

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*

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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.

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Petition No.	2024-222 (Amended)
Name of Petitioner	Washington Entertainment
Description of Petition	Please find attached request to hold "Detroit Summer Soul Music Festival" at Hart Plaza from August 16 <sup>th</sup> to August 18 <sup>th</sup> , from 11:00 AM to 11:00 PM. Set-up will begin August 15th, 9:00 AM and completed by August 16th 11:00 AM with tear down to begin August 18th, at 1:00 AM completed by August 19th 2:00 PM.
Type of Petition	<b>Special Events</b>
Submission Date	07/02/24
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	Washington Entertainment P.O. Box 2335 Southfield, MI 48037 (313) 467-9056 <a href="mailto:jwash906@sbcglobal.net">.jwash906@sbcglobal.net</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

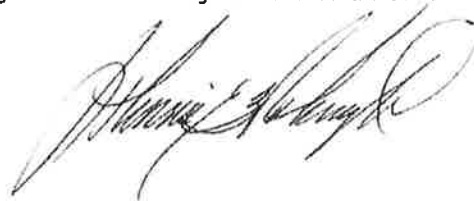
(313) 224 - 3260 | Fax: (313) 224 - 1466

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:**

6-3-2024

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:**

DETROIT SUMMER SOUL MUSIC FESTIVAL

**Event Date:**

8-16, 17, 18, 2024

**Event Organizer:**

Johnnie Washington

**Applicant Signature:**



**Date:**

6-3-2024



**DETROIT SUMMER SOUL MUSIC FESTIVAL August 16, 17, 18 2024**

Friday \$15.00 after 4:00 pm at Saturday and Sunday \$15.00 after 1:00 pm  
 20 tents are 10 x 10 2- 20 x 20 larger tent possible for fashion show



## **Cleaning plan for Hart Plaza**

**Detroit Summer Soul Music Festival**

**August 16,17,18**

**At Hart Plaza**

**Downtown Detroit**

1. Hart Plaza has an onsite cleaning company that we work with.
2. We have hired a grease removal company on-site Saturday and Sunday.
3. All food vendors are required to bring oil removal containers.
4. All food vendors are required to lay trap coving their ground space
5. 1 and 2 will serve as our back up plan.

## **Communication and Community impact plan for Hart Plaza**

Detroit Summer Soul Music Festival

August 16,17,18

At Hart Plaza

Downtown Detroit

1. Press release to all local media outlets.
2. Our radio partner IHeartMedia 92.3
3. Website
4. Promotional flyers, posters with full details
5. Facebook, IG, ads promoting festival.
6. Detroit News, Free Press,

**Detroit Summer Soul Music Festival**

**2024**

**Emergency Action Plan**

Detroit Summer Soul /Ribs RnB Music Festival  
Emergency Action Plan  
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**Emergency Action Plan**  
for  
**Detroit Summer Soul Music Festival / Ribs RnB Music Festival/ Hart Plaza**  
**6/8/2024**

**I. OBJECTIVE**

The objective of the **(Ribs RnB Music Festival)** Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **(Ribs RnB Music Festival/Location)**.

**II. ASSIGNMENT OF RESPONSIBILITY**

**A. Emergency Plan Manager**

**(Johnnie Washington)** will manage the Emergency Action Plan for **(Detroit Summer Soul Music Festival / Ribs RnB Music Festival)**. The Emergency Plan Manager will also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the **(Detroit Summer Soul Music festival / Ribs RnB Music Festival/Location)** emergency notification system with the appropriate authorities.

The Emergency Plan Manager will also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

**B. Emergency Plan Coordinators**

The **(Ribs RnB Music Festival)** Emergency Plan Coordinators are as follows:

<b>Bldg. Number/Section /Dept.</b>	<b>Primary Name and Position</b>	<b>Primary Phone #</b>	<b>Alternate Name and Position</b>	<b>Alternate Phone #</b>



The Emergency Plan Coordinators are responsible for implementing the procedures in this plan in their designated areas in an emergency. (**Note:** Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)

The following people will be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

Bldg. Number/Section /Dept.	Name of Person Requiring Assistance	Phone #	Assigned Assistant's Name and Position	Assistant's Phone #

C. Management

(Detroit Summer Soul Music Festival /**Ribs RnB Music Festival**) will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in an emergency. (**Ribs RnB Music Festival**) management will review this plan regularly to ensure proper adherence.

D. Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by (**Johnnie Washington**).

III. **PLAN IMPLEMENTATION**

A. Reporting Fire and Other Emergency Situations

All fires and other emergency situations will be reported as soon as possible to (**Johnnie Washington**) by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. by telephone, after normal work hours or on weekends.

To eliminate confusion and false alarms, (**Johnnie Washington(s)**) is/are authorized to contact community emergency response personnel. Contact information for the

emergency response personnel for (Detroit Summer Soul Music Festival / **Ribs RnB Music Festival/Address/Location**):

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Johnnie Washington(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If (**Johnnie Washington(s)**) cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning venue to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

**B. Informing (Detroit Summer Soul Music Festival /Ribs RnB Music Festival) Employees of Fires and Other Emergency Situations**

In the event of a fire or other emergency situation, (**Johnnie Washington**) will ensure that all employees are notified as soon as possible using the venue alarm system (which includes audible and visual alarms, 24 hours a day). (**Johnnie Washington**) will provide special instructions to all employees via the public address system.

If a fire or other emergency situation occurs after normal Event hours, (**Johnnie Washington(s)**) will contact all employees not on shift to provide future work status, depending on the nature of the situation.

**C. Corporate Notification**

1. (**Johnnie Washington**) will contact the (Detroit Summer Soul Music Festival /**Ribs RnB Music Festival**) public relations department as soon as possible if media coverage of the situation is expected.
2. (**Johnnie Washington**) will contact the (Detroit Summer Soul Music Festival / **Ribs RnB Music Festival Corporate Official(s)**) as soon as possible with information on employee injuries or loss of life, cargo losses, or property damage or theft.

D. Emergency Contact Information

(**Johnnie Washington(s)**) will maintain a list of all employees' personal emergency contact information and will keep the list in (**Designated Area**) for easy access in an emergency.

E. Evacuation Routes

Emergency evacuation escape route plans are posted in (**Designated Areas**) throughout (**Hart Plaza**). In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by (**Johnnie Washington**), all employees (except those noted in Part III.F of this plan) must immediately exit the venue(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the (**Designated Assembly Area**).

Mobility-impaired employees and their assigned assistants will gather at the (**Designated Area**) within the venue to ensure safe evacuation in the **pre-determined fashion**.

F. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people may remain in the venue for the prescribed amount of time to secure the property and equipment to which they have been assigned.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the venue by the nearest escape route as soon as possible and meet the remainder of the employees at the (**Designated Assembly Area**).

#### G. Advanced Medical Care

Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or **(Designated Person(s))**, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

#### H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the **(Johnnie Washington(s))** will account for each employee or visitor assigned to them at the **(Designated Assembly Area)**. Each employee is responsible for reporting to the appropriate **(Johnnie Washington(s))** so an accurate head count can be made. All employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

#### I. Re-entry

Once the venue has been evacuated, no one may re-enter the venue for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the **(Designated Assembly Area)** until the fire department or other emergency response agency notifies **(Johnnie Washington)** that either:

1. the venue is safe for re-entry, in which case personnel will return to their workstations; or
2. the venue or assembly area is not safe, in which case **(Johnnie Washington)** will instruct personnel how or when to vacate the premises.

#### J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to **(Detroit Summer Soul Music Festival / Ribs RnB Music Festival/Location)**, authorities and/or **(Johnnie Washington(s))** might determine that it is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system or other means of immediate notification available at worksite.

1. **(Johnnie Washington(s))** will immediately close the Event. If customers, clients, or visitors are in the venue, they will be advised to stay in the venue for their safety.

2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. **(Johnnie Washington(s))** will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will be changed to indicate that the Event is closed, and that staff and visitors will be remaining in the venue until authorities advise that it is safe to leave.
4. **(Johnnie Washington(s))** will quickly lock exterior doors and close windows, air vents, and fireplace dampers. **(Johnnie Washington(s))** familiar with the venue's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, **(Johnnie Washington(s))** must close window shades, blinds, or curtains.
5. **(Johnnie Washington(s))** will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **(Designated Location)**, and will take them to the **(Shelter-in-Place Location(s))** within the venue. *[Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]*
6. All employees, customers, and visitors will move immediately to the **(Shelter-in-Place Location(s))** within the venue. **(Johnnie Washington(s))** will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **(Johnnie Washington)** will write down the names of everyone in the room and will call the **(Designated Emergency Contact outside the venue)** to report who is in the room, and their affiliations with (Detroit Summer Soul Music Festival / **Ribs RnB Music Festival**) (employee, visitor, client, customer).

8. **(Johnnie Washington(s))** will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the venue.

#### K. Severe Weather

The Emergency Action Plan Manager will announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at the worksite**. All employees will immediately retreat to the **(Designated Area)** until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

### IV. TRAINING

#### A. Employee Training

All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

1. when there are any changes to the plan or facility;
2. when an employee's responsibilities change; and
3. annually, as refresher training.

Items for review during the training include:

1. proper housekeeping;
2. fire-prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency Action Plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan availability.

#### B. Fire/Evacuation Drills

Fire/evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the Event change, processes change, or it is otherwise deemed necessary.

C. Training Records

(**Johnnie Washington**) will document all training pertaining to this plan and will maintain records at (**Designated Area**).

V. **PLAN EVALUATION**

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by (**Johnnie Washington**). Following each fire drill, (**Responsible Management and Employee Representatives**) will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

# SPECIAL EVENTS PETITION

**Petition No:** 2024-222

**Event Name:** Detroit Summer Soul Music Festival

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

**Petitioner Name / Organization:** Washington Entertainment

**Event Location:** Hart Plaza

**Event Date(s) and Time(s):** 08/16/24 11:00 AM to 08/18/24 11:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Johnnie Washington
jwash906@sbcglobal.net
+1 (248) 797-0609

<b>Submission Date:</b>	06/04/24 7
<b>Date of Clerk's Office Referral:</b>	07/01/24
<b>Date of City Departments Sign Off:</b>	7/1/24
<b>Date Referred to Council:</b>	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 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:** July 3, 2024



## General Event Information

Has this event been hosted before? No

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: ribsrnbmusicfestival.com

Which spaces will be used? City Facility

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

## Event Description

### Brief Event Purpose & Description:

Highlighting Detroit's rich history in the world of music. Live entertainment by national and international artists, food vendors, shopping for the family, healthy living info and more.

Estimated Peak Attendance: 4000

Estimated Total Attendance: Over 3 days 10,000 to 12,000

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: Washington Entertainment

Mailing Address: PO box 2335

Southfield Michigan 48037

Primary Contact:	Secondary Contact:
Johnnie Washington	Regina Washington
jwash906@sbcglobal.net	
	+1 (313) 467-9056

Organization Type: Corporation

Organization Website: ribsrnbmusicfestival.com

## Event Setup & Breakdown

Begin Setup: 08/15/24 9:00 AM

Complete Setup: 08/16/24 11:00 AM

Setup Location(s): Hart Plaza

Event Start: 08/16/24 11:00 AM

Event End: 08/18/24 11:00 PM

Begin Tear Down: 08/18/24 1:00 AM

Complete Tear Down: 08/19/24 2:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 10

Cleaning Service Vendor: Hart Plaza has in house cleaning service

Other Waste Elements: Service will come and remove Saturday and Sunday

## Street Closures & Parking

How many streets will be closed: <sup>0</sup> \_\_\_\_\_

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? <sup>No</sup> \_\_\_\_\_

Valet parking or blocking metered parking spaces? <sup>Neither</sup> \_\_\_\_\_

Describe the parking plan to accommodate anticipated attendance:

Parking lots, underground parking, street parking

## Food & Beverage

Will food be served? <sup>Yes</sup> \_\_\_\_\_

Will food be prepared on site? <sup>Yes</sup> \_\_\_\_\_

Number of food trucks: <sup>3</sup> \_\_\_\_\_ Number of non-truck food vendors: <sup>6</sup> \_\_\_\_\_

## 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: 11:30 AM to 11:30 PM Friday and Saturday on Sunday 1:

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: 15

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

Tent Contractor: Dream Party

What other structures will your event include? none

Will your event use any grills? Yes

What kind of grills? Charcoal wood propane

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gas

Generator contractor: The Team

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: Global Alliance

Number of private personnel per shift: 15

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 checked="" 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 Washington Entertainment to host "Detroit Summer Soul Music Festival" (#2024-222) on August 16<sup>th</sup> through August 18<sup>th</sup> from 11:00 AM to 11:00 PM at Hart Plaza

**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 and Generators; 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.