

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.	2024-187
Name of Petitioner	Total Access Events Inc
Description of Petition	Petition request to hold "Riverfront Music Festival" in Hart Plaza, 1 Hart Plaza, Detroit Mi, 48226 from July 20 ^h at 2:00 PM to July 21 st 12:00 AM. Set-up to begin July 17 ^h , 5:00 AM and be completed on July 19 th 9:00 AM with tear down to begin July 23 rd , at 7:00 AM and completed on July 23 rd at 11:00 PM.
Type of Petition	Special Events
Submission Date	06/14/24
Concerned Departments	"Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)"
Petitioner Contact	Phillip J Talbert P: (313) 529-6600 pjtalbert@totalaccessinc.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: *Phillip Talbert*

Date: 06/14/24

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: River Front Music Festival

Event Date: July 20-21, 2024

Event Organizer: Kevin and Keith Jackson

Applicant Signature: *Phillip Talbert*

Date: 06/14/24

RiverFront Music Festival

JULY 20-21, 2024
HART PLAZA



SET UP & BREAKDOWN DAYS

- Wednesday Set Up: July 17, 2024 9am
- Tent load in / placement
- Equipment drop/ placement
- Vendor Load in

Monday Breakdown: July 22, 2024 9pm

Complete by Monday July 22, 2024

Hours



Saturday (Public) Music and Activities(Fashion Show and Karaoke): 2pm-12am

Sunday (Public) Music and Activities: 2pm-11pm

ONSITE EQUIPMENT

Beverage Tents
Dry vendor Tents
VIP Tent
Staff & Security Tent

Restroom Trailer

Generator

Bike Rack & Fencing

Storage Container

Stage and Stage Deck

Office Container

Lawn Games

**Fork Lifts and Scissor
Lift**

FOOD VENDORS AND DRY VENDORS

All City approved Vendors from the City of
Detroit Licensed Vendor List and Licensed
Vendor thru our Vendor Program

SERCURITY & MEDICAL

Security Team

- Executive Protection Solutions
- Start: Tuesday 7/16/24 6pm
- End 7/22/24
- Detroit Police Department Evolve System

Medical and Ambulance: Hart Medical

ORI Film Festival Communication and Community Impact Plan

1. Event Promotion:

- **ORI's Communications Team:** Total Access Events will collaborate with the ORI's Communications Team to create and manage social media posts for the event.
- **Social Media:** Regularly post event updates, behind-the-scenes content, and engage with the community on platforms like Facebook and Instagram.
- **Email Campaigns:** Send newsletters with event updates/flyers to the mail list.

2. Event Information:

- **Event Program:** Event Schedule and timeline posted on social media.
- **Map:** An event map with key locations and distribute it at the event.
- **Contact Information:**

Display event organizer contact information on all materials.

3. Community Engagement:

- **ORI'S Communications Team:** Work with the ORI's Communications Team to organize community meetings and outreach efforts.
- **Local Schools:** Partner with nearby schools to involve students.
- **Community Outreach:** Distribute event information at local centers and libraries.
- **Volunteer Opportunities:** Encourage community members to volunteer with perks like free admission.

4. Sustainability and Community Impact:

- **ORI's Communications Team:** Collaborate on messages related to sustainability and community impact.
- **Eco-Friendly Initiatives:** Implement waste recycling and eco-friendly practices.
- **Local Vendors:** Prioritize local businesses and artisans.
- **Community Donations:** Allocate giveaways that support the community
- **Feedback Mechanism:** Collect feedback from attendees and community members after the event.

5. Emergency Communication:

- **Emergency Plan:** Work with the ORI's Communications Team to include emergency communication procedures.
- **Communication Hub:** Establish a centralized hub for emergency communication. •
- Emergency Contacts:** Prominently display emergency contact numbers.

SPECIAL EVENTS PETITION

Petition No: 2024-187

Event Name: Riverfront Music Festival

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

Petitioner Name / Organization: Total Access Events Inc.

Event Location: 1 Hart Plaza

Event Date(s) and Time(s): 07/20/24 2:00 PM to 07/21/24 12:00 AM

Type of Event: Concert/Performance, Festival

Applicant Contact:
Phillip J Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	05/07/24 1
Date of Clerk's Office Referral:	06/14/24
Date of City Departments Sign Off:	6/14/24
Date Referred to Council:	6/20/24

Department Approvals

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

BSEED
BSEED Reviewed- Ready for Council

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

Date: June 20, 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? City Facility

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

Event Description

Brief Event Purpose & Description:

This event will host a 2-day R & B Show. There will be a variety of Artist.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 13000

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: Total Access Events Inc.

Mailing Address: 10101 Lyndon

Detroit Michigan 48238

Primary Contact:	Secondary Contact:
Phillip J Talbert	Phillip J Talbert
pjtalbert@totalaccessinc.com	pjtalbert@totalaccessinc.com
	+1 (313) 529-6600

Organization Type: Corporation

Organization Website: https://www.bing.com/ck/a?!&&p=065e83d3f0e232ddJmltdHM9M

Event Setup & Breakdown

Begin Setup: 07/17/24 5:00 AM

Complete Setup: 07/19/24 9:00 AM

Setup Location(s): 1 Hart Plaza, Detroit Mi, 48226

Event Start: 07/20/24 2:00 PM

Event End: 07/21/24 12:00 AM

Begin Tear Down: 07/23/24 7:00 AM

Complete Tear Down: 07/23/24 11:00 PM

Number of Trash Containers: 50 Number of Recycling Containers: 50

Cleaning Service Vendor: Giant Janitorial

Other Waste Elements: Grease catchers.

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:

Attendees, will have to park at legal parking spaces.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 10 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 20-21 2pm-12am

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 3

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 25

Number of tents larger than 10' x 10': 2

Tent Contractor: S & R Tent Rental

What other structures will your event include? Truss

Will your event use any grills? Yes

What kind of grills? Charcoal, propane

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power, Neither

How will generators be fueled? Gas

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

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Prostar, DPD, City of Detroit Security

Number of private personnel per shift: 10

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

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 checked="" type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input checked="" type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Total Access Events Inc to host "Riverfront Music Festival" (#2024-187) from July 20th at 2:00 PM through July 21st at 12:00 AM. At 1 Hart Plaza Detroit, MI 48226.

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 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.