

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.            | 2024-186   |
| Name of Petitioner      | The Charles H. Wright Museum of African American History   |
| Description of Petition | Petition of The Charles H. Wright Museum of African American History (#2024-186), request to hold African World Festival” at Hart Plaza on July 12 <sup>th</sup> through July 14 <sup>th</sup> , from 12:00 PM to 9:00 PM. Set-up to begin July 8 <sup>th</sup> , 9:00 AM and complete by July 12 <sup>th</sup> 12:00 PM with tear down to begin July 14 <sup>th</sup> , 10:00 PM and complete by July 15 <sup>th</sup> 5:00 PM. |
| Type of Petition        | <b>Special Event</b>   |
| Submission Date         | 6/14/2024  |
| Concerned Departments   | Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,   |
| Petitioner Contact      | Michon<br>The Charles H. Wright Museum of African American History<br>313-494-5896<br><a href="mailto:mlartigue@thewright.org">mlartigue@thewright.org</a>   |

## 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:** *Michon Fortigue*

**Date:** *6/14/24*

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:** *AFRICAN WORLD FESTIVAL*

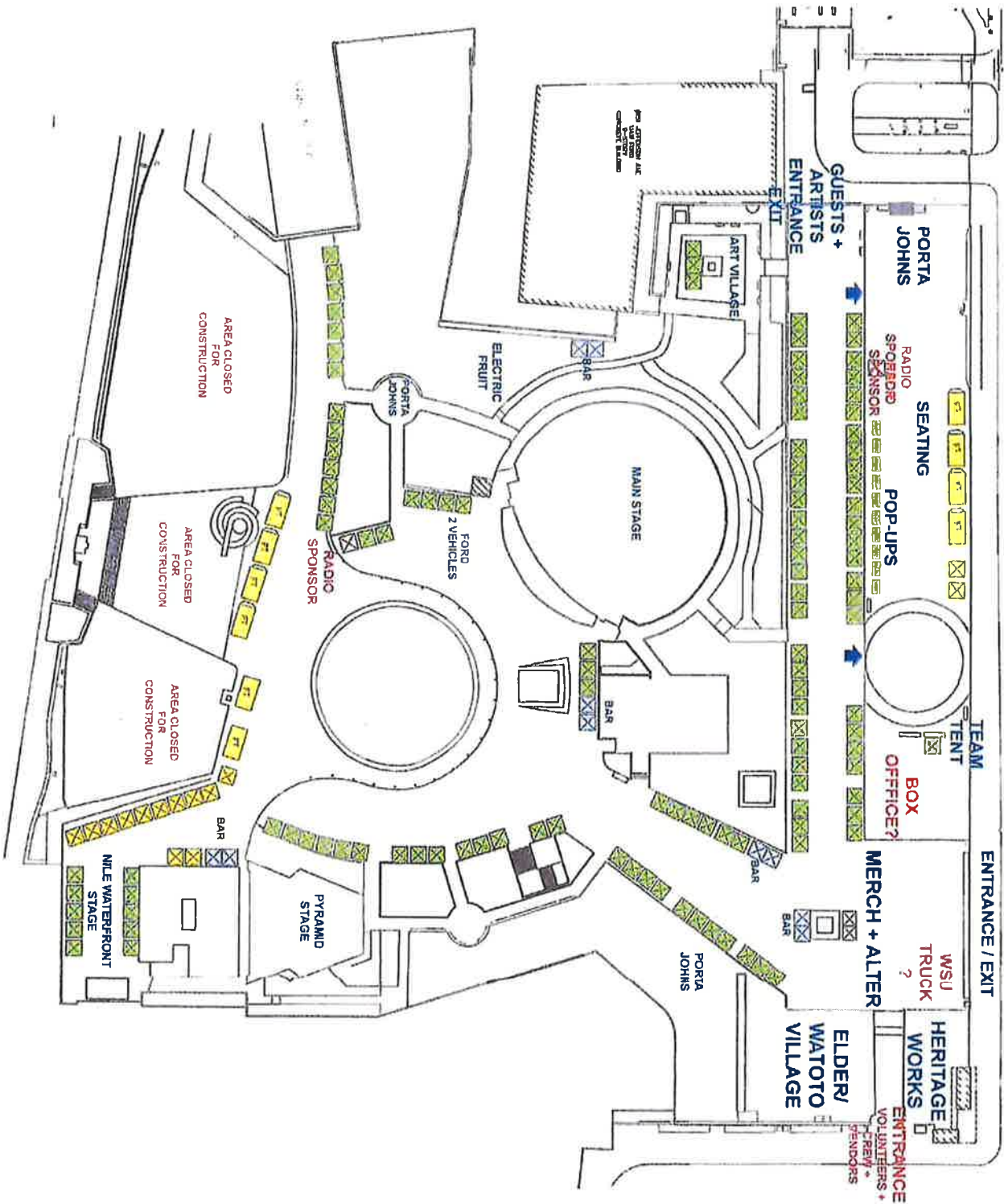
**Event Date:** *7/12/24 - 7/14/24*

**Event Organizer:** *MICHON FORTIGUE*

**Applicant Signature:** *Michon Fortigue*

**Date:** *6/14/24*

JEFFERSON



# AFRICAN WORLD FESTIVAL

## SITE PLAN

- ☒ 10'x10' MERCHANT TENTS
- ☒ 10'x 10' FOOD VENDORS
- ☒ 10' x 20' BAR TENT
- ☒ 10' x 10' MISC TENTS
- ☒ FT = FOOD TRUCKS

**African World Festival  
July 12-14, 2024  
Hart Plaza**

**AWF Preliminary Load-in/Load-out Schedule**

**Monday, July 8, 2024**

Hart Plaza Final Walk-through before load-in (AWF Leadership/ HartPlaza Site Manager)

**Tuesday, July 9, 2024**

Load-in Day 1 (7:00am-7:00PM)

- Infrastructure set-up  
    Portable buildings (operations area)
- Fencing
- Ticket booth

**Weds, July 10, 2024**

Load-in Day 2 (7:00 am-7:00PM)

- Tenting set-up
- Port potties
- Staging/audio/lighting/tech

**Thursday, July 11, 2024**

Load-in Day 3 (7:00am-7:00PM)

- Vendors- Load-in
- Dressing Room /volunteer area set-up

**Friday, July 12, 2024**

- Crew Arrives - 8:00am
- Festival 11:00am- 11:00PM

**Saturday, July 13**

- Crew Arrives- 8:00am
- Festival 11:00am- 11:00PM

**Sunday, July 14**

- Crew Arrives- 8:00am
- Festival 11:00am- 9:00PM

**Load-out**

**Sunday July 14**

10:00PM-2:00am

**Monday, July 15**

7:00am- 5:00PM

Service Providers

| Type                          | ASWF 2023 Provider | New Contract date |                                |
|-------------------------------|--------------------|-------------------|--------------------------------|
| EMS Contractor                | Hart Medical       | April, 2024       |                                |
| Security                      | Angel Security     | May 2024          |                                |
| Barricades                    | State Barricades   | May 2024          |                                |
| Port Potties                  | Jays Septic        | May 2024          |                                |
| Sanitation                    | Schaupan           | May 2024          | Recycling                      |
| Hart Plaza Sanitation Company | ?                  |                   | Maintenance/cleaning and trash |

# 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 #:** 10266  
**Quote #:** 1  
**Event:** African World Festival  
**Start:** Friday, July 12, 2024  
**End:** Sunday, July 14, 2024

**Customer**  
 Museum of African American  
 History  
 315 E Warren Ave  
 Detroit Michigan 48201  
 ATTN:Sommer Woods

**Description**  
 V1

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.

## Hart Plaza 1 Hart Plaza Detroit Michigan 48226

| Service                  | Position | Date    | Start    | End      | Dur.  | Rate     | Qty | Total       |
|--------------------------|----------|---------|----------|----------|-------|----------|-----|-------------|
| Life Support Ambulance   |          | 7/12/24 | 11:00 AM | 11:00 PM | 12.00 | \$225.00 | 1   | \$2700.00   |
| On-site Medical Provider |          | 7/12/24 | 11:00 AM | 11:00 PM | 12.00 | \$75.00  | 1   | \$900.00    |
| Life Support Ambulance   |          | 7/13/24 | 11:00 AM | 11:00 PM | 12.00 | \$225.00 | 1   | \$2700.00   |
| On-site Medical Provider |          | 7/13/24 | 11:00 AM | 11:00 PM | 12.00 | \$75.00  | 1   | \$900.00    |
| Life Support Ambulance   |          | 7/14/24 | 11:00 AM | 11:00 PM | 12.00 | \$225.00 | 1   | \$2700.00   |
| On-site Medical Provider |          | 7/14/24 | 11:00 AM | 11:00 PM | 12.00 | \$75.00  | 1   | \$900.00    |
| <b>Total Services</b>    |          |         |          |          |       |          |     | \$10,800.00 |

**Deposit Terms:**  
**Payment Terms:** Payment due in full upon completion of event

|                    |                    |
|--------------------|--------------------|
| <b>Services</b>    | <b>\$10,800.00</b> |
| Items              | \$0.00             |
| <b>Total</b>       | <b>\$10,800.00</b> |
| Discount           | \$0.00             |
| <b>Sub Total</b>   | <b>\$10,800.00</b> |
| Tax 0.00%          | \$0.00             |
| <b>Grand Total</b> | <b>\$10,800.00</b> |
| Deposit            | \$0.00             |

Subsequent year(s) times and dates are to be determined and services provided will be at a minimum the same coverage as previous years. If the event is cancelled, this contract is void for that year only.

This is an all-inclusive agreement. Subsequent years pricing is as follows:

- 2025 - Life Support Ambulance @ \$225/hr/ea  
 - Onsite Medical Provider @ \$75/hr/ea
- 2026 - Life Support Ambulance @ \$250/hr/ea  
 - Onsite Medical Provider @ \$75/hr/ea

# 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 #: 10266

Quote #: 1

Event: African World Festival

Start: Friday, July 12, 2024

End: Sunday, July 14, 2024

## Customer

Museum of African American  
History

315 E Warren Ave

Detroit Michigan 48201

ATTN: Sommer Woods

## Description

V1

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 Museum of African American History 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 Museum of African American History. 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.

Museum of African American History 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
- Temperature controlled location with adequate lighting for first aid services
- Security personnel available to assist at first aid location if necessary

# 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 #:** 10266

**Quote #:** 1

**Event:** African World Festival

**Start:** Friday, July 12, 2024

**End:** Sunday, July 14, 2024

## Customer

Museum of African American  
History

315 E Warren Ave

Detroit Michigan 48201

ATTN: Sommer Woods

## Description

V1

---

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

Museum of African American  
History

---

Date



**ANGELS SECURITY INC**

**PO BOX 241521**

**Detroit, MI 48224**

**313-721-9220**

*Service Agreement*

**Commencement of service: 07/09/24 thru 07/14/24**

Agreement dated as of 04/26/24 having a billing address at, 315 E Warren, Detroit, MI 48201 and Angels Security, Inc. ("Angels Security, Inc."). The parties agree as follows:

**SERVICE**

Angels Security, Inc. shall furnish client with such number of personnel ("Personnel") at the location(s) and during such hours as shall be mutually agreed upon from time to time. The minimum length of an individual shift will be four (4) hours. Cancellations of ordered shifts received less than eight (8) hours prior to start will be charged a minimum shift for each.

**RATES AND FEES**

- A. For services rendered, the Client agrees to pay Angels Security, Inc. the following fees (based upon actual services ordered and provided, which may be changed from time to time by mutual agreement):  
see attached schedule for exact times and locations.

**Security Officers for 75 Cost:\$65,520.00**

Additional Fees: for Executive Protection/and other services, will be bill According. **Total Hrs: 2340**

**Total amount: \$65,520.00**

**Any additional services/Guards will be billed at an hourly rate: \$28**

**STARTING DATE: 07/09 /2024**

**First Payment is due Monday June 28th in the amount of \$32,760.00**

**Last Payment is due Sunday July14th in the amount of \$32, 760.00**

- B. Holiday rates of 1.5 times the regular man-hour rate is charged on New Year's Eve, New Year's Day, Easter, Memorial Day, Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- C. Regular accounts will be charged a Short Notice rate of 1.5 times the regular rate for temporary work ordered with less than forty-eight (48) hours notice.
- D. Temporary accounts will be charged a Short Notice rate of 1.5 times the regular rate for temporary work ordered with less than 48 hours notice.
- E. **INVOICES AND PAYMENT TERMS**

Angels Security, Inc. will invoice Client as soon as practicable. Invoices are due in **thirty days**, without offset or abatement, at Angel Security, Inc address **(except for events)**. Client must notify Angel Security, Inc. in writing of any dispute regarding the amount of an invoice within **THIRTY (30)** days from the invoice date, setting forth the specific item in dispute; otherwise all disputes and defenses will be deemed waived. Client agrees to pay reasonable attorney and all collection agency and other fees and expenses which may be incurred by Angel Security, Inc. in the collection of unpaid invoices or any part thereof.

#### EMPLOYEES

Personnel are employees of Angel Security, Inc. and Angel Security, Inc. will pay all wages and all applicable social security taxes, unemployment taxes, and any similar taxes.

#### LIMITS OF LIABILITY AND INDEMNITY

Client acknowledges that Angel Security, Inc. is not an insurer, and Angel Security, Inc. makes no warranty, express or otherwise, that the services furnished will avert or prevent occurrences or consequences there from. The amounts payable to Angels Security, Inc. under this Agreement are based upon the value of the services rendered and are unrelated to the value of Client's property or the property of others located in or about Client's premises. Client agrees that Angels Security, Inc. shall be liable only for damage resulting directly from the sole negligence of Angel Security, Inc. or its officers or employees acting within the scope of their employment, and in furtherance of the performance of services to be rendered hereunder. Angel Security, Inc. is not assuming any responsibilities for any losses that may occur even if due to Angel Security Inc. Personnel negligent performance or failure to perform any duty under this agreement, however, in the event of a claim for which Angel Security Inc. is found liable, Client agrees that Angel Security, Inc. liability shall be limited to a maximum amount not to exceed the amount invoiced to and paid by Client for services rendered within the twelve (12) month period immediately preceding the date of the occurrence giving rise to the claim. Upon written request for Client, Angel Security, Inc. agrees to provide such higher limit of liability as may be mutually agreed for an additional charge.

If, at the request of Client, Personnel are assigned or assume duties other than those agreed upon in writing Angel Security, Inc., Client shall assume complete responsibility for any and all liability arising there from. Notwithstanding anything herein to the contrary, the services provided under this Agreement shall not give rise to, nor shall be deemed to or construed so as to confer any rights on any other party as a third party beneficiary or otherwise and Client agrees to indemnify Angel Security, Inc. against any claims by any third parties.

In the event Client requests Personnel to operate any vehicle other than one supplied by Angel Security, Inc., Client agrees to defend, indemnify and hold Angel Security, Inc. harmless from any losses, suits, claims, damages and expenses which may arise from the use of said vehicle, including claims and passengers. Client hereby waives any and all rights of subrogation that any insurer of Client may have against Angel Security, Inc. Angel Security, Inc. shall not be liable for failure to perform this Agreement due to any "Act of God" or cause beyond Angel Security, Inc. control nor for any consequential or special damages.

#### SUPERVISION

Client will be responsible for the direct supervision of all Personnel through designated representatives who will be available at reasonable times to consult with Angel Security, Inc. Angel Security, Inc. will remove from service, as soon as qualified replacement is available, any Personnel who, in Client's opinion, are not qualified to perform the work assigned. In the event any Personnel are removed by Angel Security, Inc. at Client's request Client agrees to indemnify and hold Angel Security, Inc. harmless from all losses, suits, claims, damages and expenses (including attorney fees and costs) that may arise there from.

#### HIRING

Client agrees that it will not, for a period of NINETY (90) days after termination of this Agreement, employ directly or indirectly any Personnel used by Angel Security, Inc. in the performance of this Agreement, without the prior, express, written consent of Angel Security, Inc.. Recognizing the costs incurred and expertise dedicated by Angel Security, Inc. is selecting, recruiting and training its personnel, Client agrees to payment of five hundred dollars (\$500.00) as liquidated damages for each person employed directly or indirectly by Client during and within one year after termination of the Agreement.

This paragraph shall remain enforceable and shall survive the expiration of earlier termination hereof and shall not be deemed merged or extinguished by any act absent the specific written agreement of the parties to do so.

#### RATE OF CHANGE

The rates quoted above will remain in effect until July 14, 2024, 12:00 a.m. subject to adjustment for any change in any federal, state, or municipal law, regulation administrative ruling or collective bargaining agreement, requiring any change in work hours, wage, or benefit rates, working conditions or other costs to Angel Security, Inc. in performing this Agreement. In such event, Angel Security, Inc. shall give Client at least ten (10) days prior written notice of the change in rates to be charged Client and the effective date of the change.

#### TERM

This Agreement shall commence on the date specified above and shall automatically continue unless terminated by either party upon written notice not less than 3 days before the date of termination.

#### DEFAULT

Angel Security, Inc. reserves the right to terminate this Agreement at any time after forty-eight (48) hours prior written notice to Client based on Client's failure to pay any monies due hereunder in strict compliance with the payment terms contained herein; or if at any time during the term of this Agreement there shall be filed by or against Client in any court pursuant to any statute, either of the United States, or of any state, territory of possession, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver to receive all or a portion of Client's property; or if Client makes an assignment for the benefit of creditors, or Client breaches any of the other terms or obligations contained in this Agreement.

#### NON-WAIVER

Failure of Angel Security, Inc. to enforce any of the provisions of this Agreement, or any of its rights with respect thereto, or to exercise any election herein provided, shall in no way be considered a waiver of such provisions, rights, or elections or in any way affect the validity of this Agreement. The exercise of Angel Security, Inc. of any of its rights herein or any of its elections under the terms or conditions herein shall not preclude or prejudice Angel Security, Inc. from exercising the same or any other right it may have under this Agreement.

#### ENTIRE AGREEMENT

This Agreement supersedes all previous agreements, oral or written, between Angel Security, Inc. and Client, and represents the entire Agreement between the parties. No other agreements or representations, oral or written have been made by Angel Security, Inc. This Agreement may not be altered, modified, or amended, except in a writing properly executed by an authorized representative of the party to be charged. In the event Client issues any work authorization, work order or purchase order to Angel Security, Inc. Client agrees that only the terms and conditions of this Agreement shall be binding unless said written modification, change or amendment is specifically agreed upon by Angel Security, Inc. in writing and signed by Angel Security, Inc.' authorized representative. The provisions of this Agreement are severable and the invalidity or ineffectiveness of remaining parts or provisions of this Agreement. This Agreement is assignable by Angel Security, Inc. and not assignable by Client without the prior written consent of Angel Security, Inc.

#### NOTICES

All notices to be given by either party, shall be in writing and shall be sufficiently given or made by invoice, telegram, overnight courier or by mailing by registered or certified mail, postage prepaid, addressed to the other party at its address set forth herein or at such other address as the other party may be designated by notice given hereunder.

#### NOTICES OF CLAIMS

Client shall give written notice to Angel Security, Inc. by certified mail of any claim or potential claim arising out of or relating to this Agreement within thirty (30) days following the date of the occurrence giving rise to such claim or potential claim. Such notice shall contain sufficient information as to the time, place, nature, and extent of such claim or potential claim as will enable Angel Security, Inc. to be properly advised and make a reasonable assessment thereof.

Unless specifically prohibited by law, no action, suit or proceeding to recover to any claim arising out of or relating to this Agreement shall be instituted or maintained by Client (or by anyone deriving its rights through Client) against Angel Security, Inc. unless said action, suit or proceeding shall have been instituted not later than twelve (12) months following the date of the occurrence giving rise to such claim. No action, suit or proceeding to recover any claim arising out of or relating this Agreement shall be instituted or maintain against Angel Security, Inc. by Client or by anyone deriving its or their rights through Client unless written notice of such claim shall have been given by Client to Angel Security, Inc. in the manner and form set forth herein.

#### EQUAL EMPLOYMENT OPPORTUNITY

Client hereby agrees to comply with the provisions set forth in paragraphs (1) through (7) of section 202 of Executive Order 11246 and all similar orders, rules, regulations and laws prohibiting discrimination in employment, and further agrees that it will not discriminate on the basis of race, color, gender, marital status, veteran status, age, non-disqualifying disability, national origin, sexual orientation, political affiliation or reprisal.

#### HAZARDOUS WORK PLACE

The parties acknowledge that the premises upon which Angel Security, Inc. is to provide services are under the complete care and control of the Client. Client shall advise Angel Security, Inc. on all safety and health-related requirements and procedures, in writing, at the time of entering into the contract and periodically, as necessary to assure that Angel Security, Inc. is aware of all hazardous conditions and Client shall provide training and equipment to implement such. Client agrees to indemnify, defend and hold Angel Security, Inc. harmless from any and all losses, claims, judgments, statutory fines and penalties (including those for personal injury, property damage, and violation of Federal and State OSHA and OSHA related statutes) incurred by Angel Security, Inc. and arising out of or related to the presence of Angel Security, Inc. employees on the Client premises.

#### ENVIRONMENTAL INDEMNIFICATION

Except as may be disclosed to Angel Security, Inc. in writing prior to the time of entering into this Agreement and periodically, as necessary, Client is not aware of any actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of any pollutants, toxic or otherwise, on or about the premises in which Angel Security, Inc. employees shall be assigned pursuant to this Agreement. Client shall not require or ask Angel Security, Inc. employees to transport, handle, store, test, treat, dispose of, process, guard, protect, monitor or in any way respond to, or assess the effects of any pollutants or hazardous material, substance or waste on or about Client's premises. Client agrees to indemnify, defend and hold Angel Security, Inc. harmless from any and all damages, losses, costs, expenses, lawsuits, claims, judgments, statutory fines and penalties (including those for personal injury, property damage and violation of any and all federal, state and local laws, regulations and statues relative to pollutants or hazardous material, substance or waste on or about Client's premises, any and all environment matters) incurred by Angel Security, Inc. and arising out of or related to the presence of Angel Security, Inc. employees on the Client premises.

#### AUTHORITY

Sales and operating personnel are not authorized to sign, change or amend this Agreement for Angel Security, Inc. This Agreement shall not become binding upon Angel Security, Inc. until executed by an authorized manager or corporate officer of Angel Security, Inc.

Jerome Terrell

By:

Date: 04/26/2024

President

**Authorized Representative**

Print Name: Jerome Terrell

Title: President

Angel Security, Inc.

By:

Date:

Authorized Representative

African World Festival  
July 12-14, 2024  
Hart Plaza

## **African World Festival Emergency Response Plan**

Making the decision to evacuate, shelter in place, or relocate during an emergency incident is a complicated process and requires input from various entities including, onsite security and medical personnel as well as external entities such as Detroit Police and/or Fire Department. Depending on the circumstance, AWF leadership must consider the choices available to protect customers, participants, staff, equipment and facility. For instance, evacuating may not always be the best course of action. Sheltering in place should always be considered as an option for protecting. Full or partial evacuation, sheltering in place and the decision to relocate, should be identified and evaluated for each incident.

### **OVERVIEW**

Following the chain-of-command the AWF Producer in consultation with AWF Emergency Response Team will make the ultimate decision on how to respond to an emergency situation.

The AWF Emergency Response Team will manage any emergency situation whether that includes evacuation , sheltering in place and/or notifying city of Detroit police or emergency personnel . The Emergency Response Team includes the following :

- AWF Head of Security
- Emergency Medical Services
- AWF Tech Director
- AWF Director of Operations
- Charles H. Wright Museum's Chief Operating Officer
- Charles H. Wright Museum's SVP Institutional Advancement

## **Emergency Response Center**

The AWF onsite Production Office will serve as the primary location for an Emergency Response Office. A scaled site map will be housed in this location, as well as communication radio stations.

## **Emergency Response Messaging/Communication**

- Audio and video scripts will be prepared for public address announcements, emails, text messages, and messaging through the AWF Mobile APP, regarding the nature of the specific emergency and providing directions.
- Emergency evacuation or shelter in place information provided on signage throughout festival grounds,
- In case of evacuation: emergency exit instructions printed on electronic ticket and on festival website, mobile app and festival maps

## **Emergency Action Plan**

### **Man-Made Incidents (violent threats, power failure)**

- Security Director communicates directly with Detroit PD
- Emergency Response Team activated
- Festival medical personnel alerted
- Detroit PD evaluates whether to shelter in place or evacuate
- Direct instructions given through public address system,
- Emails and text messages to vendors and patrons via AWF Mobile APP

### **Inclement Weather**

- Security Director maintains connection with City Weather Alert platform
- Consults with Detroit Police Department Representative
- Activates Emergency Response Team
- Detroit PD evaluates course of action (Shelter in Place or evacuate)
- Direct instructions given through public address system,
- Emails and text messages to vendors and patrons via AWF Mobile APP

## Lost Child

- Initial report to Security Director
- If necessary report to Detroit Police Department
- AWF Emergency Response Team is activated
- Detroit PD evaluates course of action

## Emergency Contacts

Lisa Byrd: Festival producer:  
[lisavbyrd@gmail.com](mailto:lisavbyrd@gmail.com) 512-914-5198

Michon Lartigue: Charles H. Wright Museum SVP Institutional Advancement:  
[mlartigue@thewright.org](mailto:mlartigue@thewright.org) 313-494-5896

Jeffrey Anderson: Charles H. Wright Museum COO: [janderson@thewright.org](mailto:janderson@thewright.org)  
313.494.5852

Jerome Terrell- Angel Security  
[jerometerrell2004@gmail.com](mailto:jerometerrell2004@gmail.com)  
313-721-9220

Hart Medical  
[adam@hartems.com](mailto:adam@hartems.com)  
313-366-4278



**Jays Septic Tank Service (Portables)**  
 2787 Greenwood Road  
 Lapeer, MI 48446  
 (810) 664-8080  
 contact@jaysseptic.com



# Invoice

Museum Of African American History  
 315 E. Warren Avenue  
 Detroit, MI 48201

**Invoice Number** I127308  
**Invoice Date** July 8, 2024  
**Please Pay** \$6,255.00

| Customer ID | P.O. Number | Rental Number | Pay Online ID | Clerk | Terms | Due By       |
|-------------|-------------|---------------|---------------|-------|-------|--------------|
| C2667       | ---         | R11534        | nsx2GJny      | AK    | COD   | July 8, 2024 |

**Site: Hart Plaza, 1 Hart Plaza , Detroit , MI 48226**

| # | Service               | Qty | Description  | Rate     | Amount     | Tax             | Amount w/ Tax     |
|---|-----------------------|-----|--|----------|------------|-----------------|-------------------|
| 1 | Regular Portable Unit | 17  | (7/13/2023 - 7/17/2023) Regular Portable Unit (itemized) - Item Rental - Regular Portable Unit | \$105.00 | \$1,785.00 | \$0.00          | \$1,785.00        |
| 2 | Barrels               | 6   | (7/13/2023 - 7/17/2023) Barrels - Item Rental - Barrels  | \$55.00  | \$330.00   | \$0.00          | \$330.00          |
| 3 | 2 Station Sink Unit   | 5   | (7/13/2023 - 7/17/2023) 2 Station Sink Unit - Item Rental - 2 Station Sink Unit                | \$150.00 | \$750.00   | \$0.00          | \$750.00          |
| 4 | Hand Sanitizer        | 23  | (7/13/2023 - 7/17/2023) Hand Sanitizer - Item Rental - Hand Sanitizer                          | \$0.00   | \$0.00     | \$0.00          | \$0.00            |
| 5 | ADA Handicap Unit     | 6   | (7/13/2023 - 7/17/2023) ADA Handicap Unit - Item Rental - ADA Handicap Unit                    | \$225.00 | \$1,350.00 | \$0.00          | \$1,350.00        |
| 6 | Extra Cleaning        | 34  | (J5520359: 7/15/2023) Extra Cleaning 7/15/23 after midnight (12am) and before 9am 7/15/23      | \$30.00  | \$1,020.00 | \$0.00          | \$1,020.00        |
| 7 | Extra Cleaning        | 34  | (J5520360: 7/16/2023) Extra Cleaning 7/16/23 after midnight (12am) and before 9am 7/16/23      | \$30.00  | \$1,020.00 | \$0.00          | \$1,020.00        |
|   |                       |     |  |          |            | <b>Subtotal</b> | <b>\$6,255.00</b> |
|   |                       |     |  |          |            | <b>Tax</b>      | <b>\$0.00</b>     |
|   |                       |     |  |          |            | <b>Total</b>    | <b>\$6,255.00</b> |

## Thank you!

To pay securely online, go to [app.servicecore.com/payment](http://app.servicecore.com/payment). Enter your **Customer ID: c2667** and your **Pay Online ID: nsx2GJny** then click **Submit**. Enter your payment info and click **Pay**. That's it!

**Payment is due within 15 days of receipt. WINTER SERVICE FEE ARE \$20.00 PER UNIT, PER 28 DAY BILLING CYCLE. EFFECTIVE NOVEMBER 1ST TO APRIL 1ST EACH YEAR. Units are subject to a 28-day billing cycle, units are not prorated. Units MUST be called in to our office for pick up date. Returned check fee is \$30.00. Traller rental required a non-refundable non- transferable deposit. Past due invoices subject to late fees.**

**Please return bottom portion with your payment.**

**From**

Museum Of African American History  
315 E. Warren Avenue  
Detroit, MI 48201

**Customer ID**  
**Invoice Number**

**C2667**  
**I127308**

**To**

Jays Septic Tank Service (Portables)  
2787 Greenwood Road  
Lapeer, MI 48446

Subtotal \$6,255.00  
Tax (0%) \$0.00  
Payments (\$0.00)

**Amount Due \$6,255.00**

**African World Festival  
July 12-14, 2024  
Hart Plaza**

## **AWF Facility Clean Up Plan**

### **Pre- Load-in**

- AWF will work with the Hart Plaza site manager and the designated Hart Plaza designated maintenance company to assess the condition of the facilities and mark what physical issues might exist and what areas might need special attention.
- AWF will also note what cleaning and maintenance services are provided and what additional services the festival itself needs to provide.

### **During Festival**

- AWF will supplement the number of trash receptacles, and the number of personnel needed to retrieve and replace trash receptacles.
- AWF will provide a large trailer placed in the gravel lot where trash can be removed and held until the festival load out when all trash will be removed from the premises
- AWF will provide a separate service for recycling. Like the trash service recycling will provide their own receptacles and be maintained by an on site crew.
- All recycling will be removed from the gravel lot at the time of the festival load-out

### **Post Load-out**

Load-out will begin immediately at the close of festival on Sunday July 14 and will continue until 5:00PM on Monday, July 15. After all of the physical infrastructure has been removed, AWF's cleaning crew will clean all indoor and outdoor areas, ending with a post event walk-through with the Hart Plaza site manager too ensure all areas are left free of dirt, festival materials and or equipment.

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** African World Festival

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

**Petitioner Name / Organization:** The Charles H. Wright Museum of African American History

**Event Location:** Hart Plaza

**Event Date(s) and Time(s):** 07/12/24 12:00 PM to 07/14/24 9:00 PM

**Type of Event:** Festival

|                           |
|---------------------------|
| <b>Applicant Contact:</b> |
| Michon                    |
| mlartigue@thewright.org   |
| +1 (313) 494-5896         |

|   |            |
|---|------------|
| <b>Submission Date:</b>                   | 12/29/23 5 |
| <b>Date of Clerk's Office Referral:</b>   | 6/12/24    |
| <b>Date of City Departments Sign Off:</b> | 06/12/24   |
| <b>Date Referred to Council:</b>          | 6/21/24    |

## 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:** *Gaksima Fife*

**Date:** June 21, 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? Yes

Is this an annual event? Yes

Event Website: <https://www.thewright.org/african-world-festival>

Which spaces will be used? City Facility

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

## Event Description

Brief Event Purpose & Description:

African World Festival is an annual event that features music, performances, food, cultural vendors that all feature the African diaspora.

Estimated Peak Attendance: 10000

Estimated Total Attendance: 20,000.00

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? Yes

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: The Charles H. Wright Museum of African American History

Mailing Address: 315 E. Warren Avenue

Detroit MI 48201

| Primary Contact:        | Secondary Contact:  |
|-------------------------|---------------------|
| Michon                  | Lisa Byrd           |
| mlartigue@thewright.org | lisavbyrd@gmail.com |
| +1 (202) 421-6583       | +1 (512) 914-5198   |

Organization Type: Nonprofit

Organization Website: www.thewright.org

## Event Setup & Breakdown

Begin Setup: 07/08/24 9:00 AM

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

Setup Location(s): Hart Plaza

Event Start: 07/12/24 12:00 PM

Event End: 07/14/24 9:00 PM

Begin Tear Down: 07/14/24 10:00 PM

Complete Tear Down: 07/15/24 5:00 PM

Number of Trash Containers: 100 Number of Recycling Containers: 100

Cleaning Service Vendor: TBD

Other Waste Elements: TBD

## 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:

The Wright will work with various city, business, and community partners to work to provide parking accessibility and options for the weekend event.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 5 Number of non-truck food vendors: 10

## 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: July 12 - 14th 11am to 11pm

Will ice be used in any served beverages? No

## Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 4

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 69

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

Tent Contractor: S&R and TBD

What other structures will your event include? No other structures except for mobile units for ticketing.

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: TBD

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: Angel Security

Number of private personnel per shift: 20

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical Services

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 Charles H. Wright Museum of African History to host "African World Festival" (2024-186) to be held on July 12, 2024 – July 14, 2024, at Hart Plaza, Detroit, MI from 12:00 PM to 9:00 PM.

**PROVIDED**, that there will be DPD Assisted Event; Contracted 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 BSEED Permits Required for Tents, Generators and be it further

**PROVIDED**, that there will be GSD Event Permit Required; and be it further

**PROVIDED**, that there will be Health Department inspections; 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.