

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.	2024-225 (Amended)
Name of Petitioner	Foxglove
Description of Petition	Petition of Foxglove (#2024-225 Amended) request to hold "Foxglove in the Garden", on August 10 th , from 11:00 AM to 10:00 PM. Set-up to begin August 9 th , 12:00 PM and completed by 10:00 PM with tear-down to begin August 10 th , at 11:00 PM and completed by August 11 th 2:00 PM.
Type of Petition	Special Event
Submission Date	7/9/2024
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	Foxglove Andrew Gutting (734) 780-6672 foxglove.detroit@gmail.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: *Andrew Gutting*

Date: 7/3/24

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.

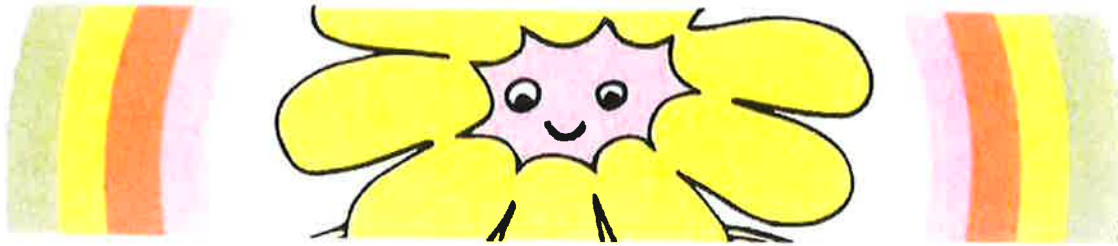
Event Name: FOXGLOVE in the Garden

Event Date: 8/10/24

Event Organizer: FOXGLOVE

Applicant Signature: *Andrew Gutting*

Date: 7/3/24



TRANSPORTATION MAP



-  **DDOT BUS STOPS**
-  **MOGO BIKE SHARE**
-  **SECURE BIKE PARKING**

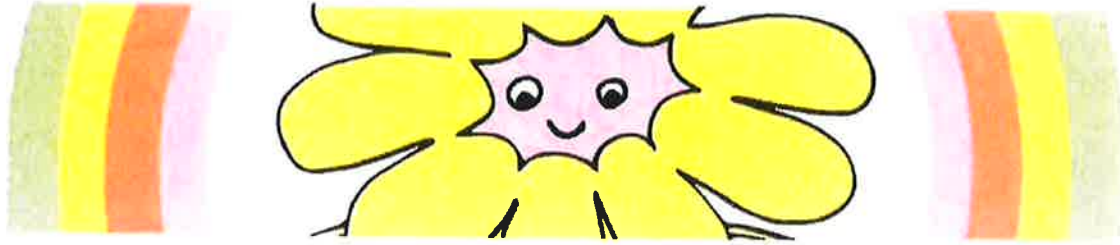
-  **AMPLE PARKING**
-  **30 min bike ride to HART PLAZA**
15 min bike ride to MIDTOWN



COMMUNITY OUTREACH MAP



- RESIDENT(S) IN SUPPORT
- LEFT LETTER + CONTACT INFO
- UNOCCUPIED HOUSE
- VACANT LOT



FOXGLOVE

Communication & Community Impact Plan
Event Clean-up Plan
Security Plan

Special Event Application
August 3rd, 12pm-11pm
257 Leicester Ct, Detroit MI 48202

Communication and Community Impact Plan

- We will speak to our neighbors on the immediate blocks on Kenilworth and Leicester and make them aware of the details of the event times, sound carryover, parking on residential streets and sale of alcohol. This plan worked well for our May 25th event.
- For neighbors that we don't get a chance to speak to, we will leave a flyer about our space and the event with our contact information.
- We will provide neighbors who rely on street parking traffic cones to block street parking in front of their homes. This worked well at our last event.
- We are throwing a neighbor/staff/vendor appreciation BBQ on June 30th to show our gratitude to everyone for a successful, joyous and incident free event on May 25th.

Event Clean-up Plan

- Event cleanup will primarily be handled by ourselves as the event organizers as well as residents of 258/256 Kenilworth who will be assisting with the event.
- We will perform a walkthrough of our block of Kenilworth and Leicester to clean up any trash left by attendees.
- We will have three easily identifiable garbage cans and three easily identifiable recycling cans set up across the property.

Security & Safety Plan

- Two security personnel from 11a-11p. One stationed at entrance at 257 Leicester Ct and one stationed at 258 Kenilworth at the exit. Duties include:
 - Checking 21+ identification and wristbanding
 - Ensuring alcohol does not leave the premises
 - Assisting with any emergent situations
- In the case of an emergency, attendees can exit premises through exit/entrance or alley.
- Alley can also be used for emergency vehicles.
- A microphone will be connected to the sound system to announce an emergency.



- We will call 911 in case of emergency
- Adrian Pyle, resident on property, is CPR trained and will be working the event.
- Emergency Contacts
 - Erika Linenfelter, property owner, co-founder: 703-424-1918
 - Andrew Gutting, co-founder: 734-780-6672

Parking

- Significant street parking is available on both John R, Brush and Oakland, where there are few residential structures.
- On Leicester and Kenilworth, most residents have off-street parking so these streets also provide ample street parking. We will also provide traffic cones for those residents that rely on street parking near their homes.
- As part of the event, we will provide secured bike parking for guests to encourage biking.
- To minimize impact to parking on residential streets, we will inform ticket holders to park along John R, Brush or Oakland.

General Notes

- While FOXGLOVE is located in a residential neighborhood, our lot(s) are zoned R3, a low density, multifamily residential district. By right uses of this classification include community services such as churches, non-profits, and community centers. Our immediate area already includes a wide variety of businesses such as Bryd's Cigar Lounge, Cafe Noir, Burn Bar & Grill, and Oakland Avenue Farm.

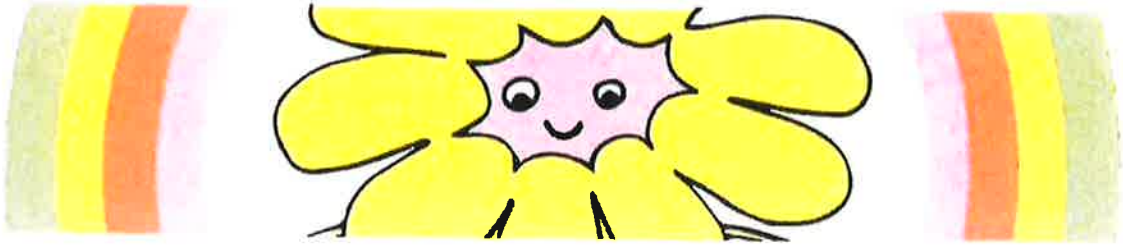


LEICESTER

parking available on both sides of street



JOHN R
parking available on both sides of street



BRUSH
parking available on both sides of street

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2024-225

Event Name: FOXGLOVE in the Garden

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

Petitioner Name / Organization: FOXGLOVE

Event Location: 257 Leicester Ct.

Event Date(s) and Time(s): 08/10/24 11:00 AM to 08/10/24 10:00 PM

Type of Event: Concert/Performance

Applicant Contact:
Andrew Gutting
foxglove.detroit@gmail.com
+1 (734) 780-6672

Submission Date:	06/05/24
Date of Clerk's Office Referral:	07/05/24
Date of City Departments Sign Off:	7/3/24
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 Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED
BSEED
Reviewed-
Ready for
Council

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

Date: July 9, 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: N/A

Which spaces will be used? Private Facility

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

Event Description

Brief Event Purpose & Description:

DJs performing all vinyl sets from 11a-10p in the FOXGLOVE urban garden. Event will include food and clothing vendors.

Estimated Peak Attendance: 300

Estimated Total Attendance: 400

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: FOXGLOVE

Mailing Address: 258 Kenilworth St

Detroit MI 48202

Primary Contact:	Secondary Contact:
Andrew Gutting	Erika Linenfelser
foxglove.detroit@gmail.com	elinenfelser@gmail.com
	+1 (703) 424-1918

Organization Type: Nonprofit

Organization Website: N/A

Event Setup & Breakdown

Begin Setup: 08/09/24 12:00 PM

Complete Setup: 08/09/24 10:00 PM

Setup Location(s): 257 Leicester Ct

Event Start: 08/10/24 11:00 AM

Event End: 08/10/24 10:00 PM

Begin Tear Down: 08/10/24 11:00 PM

Complete Tear Down: 08/11/24 2:00 PM

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

Cleaning Service Vendor: _____

Other Waste Elements: _____

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 encourage attendees to park on Brush, Oakland and John R where there is plenty of street parking. For our event on May 25th, 2024 we provided neighbors on Leicester and Kenilworth with traffic cones to block street parking spaces for residents. They really appreciated it!

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 2 Number of non-truck food vendors: 0

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? Liquor, Beer

Day(s) and time(s) alcohol will be served: 8/10 11am-9:30 pm

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: 0

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

Tent Contractor: _____

What other structures will your event include? N/A

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

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 checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input 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 **Foxglove** to host **Foxglove in the Garden (2024-225 Amended)** on **August 10, 2024** from **11:00 AM – 10:00 PM** at **257 Leicester Ct. Detroit, MI**.

PROVIDED, that there will be DPD Assisted Event; be it further

PROVIDED, that there will be DFD Pending Inspections; be it further

PROVIDED, that there will be DPW Barricades; 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 utility power; 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 events.