

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

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.	2024-134
Name of Petitioner	D6 Annual Celebration
Description of Petition	Please see request to hold "D6 Annual Celebration" Submitted by City Council District 6, located at Riverside Park Shelter #1 on August 17 th , from 12:00 PM to 3:00 PM. Set-up to begin August 17 th 7:00 AM complete by 12:00PM with tear-down to begin August 17 th at 3:00PM complete by 5:00PM August 17 th .
Type of Petition	Special Event
Submission Date	4/29/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Patricia Jackson D6 Annual Celebration 313-224-2562 Patricia.jackson@detroitmi.gov Thomas TJ Rogers 313-224-3967 rogersth@detroitmi.gov

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:03/13/2024

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: D6 Annual Celebration

Event Date:08/17/2024

Event Organizer: Gabriela Santiago-Romero

Applicant Signature:



Date:03/13/2024

RESOURCES

TENT -
20'x20'
[8 tables/
16 chairs]

TENT -
20'x20'
[8 tables/
16 chairs]

TENT -
20'x20'
[8 tables/
16 chairs]

INFLATABLE #1
Circus Combo
Bouncer [23' l x 19.7'
w x 16.4' h]

TENT -
20'x20'
[7 tables/
56 chairs, face
painting]

20'x20'
[8 tables/
64 chairs]

INFLATABLE #2
Volcano Screamer [17'
l x 18' h x 50' high]

STAGE
12' x 16'

TENT - 13'x13'
[Media
Services]

FOOD TRUCK: Los
Dos Amigos Tacos
[8.5' w x 16' l]

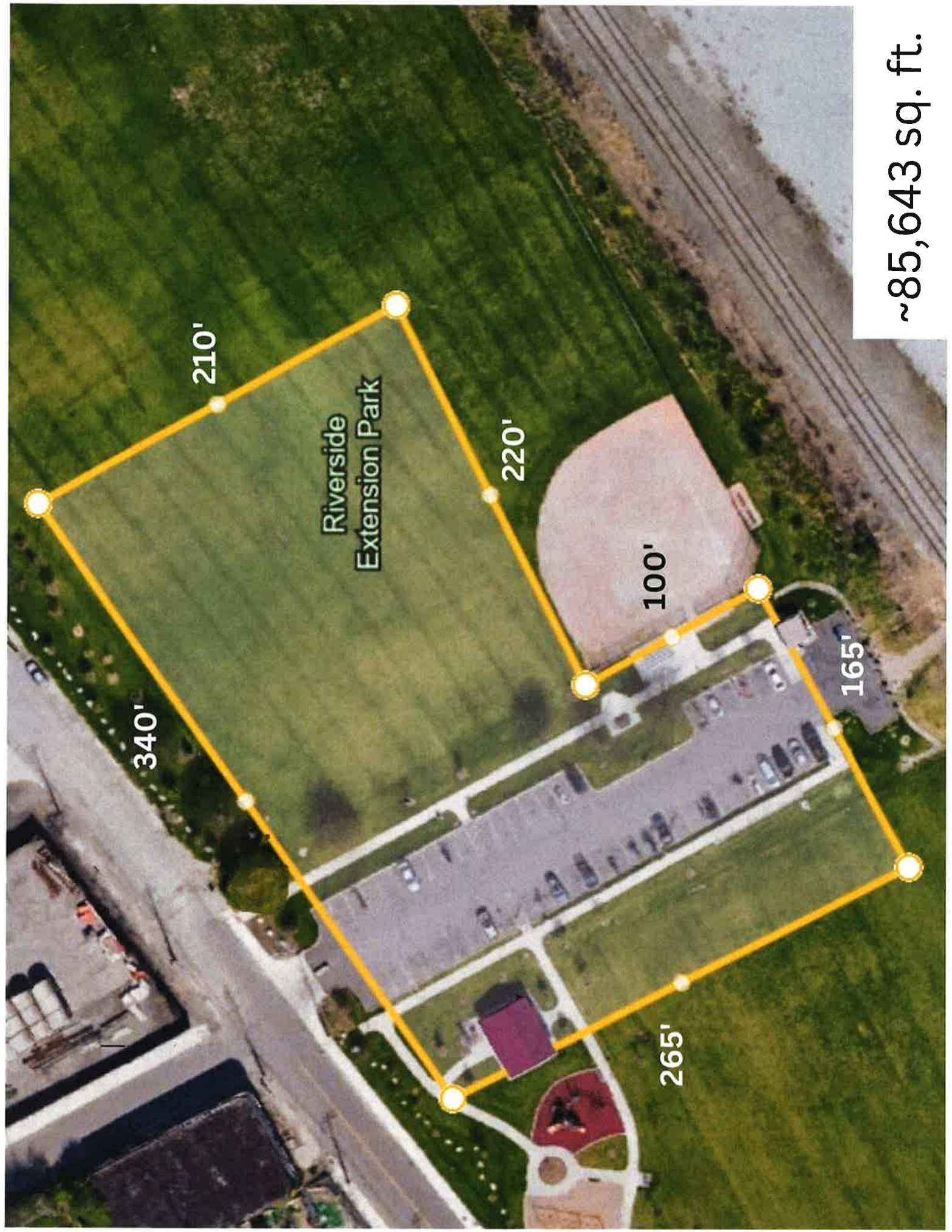
FOOD TRUCK:
Delectable Goods
[20' l x 8' w]

GAMING
TRUCK

TENT -
20'x20'
[4 tables / 50
chairs, 2 photo
booths]

Shelter #1:

- Registration and TeamGSR resources
- Giveaways



~85,643 sq. ft.

City of Detroit

CITY COUNCIL

GABRIELA SANTIAGO-ROMERO

COUNCIL MEMBER, DISTRICT 6

March 13, 2024

D6 Annual Celebration Special Events Application

Community Impact Plan and Event Clean-Up Plan

Community Impact Plan

The event will occur at Riverside Park, a frequented community event location. There are no nearby residents or businesses that will be affected. No streets will be blocked off for this event as all activities will take place on park grounds.

This location is bordered by the Detroit River and W. Jefferson, therefore, it is not in an immediate residential neighborhood.

Event Clean-Up Plan

The 8-member team of Council Member Santiago-Romero will clean up trash and remains. GSD will assist with breaking down tables and chairs.

SPECIAL EVENTS PETITION

Petition No: 2024-134

Event Name: D6 Annual Celebration

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

Petitioner Name / Organization: City Council District 6

Event Location: Riverside Park Shelter #1

Event Date(s) and Time(s): 08/17/24 12:00 PM to 08/17/24 3:00 PM

Type of Event: Festival, Other

Applicant Contact:
Patricia Jackson
patricia.jackson@detroitmi.gov
+1 (313) 224-2562

Submission Date:	03/14/24 1
Date of Clerk's Office Referral:	04/29/24
Date of City Departments Sign Off:	6/12/24
Date Referred to Council:	6/14/24

Department Approvals

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

BSEED
BSEED
Reviewed-
Ready for
Council

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

Date: June 12, 2024

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? No

Is this an annual event? Yes

Event Website: N/A

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

Council Member Santiago-Romero is hosting the 2nd Annual D6 Celebration that will highlight community leaders' and organizations' achievements while offering free food, music, performances, and activities.

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? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: City Council District 6

Mailing Address: 2 Woodward ave, ste. 1340

Detroit MI 48226

Primary Contact:	Secondary Contact:
Patricia Jackson	Thomas TJ Rogers
patricia.jackson@detroitmi.gov	rogersth@detroitmi.gov
	+1 (313) 224-3967

Organization Type: Government

Organization Website: https://detroitmi.gov/government/city-council/city-council-district-

Event Setup & Breakdown

Begin Setup: 08/17/24 7:00 AM

Complete Setup: 08/17/24 12:00 PM

Setup Location(s): Riverside Park shelter 1

Event Start: 08/17/24 12:00 PM

Event End: 08/17/24 3:00 PM

Begin Tear Down: 08/17/24 3:00 PM

Complete Tear Down: 08/17/24 5:00 PM

Number of Trash Containers: 8 Number of Recycling Containers: 8

Cleaning Service Vendor: _____

Other Waste Elements: N/A

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:

Residents can park at Riverside Park's designated parking lots. Additional street parking is available along W. Jefferson St. near 24th St.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 3 Number of non-truck food vendors: 3

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? No

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? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 1

Number of tents larger than 10' x 10': 6

Tent Contractor: TBD

What other structures will your event include? Tables/chairs, inflatables

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gasoline

Generator contractor: Vendors will provide their own generators.

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? No

Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input 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 D6 Annual Celebration to host "D6 Annual Celebration" (#2024-134) on August 17th from 12:00 PM to 3:00 PM at Riverside Park Shelter #1.

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 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.