

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. June

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2024-223
Name of Petitioner	The Detroit Jazz Festival Foundation
Description of Petition	Petition of The Detroit Jazz Festival Foundation (#2024-223), request to hold "2024 Detroit Jazz Festival" at Hart Plaza and Woodward Avenue from Jefferson to State Street and Cadillac Square on August 30 th through September 2 nd , from 11:00 A.M to 11:00 P.M. Set-up to begin August 22 nd , 7:00 AM and completed by August 29 th 10:00 P.M with tear-down to begin September 2 nd , at 11:00 PM and completed by September 6 th 9:00 PM.
Type of Petition	Special Events
Submission Date	7/2/24
Concerned Departments	Buildings, Safety Engineering, and Environmental Department, Department of Public Works, Detroit Department of Transportation, Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	The Detroit Jazz Festival Foundation Clark Warner (313) 469-6564 clarkwarner@detroitjazzfest.org

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: 6/26/2024

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: 2024 JAZZ FEST

Event Date: 8/30 - 9/2

Event Organizer: Jazz Fest Foundation

Applicant Signature:



Date: 6/26/2024

WASHINGTON BLVD

E JEFFERSON AVE

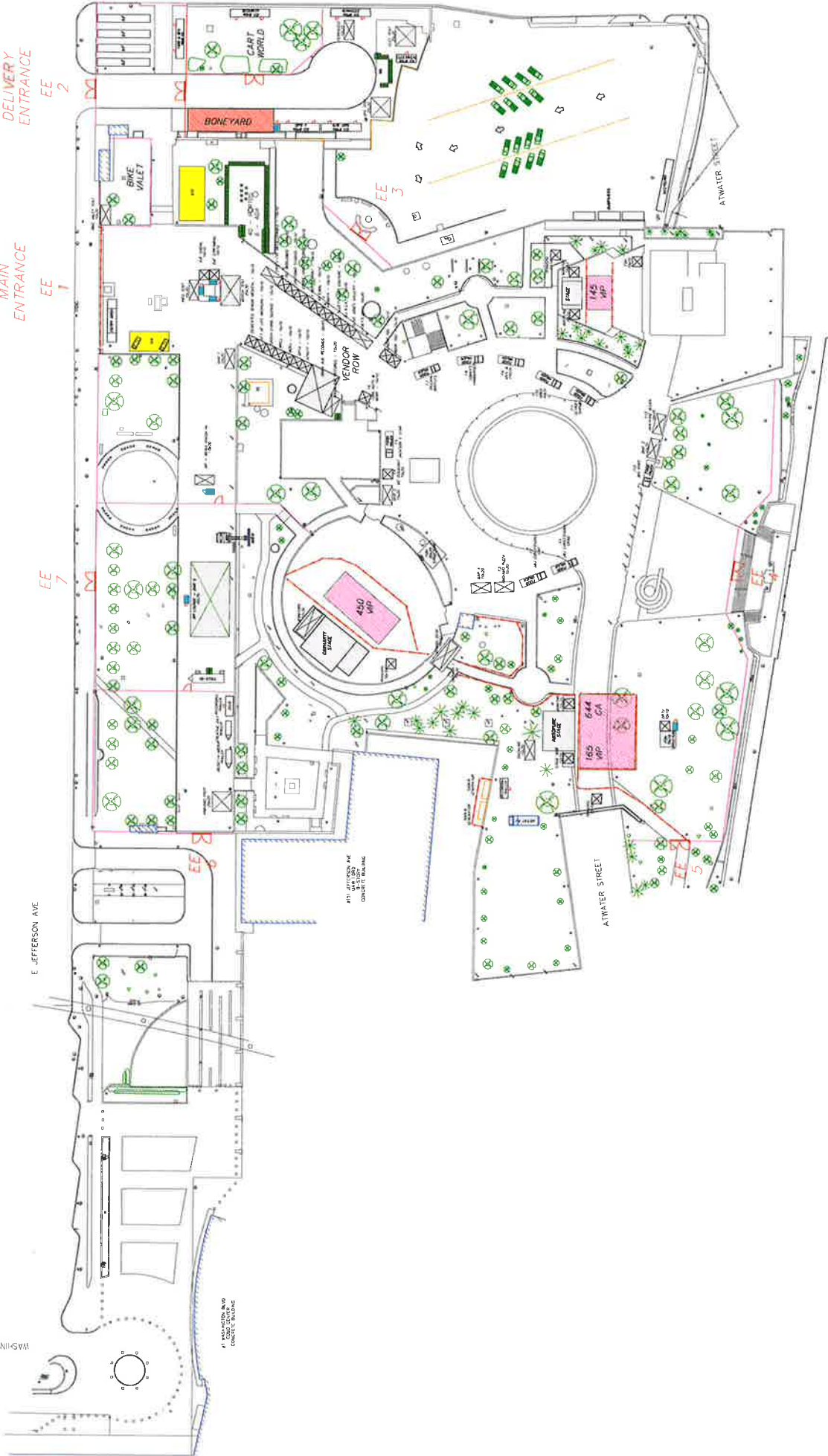
PRODUCTION + DELIVERY ENTRANCE EE 2

MAIN ENTRANCE EE 1

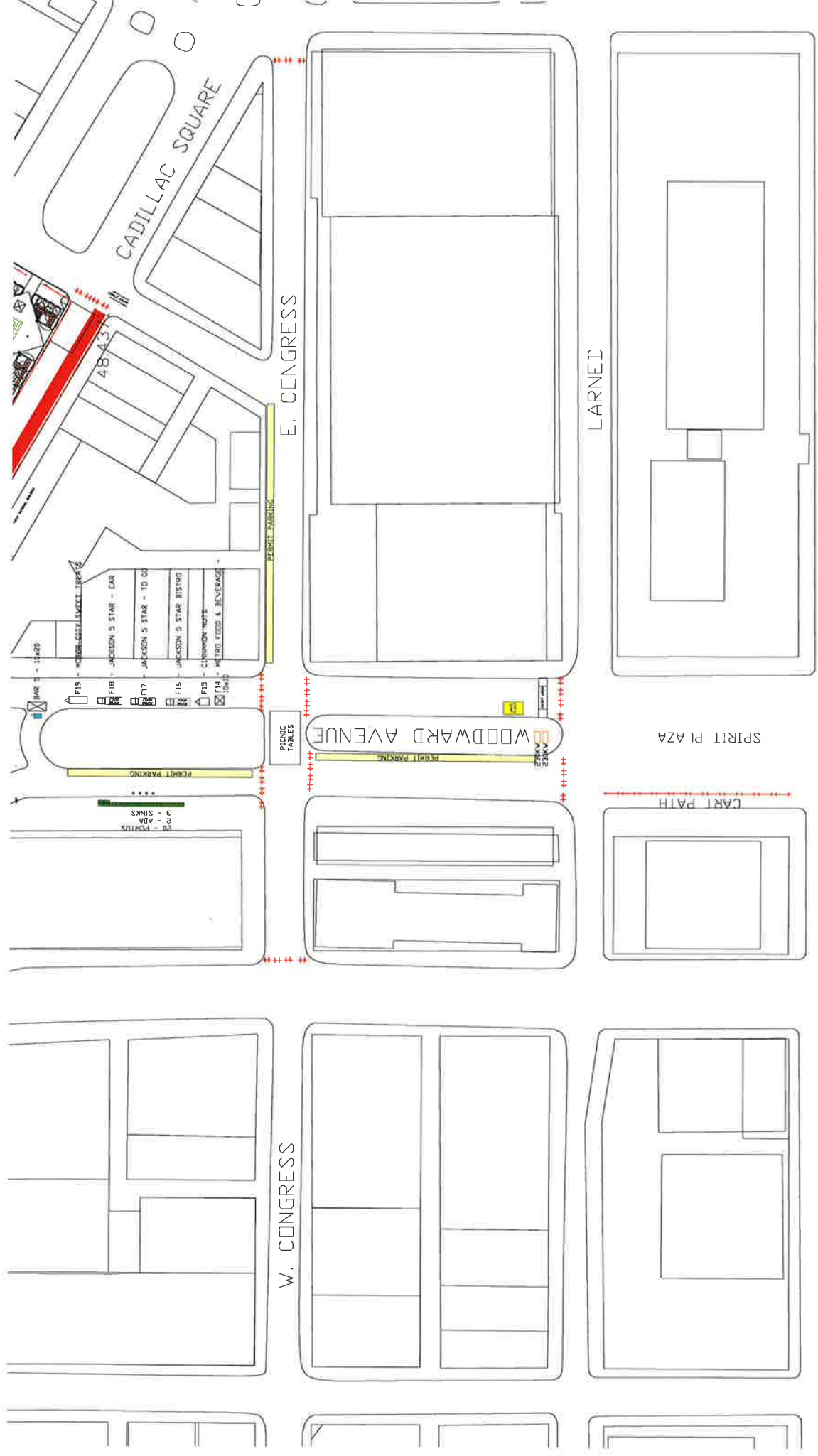
EE 7

#11 JEFFERSON AVE
B-1001
CONCRETE BUILDING

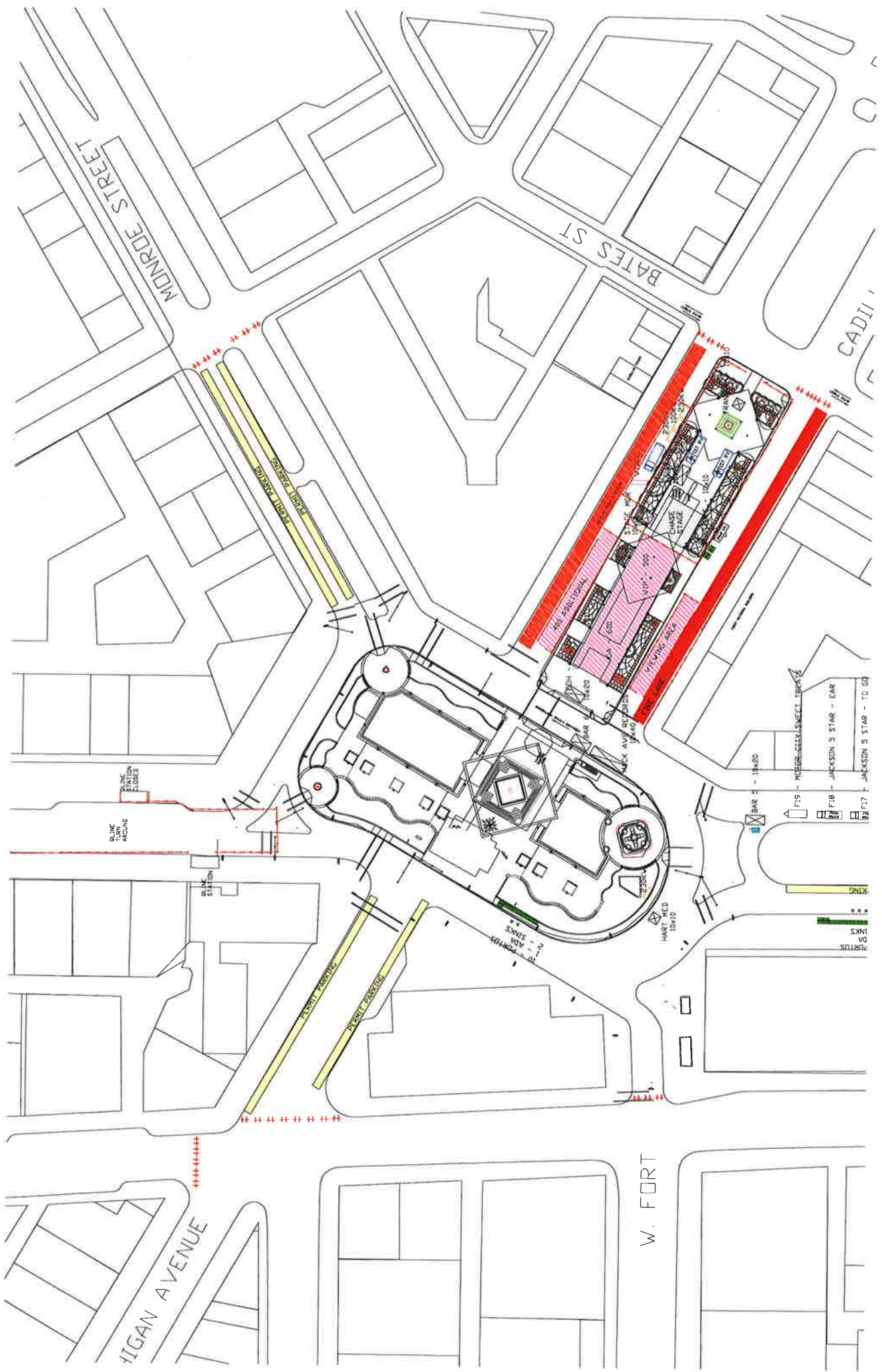
#11 JEFFERSON AVE
B-1001
CONCRETE BUILDING



Hart Plaza



Woodward Avenue



Cadillac Square



Detroit Jazz Festival presented by Dirty Dog Jazz Café

Street Closings

Festival takes place Aug 30 to Sept. 2

Please read below for important details on how to be prepared.

Wednesday, Aug. 28 - 8:00 p.m. - CLOSINGS

- Northbound Woodward Ave. from Larned St. to Monroe St.
 - Southbound and northbound Woodward Ave. between Campus Martius and State St. / Gratiot Ave.
 - Eastbound Monroe St. from Campus Martius to Farmer St.
 - Both sides of Cadillac Square from Campus Martius to Bates St.
- Routes from westbound Monroe St. to westbound Michigan Ave. and eastbound Michigan Ave. to southbound Woodward Ave. will remain open until 8:00 p.m., Thursday, August 29th.

Thursday, Aug. 29 - 8 p.m. - CLOSINGS

- Southbound Woodward Ave. from Michigan Ave. to Larned St.
- Fort from Griswold St. to Woodward Ave.
- Westbound Monroe St. from Farmer St. to Campus Martius
- East and westbound Michigan Ave. between Griswold St. and Woodward Ave.

Friday, Aug 30 - 8 p.m. - CLOSING

- Congress St. between Bates St. and Griswold St.

- Streets reopen in time for normal rush hour traffic on **Tuesday, Sept. 3rd**
- Parking and loading access to buildings inside the perimeter is maintained throughout the Festival
- Instruct your delivery trucks to come to the closest access point

Woodward Ave. closed at State St. / Gratiot Ave.
 Monroe St. closed at Farmer St.

Michigan Ave. closed at Griswold St.

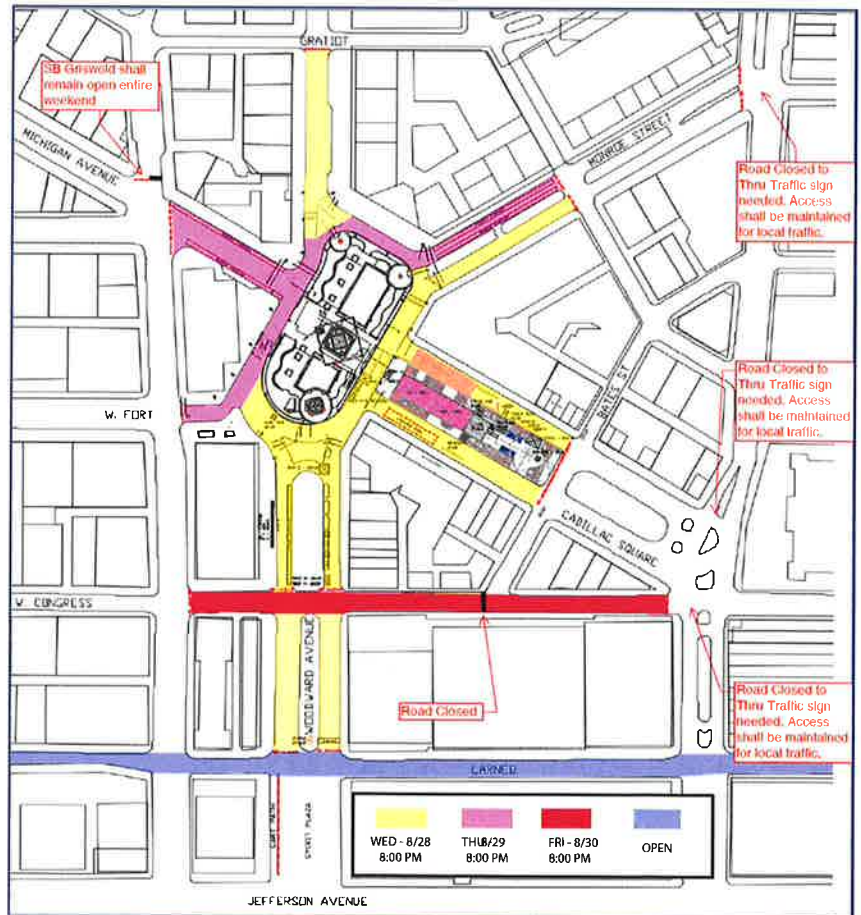
Fort St. closed at Griswold St.

Cadillac Square closed at Bates St.

Congress St. closed from Bates St. to Griswold St.
 (Parking access maintained)

Congress St. closed at Bates St.
 (Parking access maintained)

Woodward Ave. closed at Larned St.



MORE FESTIVAL INFO:

DETROITJAZZFEST.ORG

FACEBOOK.COM/DETROITJAZZFESTIVAL



SAFETY PLAN

EVENT SUMMARY

The Detroit Jazz Festival is a major cultural institution, providing year-round concerts and educational programming that culminates in one of the world's premier jazz festivals on Labor Day Weekend.

Now in its 44th year, the festival takes place over several city blocks in downtown Detroit – from Hart Plaza to Campus Martius

VENUE + EVENT DETAILS

- Hart Plaza – Woodward Avenue – Campus Martius and Cadillac Square
- Estimated Attendance ~ 50,000 each day
- Friday, Saturday, Sunday, & Monday of Labor Day weekend, from 10 am until 11:59pm.
- Ticket Types: FREE
- Load In begins roughly 14 days before show + load out begins immediately, lasting about a week.
- There are 4 Stages:
 - Carhartt Main Stage – Hart Plaza – capacity ~4,000
 - Waterfront Stage – Hart Plaza – capacity ~3,000
 - Pyramid Stage – Hart Plaza - capacity ~700
 - Chase Main Stage – Cadillac Square – capacity ~5,000

OPERATIONS

SECURITY

- On-site Security – Global Alliance Security
 - Contact – Terrence Plain – tplain@gaprotectivegroup.com – 248-275-4419

On-site Security Radio Channel - **SECURITY**

On-site Security will be located in a command post in the Ford Auditorium Drive in a 40' container office.

Security Briefings happen daily at 10am in the Unified Command Trailer in the Operations Compound

****The liaison for all external communications is Sam Fotias, Operations Director.**

Sam Fotias - 586-596-9463 – sam@paxahau.com**

- Off-Site Security - DPS TACOPS

Off-site Security Radio Channel - **SECURITY**

Movement is extremely fortunate to enjoy a robust relationship with all municipal and federal agencies in the area. These include Detroit Police, State Police, Border Patrol, Coast Guard, Homeland Security, Detroit Fire Department

MEDICAL

- On-site Medical - Hart Medical
 - Contact – Adam Gottlieb – adam@hartems.com - 248-789-5646

On-site Security Radio Channel - **SECURITY**

If an incident necessitates off site transport, they will be transported to DETROIT RECEIVING HOSPITAL

FESTIVAL OPERATIONS

Festival Operations Paxahau – Sam Fotias – sam@paxahau.com - 586-596-9463

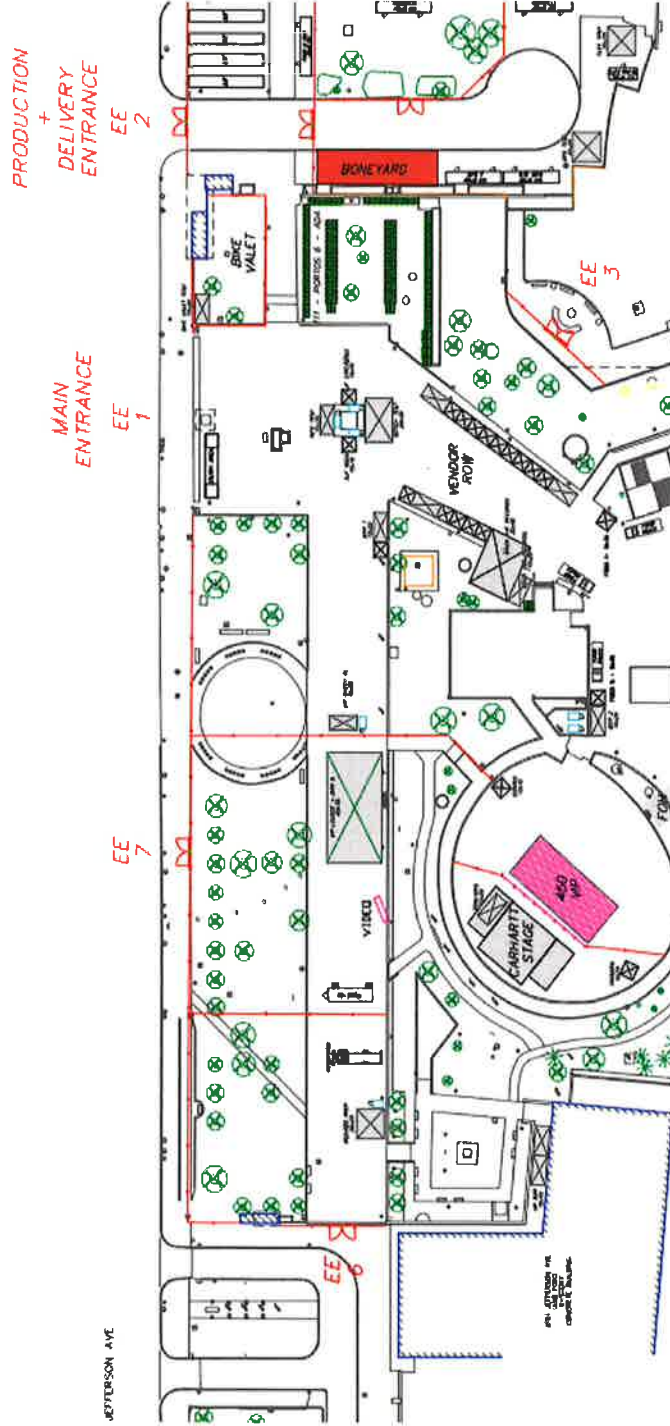
Radio Channel - OPERATIONS

Festival Operations Office is in the Ford Auditorium Drive on the east side of Hart Plaza

FESTIVAL PRODUCTION

Festival Production Contact – Michael Fotias - foton@paxahau.com - 248-912-8989

Radio Channel – **PRODUCTION** Festival Production Office is located in the lower level behind the main stage at the Plaza.



EVENT MANAGEMENT STAFF

<p>Festival Director Christopher Collins JazzPres@detroitjazzfest.org 313-670-7711</p>	<p>Site Operations Director Sam Fotias sam@paxahau.com 586-596-9463</p>
<p>Production Manager Michael Fotias foton@paxahau.com 248-912-8989</p>	<p>Site Manager Joe Choma joe@paxahau.com 313-402-7880</p>
<p>Business Operations Manager Clark Warner clarkwarner@detroitjazzfest.org 313-575-1276</p>	<p>Finance Manager Kim Colo'n finance@detroitjazzfest.org 248-459-7694</p>
<p>Volunteer Manager Sharon Banks sbanks@bankablemktg.com</p>	<p>Publicist Shaun Wilson swilson@cadencellcus.com</p>

LIST OF PRIMARY CONTRACTORS

<p>STAGING Light Action Productions Tex Varney tex@lightactionstaging.com</p>	<p>AUDIO Thunder Audio Greg Snyder 734-368-8406</p>
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<p>LIGHTING Fantasee Lighting Jon Weaver 734-796-1188</p>	<p>POWER + GENERATORS Michigan CAT Aaron Suzore 800-833-1789</p>
<p>SANITATION United Rentals Zac Stone 313-597-4710</p>	<p>SECURITY Global Alliance Terrence Plain 248-275-4419</p>
<p>MEDICAL Hart Medical Adam Gotlieb 248-789-5646</p>	<p>TENTS, TABLES & CHAIRS TBD TBD TBD</p>
<p>FENCING United Rentals Zac Stone 313-597-4710</p>	

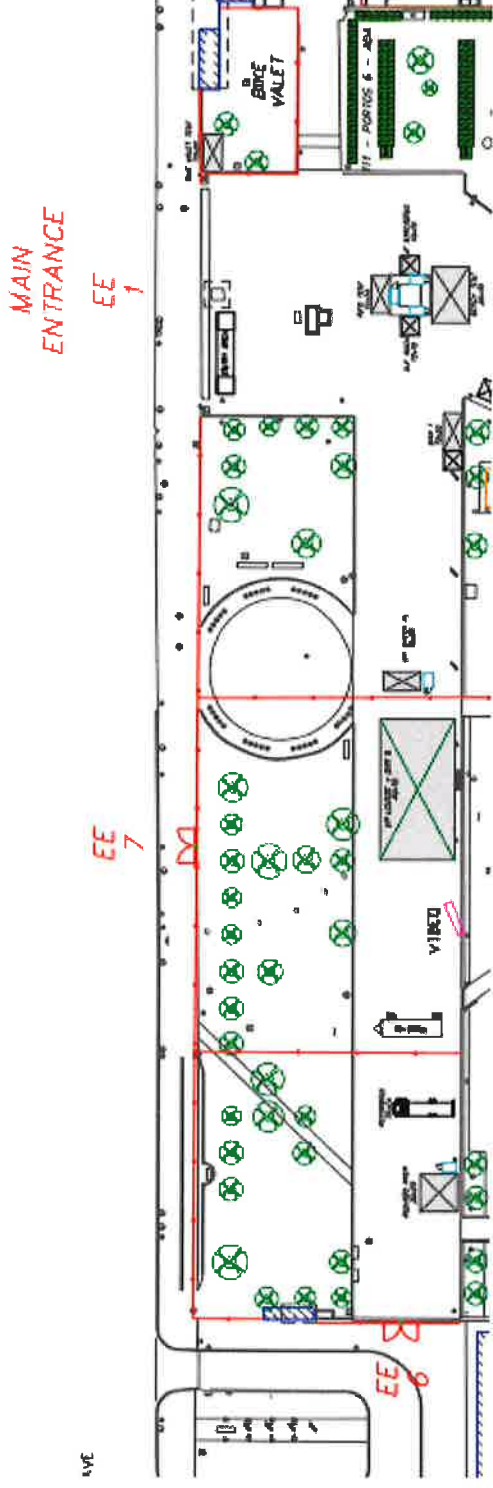
LOGISTICS

ENTRY

The Main Entrance of the festival is located at the front of Hart Plaza, East of the Intersection of Woodward and Jefferson Ave at Gate

VIP Entry is located at the promenade behind the main stage

Artist Entrance is located via an artist transportation depot at each stage location.



PERIMETER FENCING

All Hart Plaza perimeter fence will be 4 foot high bike rack.

RESTRICTED AREAS AND BACK OF HOUSE

The event grounds consist of general admission and VIP areas. Barricades, bike rack, and fence are used to delineate between patron areas and back of house secured areas. Security staff is also utilized at checkpoint entrances to back of house. Staff members are instructed to display appropriate badges and/or wristbands to security for their inspection to gain access.

ADA ACCOMMODATION

- ADA Restrooms are available at all restroom locations
- ADA viewing areas are available at Main Stage, Waterfront, and Pyramid Stage
- Beverage stands all have a wheelchair level service station
- Family portable restrooms are provided in two locations
- VIP's may bring a necessary support person with them if arrangements are made in advance.
- Area parking decks all have reserved handicap spaces
- All festival staff checks before and during the event to assure that walkways are clear of obstacles

SECURITY

Security roammers will be located at all entrances and thoroughfares throughout the footprint and all road closure points in addition to all stage areas both front of house and backstage.

All security positions report to supervisors who then report to Operations Director for check in every 30 minutes

Evacuation: All posts are to remain at their stations until all attendees are off the Plaza

Mass Egress: All roaming security will act as ushers showing people how and where to exit, while stationed security will stay at their posts. [See Event Closure Guidelines](#)

Off Site: Operations and security staff will remain in constant communication with the Downtown Services command center throughout the event. Festival Operations have the ability to track weather and are instructed to communicate directly with festival staff should they pick up any activity that could pose a threat to the event. [See Event Closure Guidelines](#)

Movement is incredibly fortunate to have at its disposal the Rock Ventures Command Center which is situated directly across the street. This facility is directly tied into MSP, CIA, FBI, DPD, Homeland Security, Coast Guard, Border Patrol and other public safety agencies. In addition to monitoring the internet via geolocation for any threat verbiage, they also have a deployment of almost one thousand HD cameras, some with infrared, positioned all through the core business district. This allows for vigilance for any potential threat, weather or otherwise, to be fully digested and integrated into our decision capabilities with rapid response.

MEDICAL

During peak hours there are up to 15 Medical personnel on site. There is a medical control station located in the Ford UAW Drive.

In addition to the office located in the **TBD**. Medical maintains three facilities:

- Transport vehicles located in the Gravel Lot adjacent to the Underground
- Satellite location located on the Plaza.
- South Woodward at Campus Martius.

Medical units are to keep vigilant for: drug related occurrences, dehydration, accidents, other minor occurrences

Medical staff will work in tandem with security and operations staff to safely eschew patrons from the site in case of emergency.

Nearest Hospital: DMC - Detroit Receiving Hospital | 4201 St. Antoine, Detroit, MI 48201

EVENT CLOSURE GUIDELINES

All decisions regarding festival closure, postponement, or evacuation will be communicated with all external agencies listed herein.

The event closure guidelines describe the responsibilities of key event staff and city officials in the event of an emergency. The event is subject to all types of emergency situations, including, but not limited to weather, fire and civil disturbance. City of Detroit officials are in overall command of any emergency. A command post will be set up inside the Main Production Office, behind Main Stage.

Threats that can initiate this plan include, but are not limited to:

- On-Site Notification from Staff/Patron
- Online/Social Media Threat
- Law Enforcement Notification
- Weather Service Notification (high wind, lightning, hail, rain)

Upon receiving an initial report, Festival Operations Director Sam Fotias will determine if the threat is Imminent or In Progress

In any emergency situation, the Tier 1 team will report to the command post and comprise of the following team members:

TIER 1 TEAM

- Chris Collins – Festival Director - 313-670-7711
- Sam Fotias – Operation Director – (586) 596-9463
- Michael Fotias – Production Manager - (248) 912-8989
- Tex Varney – Staging Site Manager – 610- 656-6295
- Terrence Plain – Security - 248-275-4419
- Aaron Rave – Electrical Site Manager - (313) 720-6220
- Lt. Robinson – DPD/TACOPS
- Adam Gottlieb - Hart Medical - (248) 789-3648
- Huntington Place Representative - Evacuation Rallying Location

Imminent: Tier 1 team will assess evacuation and shelter-in-place options, considering impact, time, and feasibility.

- In the event that the threat will require outside Law Enforcement, Lt. Blackwell will be the point of contact.
- In the event that the threat will require additional Medical Personnel, Hart Medical will be the point of contact.

In the event the Tier 1 team is unable to meet, Operations Director Sam Fotias will serve as Incident Commander. Preferential communication will be provided to Production, TACOPS, Hart Medical, and Security.

TEAM RESPONSIBILITY DURING AN EMERGENCY

Security Manager

- Staff command post
- Liaise with producers and event director to determine existing threat level and necessary actions required
- Inform all city services of situation and determine next steps

Police Department Personnel

- Staff command post
- Direct vehicular and pedestrian traffic to facilitate evacuation to determined location(s)
- Shift/remove barricades as instructed
- Set up advance teams and communications at evacuation sites, if needed
- Provide support with evacuation procedures and maintain order
- Direct bomb threat operations

Medical Personnel

- Establish requirements for triage
- Patient treatment
- Transport injured persons as needed

Production Team

- Manage stage operations and vendors
- Inform stage managers of situation and discuss next steps
- Secure production equipment
- Shut down electricity as required, ensuring all announcements have been made prior to disconnect

Operations Team

- Manage site operations and vendors
- Inform crew and food/merchandise/bar management of situation and discuss next steps
- Secure site equipment
- Prepare and facilitate fence openings at Emergency exit points as needed

Security Provider Lead

- Manage security operations and vendors

- Inform security agents, guards, and gate staff of the situation and discuss next steps
- Maintain contact with volunteers and event staff during evacuation to:
- Assist and direct patrons to nearest exit
- Report any injuries of staff or patrons to supervisor



LEVELS OF EMERGENCY SITUATIONS AND COMMUNICATION PROTOCOLS

The Operations Director of the event will have the authority to authorize an information alert and/or an emergency alert. Security director and/or producers can receive direction from the police, fire department, or OEMC safety officials regarding the suspension of event operations and evacuation and/or resumption of event facilities.

Two levels of emergency situations will be utilized.

1. **Information Alert** - requires information distribution and serves as an advanced warning towards approaching inclement weather. The information alert doesn't typically require any action by event staff, vendors, or the public.

Approaching Weather

Situation - If rain or other weather is moving toward the area, which may or may not impact the event, an information alert is issued by the Command Post.

Action - If this situation occurs, the following will take place.

- Command Post will be established
- Tier 1 team will determine course of action and craft an information notice
- Command Post will notify the production manager to have the stage manager make a weather delay announcement in affected areas.
- Production and Site managers will secure electrical equipment as required
- If required, an ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 15-30 minutes until the alert is canceled.

Emergency Alert requires action by most, if not all, people at the event.

Weather Delay

Situation - If moderate rain will likely occur at the event site and cause a delay in operations, an alert will be issued by the Command Post.

Action - If this situation occurs, the following will take place.

- Command Post will be established
- Tier 1 team will determine course of action and craft an information notice
- Command Post will notify the production manager to have the stage manager make a weather delay announcement in affected areas. The show will be delayed until the weather system passes.
- Production and site managers will secure electrical equipment as required
- If required, an ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 15-30 min until the alert is canceled.

2. **Emergency Alert** - requires action by most, if not all, people at the event.

Weather Evacuation

Situation - If a potentially severe storm (to include high winds, lightning and/or hail) or another potentially dangerous situation is predicted to affect the event site, an Emergency Alert will be issued by the Command Post.

Action - If this situation occurs the following will take place.

- Command Post will be established
- Tier 1 team will determine the need for site evacuation and craft an emergency alert.

- Course of action must provide designated evacuation corridors and destinations
- Proper communications to event staff for an organized evacuation
- Clear guidelines on process and execution of evacuation
- An ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 15 minutes until the alert is waived off.
- Production manager will direct staging/structure vendors to implement wind action plans at each structure and have area managers make Weather Evacuation announcements on all PA systems.
- Food/Merchandise/Bar vendors should secure equipment, inventory, and cash immediately after receiving the Emergency Alert. All Front of House staff will be required to leave the site and assist by encouraging others to do so.
- Patrons will be directed to the nearest exit by event staff.
- Police will direct vehicular and pedestrian traffic according to their assigned stations.
- Event staff with radios will report to Command Post (by radio or cell phone) when evacuation is complete.

In case of Weather, Tier 1 Team is to follow the guidelines in High Wind – Clark Reder Engineering Project No. 19.537.05, reprinted here.

In case of Violence, Tier 1 Team is to additionally contact Rock Security Command Center

In case of emergency, festival operations will open emergency fence gates located along the exterior fence, denoted by EMERGENCY EXIT signage

Sample Announcements To Patrons

Weather Delay – “We have been informed that light to moderate rain is on its way to this area. We are not expecting a severe storm, but we may delay the event temporarily due to rain. Please hang tight.”

Weather Evacuation – “We have received warning from the National Weather Service that potentially dangerous storm is possibly on its way to this area. We have been asked by local authorities to evacuate the event site. Please clear away from trees and any structure and calmly head to the nearest exit and follow direction from event staff and police. The event will reopen as soon as the storm has passed and conditions are safe. Once again, calmly head to the nearest exit. Thank you for your cooperation.”

The Command Post will make staff announcements on all event radio channels at the direction of the Tier 1 team to declare an Information Alert or Emergency Alert. Because the general public may hear these announcements, care should be taken to communicate only the required information in a calm manner.

All Call Radio Transmission should be as follows:

“Attention all personnel, stand by for an announcement...”

“Attention all personnel, stand by for an announcement...”

“Attention all personnel, we are currently under an Information Alert / Emergency Alert...”

“Please report to your area of responsibility and provide the following information to vendors, entertainment, etc. in your assigned areas...”

General Instructions

All personnel must remain on their assigned radio channel unless directed by Command Post.

Command Post is to make status announcements on all radio channels in use as needed at least every 30 minutes during an Information Alert and every 15 minutes during an Emergency Alert.

Do not talk on the radio unless you have something to report or ask relating to the emergency. Do not ask for weather reports. The Command Post will keep you informed as information becomes available. Do not report weather conditions you can't personally see. Do not report information from outside sources.

Report to your assigned area.

Report to Command Post (by radio) or your supervisor once your assignment has been carried out.

Report to Command Post (by radio) when your area has been evacuated and secured for weather. This can be completed as you are going to a shelter.

Do not go to Command Post unless instructed.

Report any damage to equipment, injuries or dangerous situations you encounter after the emergency is over.

Evacuation Shelter Sites

In the event of severe weather, patrons should seek shelter in the following locations:

- Huntington Place Convention Center & parking structure
- Personal vehicles
- Core business district buildings

Weather Monitoring

Festival staging provider and festival director of operations are in direct contact with a contracted meteorologist who shares weather reports in live time. Director of operations is also in direct communication with Rock Ventures Command Center for weather monitoring updates as well.

High Wind Action Plan

High Wind - Clark Reder Engineering Project No. 19.537.05

Implementation

- Check weather each morning and periodically throughout the day.
- Check Tower Bases daily to ensure all remain level and plumb.
- Check Guy Wires and Ballast assemblies daily to verify lines are tensioned and ballast has not moved.
- Provide a daily log of the above checks for installation.

Action Plan

The High Wind Action Plan shall be in effect for the entirety of the event, from initial structure installation until structure dismantle. Operations and Staging will work together for the implementation of the plan via contact with DTW and Rock Ventures Command Center to ascertain if any significant weather events are expected. In addition, an anemometer shall be placed on the structure to monitor wind speeds. Wind speeds are measured in 3 second gusts.

When wind speeds/gusts are expected to exceed:

ALERT: 20 mph: Tier 1 team is to be put on alert

PHASE 1: 20 to 25: All personnel to be removed from the Elevated Positions.

PHASE 2: 25 to 30: PA lowered, video wall lowered, soft goods lowered

PHASE 3: 35 to 40: Suspend show and evacuate attendees

PHASE 4: > 50 mph: All staging personnel shall evacuate stage area

Event staff use the EVENT CLOSURE GUIDELINES to assist them in stewarding patrons.

Lightning Action Plan

Implementation

Active weather monitoring in addition to open communication with other agencies.

Action Plan

20 minutes cumulative shutdown for every surface to ground air strike within a 6-mile radius.

EXAMPLE: Lightning strikes in the radius at 3 PM, and then again at 3:10 PM, the shutdown would extend for another 20 minutes until 3:30PM

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: GLOBAL ALLIANCE

Number of private personnel per shift: 130

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 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)

SPECIAL EVENTS PETITION

Petition No: 2024-223

Event Name: 2024 DETROIT JAZZ FESTIVAL

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

Petitioner Name / Organization: THE DETROIT JAZZ FESTIVAL FOUNDATION

Event Location: HART PLAZA AND WOODWARD AVENUE FROM JEFFERSON TO STATE STREET AND CADILLAC SQUARE

Event Date(s) and Time(s): 08/30/24 11:00 AM to 09/02/24 11:00 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
CLARK WARNER
clarkwarner@detroitjazzfest.org
+1 (313) 469-6564

Submission Date:	01/17/24 1
Date of Clerk's Office Referral:	07/02/24
Date of City Departments Sign Off:	6/26/24
Date Referred to Council:	7/3/24

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 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: *Gakeima Fife*

Date: July 3, 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: WWW.DETROITJAZZFEST.ORG

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

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

Event Description

Brief Event Purpose & Description:

JAZZ FEST RETURNS FOR ITS 46TH YEAR CELEBRATING THE GENRE OF JAZZ, DETROITS IMPACT ON ITAND THE CULTURAL IMPORTANCE OF BEING THE WORLDS ALRGEST FREE JAZZ FESTIVAL ON 4 STAGES IN HART PLAZA AND THE CORE BUSINESS DISTRICT OVER LABOR DAY WEEKEND.

Estimated Peak Attendance: 100000

Estimated Total Attendance: 75,000 (25,000 EACH DAY OVER THREE

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? Yes

Will there be merchandise sold? Yes

Will you be taking donations? Yes

Is this a charity event? Yes

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 DETROIT JAZZ FESTIVAL FOUNDATION

Mailing Address: 19908 HARPER AVENUE

HARPER WOODS MI 48225

Primary Contact:	Secondary Contact:
CLARK WARNER	SAM FOTIAS
clarkwarner@detroitjazzfest.org	SAM@PAXAHAU.COM
	+1 (586) 596-9463

Organization Type: Nonprofit

Organization Website: WWW.DETROITJAZZFEST.ORG

Event Setup & Breakdown

Begin Setup: 08/22/24 7:00 AM

Complete Setup: 08/29/24 10:00 PM

Setup Location(s): HART PLAZA, WOODWARD AVENUE, CAMPUS MARTIUS, CADILL

Event Start: 08/30/24 11:00 AM

Event End: 09/02/24 11:00 PM

Begin Tear Down: 09/02/24 11:00 PM

Complete Tear Down: 09/06/24 9:00 PM

Number of Trash Containers: 300 Number of Recycling Containers: 200

Cleaning Service Vendor: IN HOUSE JANITORIAL AT HART PLAZA AND CLEAN DOWNTOWN

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? Yes

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

1. Multiple Closures please see attached

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

SOCIAL MEDIA AND MARKETING CAMPAIGN WILL ENCOURAGE ATTENDEES TO UTILIZE GARAGES AND LOTS THAT SURROUND OUR FOOTPRINT

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 15 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: ALL FOUR DAYS FROM 11 AM UNTIL 1045 PM

Will ice be used in any served beverages? Yes

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: 20

Number of tents larger than 10' x 10': 20

Tent Contractor: KNIGHT TENTS

What other structures will your event include? _____

Will your event use any grills? Yes

What kind of grills? PROPANE

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? VIA OUR FUEL CONTRACTOR - CHAPP OIL

Generator contractor: MICHIGAN CAT

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to The Detroit Jazz Festival Foundation to host "2024 Detroit Jazz Festival" (#2024-223) on August 30th through September 2nd from 11:00 AM to 11:00 PM at Hart Plaza, Woodward Avenue from Jefferson Street to State Street, and Cadillac Square.

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 Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be DPW Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators, and Stages; 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.