Date(s) and Time(s):** 05/26/24 1:00 PM to 05/26/24 5:00 PM

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

<b>Applicant Contact:</b>
Bryce Detroit
detroitrecordings@gmail.com
+1 (313) 605-2996

<b>Submission Date:</b>	02/20/24 1
<b>Date of Clerk's Office Referral:</b>	04/18/24
<b>Date of City Departments Sign Off:</b>	04/18/24
<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 Approval Not Required	DDOT Reviewed-Ready for Council	MPD Approval Not Required	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: 2024.04.25 13:36:51 -04'00'

**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: N/A

Which spaces will be used? Street, Sidewalk

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

## Event Description

Brief Event Purpose & Description:

This event is a community and family celebration of the North End's Black history and ongoing relationship with techno music. This event will take place in the street and involve city authorized street closures. This 5 hr. event will center a cultural exchange with Detroit music innovators and emerging national DJs of Color, featuring an artist talk, live music, art, vendors, food, and outdoor amenities for children.

Estimated Peak Attendance: 200

Estimated Total Attendance: 400

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? Yes

Is this a charity event? 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 Recordings Program

Mailing Address: 505 Westminster St

Detroit MI 48202

Primary Contact:	Secondary Contact:
Bryce Detroit	Emberly Vick
detroitrecordings@gmail.com	emberlyvick@gmail.com
	+1 (616) 930-2002

Organization Type: Nonprofit

Organization Website: detroitrecordings@gmail.com

## Event Setup & Breakdown

Begin Setup: 05/26/24 9:00 AM

Complete Setup: 05/26/24 1:00 PM

Setup Location(s): Oakland Avenue between Smith St. & Bethune St; 7637 Oakland Avenue

Event Start: 05/26/24 1:00 PM

Event End: 05/26/24 5:00 PM

Begin Tear Down: 05/26/24 6:00 PM

Complete Tear Down: 05/26/24 8:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 4

Cleaning Service Vendor: Izzie LLC

Other Waste Elements: N/A

## Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Oakland Avenue 05/26/24

Smith St; Bethune St. 9:00 AM 6:00 PM

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:

The plan for parking is to be along Oakland Avenue between Marston to Smith St. on the East side of Oakland Ave, and from Chandler St. to Smith St. on the west side of Oakland Avenue.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 10

## Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

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

What type(s) of alcohol will be served? \_\_\_\_\_

Day(s) and time(s) alcohol will be served: \_\_\_\_\_

Will ice be used in any served beverages? No

## Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? \_\_\_\_\_

Do any of the stages have a canopy? \_\_\_\_\_

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

Number of tents larger than 10' x 10': 0

Tent Contractor: Studio M Design

What other structures will your event include? No

Will your event use any grills? No

What kind of grills? \_\_\_\_\_

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? Gas

Generator contractor: Bouncing Around Detroit

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? 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: HART MEDICAL

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 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 Recordings Program to host “Detroit Recordings Presents: Public Serve @The Garage!” (2024-130) on May 26<sup>th</sup> from 1:00 PM to 5:00 PM at 7637 Oakland

**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 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 and Generators; 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.