

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.	2024-182
Name of Petitioner	Hour Media LLC
Description of Petition	Petition request to hold "Hour Detroit's GrillFest" at Campus Martius Park & Cadillac Square, 800 Woodward Ave, Detroit MI 48226 from July 13 th at 1:00 PM to July 14 th 5:00 PM. Set-up to begin July 12 th , 10:00 AM and completed on July 13 th 12:00 PM with tear down to begin July 14 th , at 5:00 PM and completed by 11:00 PM.
Type of Petition	Special Events
Submission Date	06/13/24
Concerned Departments	"Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)"
Petitioner Contact	Jodi Svagr 5750 New King Drive, 100 Troy, MI 48098 P: (313) 915-1164 jsvagr@hour-media.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:



Date: 5/13/2024

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: Hour Detroit's GrillFest

Event Date: July 13-14, 2024

Event Organizer: Hour Media

Applicant Signature:



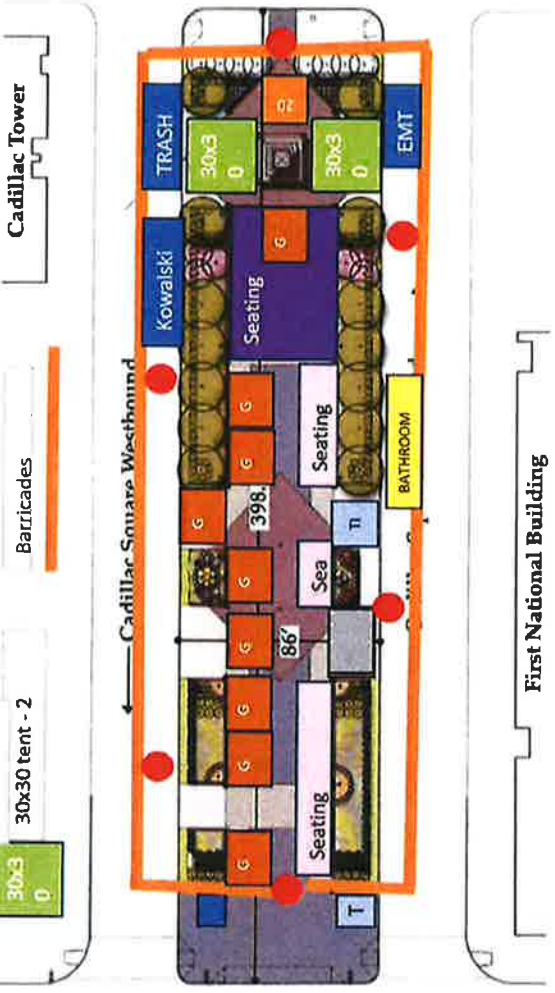
Date: 5/13/2024

HOUR DETROIT'S GRILL fest
 Campus Martius Park
 July 13 & 14

B Bathrooms
G Grills
10x10 tent - 19
20x20 tent - 1
Wahl Tents
30x30 tent - 2

T Ticket Sales
Security

Natural Barriers
Barricades



Campus Martius Park
 Detroit, Michigan

City of Detroit
 Detroit 300 Conservancy
 Randall Emminger Associates, LLC



Hour Detroit's GrillFest presented by Kowalski Companies

(Current as of 5.13.2024)

We are planning to have a total of 15 exhibitors at this event selling products pre-packaged foods and/or merchandise, and an additional 15 restaurants grilling food, for a total of 30 exhibitors.

Sponsors:

Presenting:

Kowalski Companies

- Will be selling hot dogs, sausages, macaroni salad, and potato salad.

Major:

Great Lakes Ace

- Providing 15 Grills for exhibitors
- Will be selling spices and grills

Automotive:

Bob Maxey Lincoln-Mercury-Ford

- Will be displaying 2 vehicles on CMP plaza between the fountain and Woodward Circle

Beverage (will be sold through Elia Group):

Anheuser Busch – Hoop Tea

Faygo

Gold:

OPTIK Birmingham

- Utilizing booth to promote their business.

Exhibitor:

Besa

- Will be grilling and selling Lamb Chops

BLis

- Will be selling pre-packaged salad dressings, with some food sampling.

Mucky Duck Mustard

- Will be selling pre-packaged mustard.
- Will be grilling & selling hot dogs to pair with their mustard.

The Godfrey Hotel Detroit, I/O Rooftop Lounge at the Godfrey, Hamilton's Detroit

Propane Plan

Propane tanks will be secured by Great Lakes Ace.

Becky Killarney becky.killarney@greatlakesace.com

Adam Jensen adam.jensen@greatlakesace.com

They will be dropped off on Friday, July 12, 2024. They will be stored at the far east end of Cadillac Square. They will be chained and secured with a lock. Cannisters will be kept away from the cooking and the public.

A member of the NKSJ events team will maintain eyes on the Propane tanks throughout the event to ensure their safety and security.

Hour Detroit's GrillFest

Attachment: Emergency Response Plan & Emergency Medical Procedures

(1) Procedures for reporting of emergencies

All Event Staff, Crew and Security personnel will be instructed to immediately report any emergency situation to the Event Director or Event Coordinator who will then immediately contact the relevant responder: on-site Security personnel, on-site EMT/ambulance, or other on-site responder; or will call 9-1-1 for the local Police Dept., Fire Dept., or other such local responders, as needed.

All reported emergencies will be documented by Security personnel and those documents will be maintained by the event presenters.

(2) Occupant and staff response to emergencies

Event Staff, Crew and Security personnel will take direct action to mitigate and respond properly to any emergency situation within their ability to abate (use of fire extinguisher, etc.). Event Volunteers will be instructed to report any emergency situation to Event Staff, Crew and Security personnel.

For situations outside of their knowledge or capacity to correctly respond, Event Staff, Crew and Security personnel will immediately contact the relevant on-site responder for quick response, and/or immediately contact the local authority or emergency responders (call 9-1-1).

(3) Evacuation, relocation, and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards

The public event is being held outdoors. Event Staff, Crew and Security personnel will take direct action to advise event participants in case of an emergency situation. The public address system will be used to make announcements guiding participants to evacuate, relocate or shelter-in-place as necessary.

The One Campus Martius building adjacent to the outdoor event location will be in operation and has an emergency response plan and procedure compliant with local requirements.

(4) Weather

The on-site event staff will maintain a watch on weather forecasts before and during the event hours to determine potential for any hazardous weather condition. Appropriate response, including event cancellation or evacuation to adjacent buildings for safe cover, will be enacted as necessary, with support of all Event Staff, Crew, Volunteers and Security personnel.

Clean Up Plan

The Downtown Detroit Partnership will be supplying all the waste bins, and dumpsters for this event. Block by Block will be assisting with clean-up. Block by Block clean up ambassadors start one hour before the event and stay one hour after. They pull trash throughout the events entirety. DDP plans to rent a dumpster which will be stored adjacent to Cadillac Square to dump excess waste.

Waste Reduction Plan

- We will encourage attendees and staff to bring empty reusable water bottles and we will provide free water filling stations.
- Explore the possibility of using a deposit system for cups. A patron purchases a recyclable beer cup and uses the cup throughout the day as they purchase new beer, allowing your food and beverage provider to serve draft products rather than individual containers or cups.
- We have moved the food voucher system onto a digital platform to eliminate the need for food ticket paper.
- Donating food, we will be sure to follow all food safety guidelines for donation to keep unserved food available for donation if necessary.

Other Waste Elements

Throwing waste/grey water that is used to hold down tents on the grass or into the flowers/plant life is damaging and illegal. Grey/wastewater change the soil and ground water quality. Food services that fry food must have a grease tank to collect debris. Include plans to dispose of these and other elements safely and legally in your Event Clean-Up Plan.

BRENDEL'S CAN DO GREASE AND GREY WATER COLLECTION AND REMOVAL

Grey Water will go into large tanks that are provided by Brendel's. Brendel's will service them before and after each event day. The large tanks will be stored in the Back of House Production Tent located on the North Side of Cadillac Square East.

Grease will be deposited into temporary grease traps, which will be provided by Brendel's.

Ash can go into trash after they have completely cooled or have been flooded. When it is time to dispose of ashes, we will test to ensure the hot ashes are cool by placing them in a cardboard box or paper bag before disposal.

We will utilize handheld metal scooping tools designed specifically for the removal of ash. Using one of these shovel-like tools, ash can easily scoop out of the grill and transfer it to a noncombustible container. In this container, we will flood the ash to cool, then we will dispose of the ash in the on-site dumpster.

Hour Detroit's GrillFest

Attachment: Maintaining of Traffic Plan

Event will include the following street lane closure:

Cadillac Square West and East, between Woodward Circle and Bates Street.

- Time of street closure: Friday, July 12, 6am
- Time of street re-open: Monday, July 15, 8am
- Type 3 Barricade (provider: POCO) will be posted at both closure locations (Cadillac Square West/Bates & Cadillac Square East/Woodward)
- One security personnel stationed at both closure locations, from time of closure until streets are re-opened.
- Vehicular traffic will be able to continue on open lanes.
- Will not impede pedestrian crosswalk on either Bates or Woodward Circle.

Liberty Security

Contracted by Downtown Detroit Partnership for Hour Detroit's GrillFest.

Number of private personnel per shift

SECURITY PERSONNEL

LOAD IN 7/12

- 10 am - 10 pm
- 3 Guards: 1 @ CMP, 2 @ CS

LOAD IN OVERNIGHT

- 10 pm - 10 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

EVENT DAY 1

- 10 am - 10 pm
- 14 Guards: 6 @ CMP, 8 @ CS

EVENT DAY 1 OVERNIGHT

- 10 pm - 10 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

EVENT DAY 2

- 10 am - 10 pm
- 14 Guards: 6 @ CMP, 8 @ CS

LOAD OUT (post-event day 2)

- 10 pm - 1 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

CONFIRMATION OF SERVICES

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

Event: Grille Festival **Location:** Campus Martius – 800 Woodward Ave, Detroit, MI, 48226

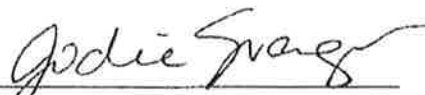
Date of Service:	Start to End Time:
7/13/2024	10 AM – 9 PM
7/14/2024	11 AM – 9 PM

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

Additional Procedures:

Adam Gottlieb
Hart EMS Medical Services, PLLC

Date



Jodie Svagr
Hour Media
5-13-24

Date

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10228

Quote #: 2

Event: Grille Festival

Start: Saturday, July 13, 2024

End: Sunday, July 14, 2024

Customer

Hour Media

5750 New King Drive, Ste 100

Troy Michigan 48098

ATTN: Jodie Svagr

Description

V2

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

Campus Martius 800 Woodward Ave Detroit Michigan 48226

Service	Position	Date	Start	End	Dur.	Rate	Qty	Total
Life Support Ambulance		7/13/24	10:00 AM	9:00 PM	11.00	\$225.00	1	\$2475.00
On-site Medical Provider		7/13/24	10:00 AM	9:00 PM	11.00	\$75.00	1	\$825.00
Life Support Ambulance		7/14/24	11:00 AM	10:00 PM	11.00	\$225.00	1	\$2475.00
On-site Medical Provider		7/14/24	11:00 AM	10:00 PM	11.00	\$75.00	1	\$825.00
Total Services								\$6,600.00

Services	\$6,600.00
Items	\$0.00
Total	\$6,600.00
Discount	\$0.00
Sub Total	\$6,600.00
Tax 0.00%	\$0.00
Grand Total	\$6,600.00
Deposit	\$0.00

Deposit Terms:

Payment Terms: Payment due in full upon completion of event

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)**5201 Rosa Parks Blvd****Detroit MI 48208**

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10228**Quote #:** 2**Event:** Grille Festival**Start:** Saturday, July 13, 2024**End:** Sunday, July 14, 2024**Customer**

Hour Media

5750 New King Drive, Ste 100

Troy Michigan 48098

ATTN: Jodie Svagr

Description

V2

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

Hour Media will provide the following:

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

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10228

Quote #: 2

Event: Grille Festival

Start: Saturday, July 13, 2024

End: Sunday, July 14, 2024

Customer

Hour Media

5750 New King Drive, Ste 100

Troy Michigan 48098

ATTN: Jodie Svagr

Description

V2

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

Authorized Signature

Hart EMS Medical Services
PLLC (HMEMS)

Date



Authorized Signature

Hour Media

Date

5-13-24

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Hour Detroit's GrillFest

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

Petitioner Name / Organization: Hour Media LLC

Event Location: Campus Martius Park & Cadillac Square, 800 Woodward Ave, Detroit, MI 48226

Event Date(s) and Time(s): 07/13/24 1:00 PM to 07/14/24 5:00 PM

Type of Event: Concert/Performance, Festival, Other

Applicant Contact:
Jodie Svagr
jsvagr@hour-media.com
+1 (248) 268-8051

Submission Date:	05/13/24
Date of Clerk's Office Referral:	6/12/24
Date of City Departments Sign Off:	06/12/24
Date Referred to Council:	6/6/2024

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: *Gaksima Fife*

Date: 6/14/24

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: <https://www.hourdetroit.com/grillfest/>

Which spaces will be used? City Facility

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

Event Description

Brief Event Purpose & Description:

Hour Detroit Magazine presents the inaugural GrillFest presented by Kowalski Companies at Campus Martius Park and Cadillac Square on Saturday, July 13th, and Sunday, July 14th. You can savor a variety of grilled delicacies, listen to live music and have a great time.

This is more than just an event; picture the Hour Detroit Family Barbecue in the heart of Detroit. Mark your calendars, tell your friends, and prepare for a weekend of taste and fun!

Estimated Peak Attendance: 3000

Estimated Total Attendance: 5000

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: Hour Media LLC

Mailing Address: 5750 New King Drive, 100

Troy MI 48098

Primary Contact:	Secondary Contact:
Jodie Svagr	Njia Kai / NKSK Events
jsvagr@hour-media.com	NjiaKai@gmail.com
+1 (313) 915-1164	+1 (313) 399-5986

Organization Type: Corporation

Organization Website: https://hourmedia.com

Event Setup & Breakdown

Begin Setup: 07/12/24 10:00 AM

Complete Setup: 07/13/24 12:00 PM

Setup Location(s): Cadillac Square, Campus Martius Park

Event Start: 07/13/24 1:00 PM

Event End: 07/14/24 5:00 PM

Begin Tear Down: 07/14/24 5:00 PM

Complete Tear Down: 07/14/24 11:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 15

Cleaning Service Vendor: Block by Block

Other Waste Elements: Brendel's

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 travel by QLine, Uber or Lyft. We will provide details on all of the parking structures located within close proximity to Campus Martius Park.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 25

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: Saturday, July 13, 1:00 PM - 7:00 PM and Sunday, July 1

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: 30

Number of tents larger than 10' x 10': 3

Tent Contractor: Wahl Tents

What other structures will your event include? n/a

Will your event use any grills? Yes

What kind of grills? Gas, Charcoal, Wood Pellets

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? _____

Generator contractor: Wahl Tents

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? Yes

Security Contractor: Liberty Security

Number of private personnel per shift: 14

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

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 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 type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input checked="" 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 Hour Media LLC to host "Hour Detroit's GrillFest" (#2024-182) from July 13th at 1:00 PM through July 14th, 2024 at 5:00 PM at Campus Martius Park, 800 Woodward Ave.

PROVIDED, that there will be DPD Assisted Event; Contracted with private security 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 DPW Type III Barricades 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.