

# City of Detroit

Janice M. Winfrey  
City Clerk

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.	2024-210 (Amended)
Name of Petitioner	15 <sup>th</sup> Street Block Club Back to School Health Fair/ Ava Jo's Festival
Description of Petition	Petition request to host "Back to School Health Fair/Ava Jo's Festival" at Ferry Park Street between 15 <sup>th</sup> Street and Stanton Street from August 03 <sup>rd</sup> at 12:00 PM to 7:00 PM on the same day. Set-up will begin on August 3 <sup>rd</sup> at 10:00 AM and be completed by 12:00 PM the same day. Tear down is scheduled to begin on August 3 <sup>rd</sup> at 7:00 PM and be completed by 9:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	07/12/24
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	Sherry Russell 15 <sup>th</sup> Street Block Club Back to School Health Fair/Ava Jo's Festival 6033 15 <sup>th</sup> Street Detroit, MI 48208 P: (313) 268-5721 S7russell@sbcglobal.net

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

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

# SPECIAL EVENTS PETITION

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

**Event Name:** Back to School Health Fair/Ava Jo's Festival

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

**Petitioner Name / Organization:** 15th Street Block Club Back to School Health Fair/Ava Jo's Festival

**Event Location:** Ferry Park Street between 15th Street and Stanton Street

**Event Date(s) and Time(s):** 08/03/24 12:00 PM to 08/03/24 8:00 PM

**Type of Event:** Festival, Other

<b>Applicant Contact:</b>
Sherry Russell
s7russell@sbcglobal.net
+1 (313) 598-0176

<b>Submission Date:</b>	04/03/24 1
<b>Date of Clerk's Office Referral:</b>	
<b>Date of City Departments Sign Off:</b>	
<b>Date Referred to Council:</b>	

## 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 Reviewed-Ready for Council	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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 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? Street, Sidewalk

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

## Event Description

Brief Event Purpose & Description:

This is a health fair to benefit the community. We will have blood pressure monitor, diabetic check, eye exams, bouncy house, petting zoo, DJ, a band and several games, several vendors, health care professionals, back pack giveaway with supplies, food & non-alcoholic beverages. This is a free event for the community.

Estimated Peak Attendance: 150

Estimated Total Attendance: 125

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

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)? Yes

### Contact Information

Organization / Petitioner Name: 15th Street Block Club Back to School Health Fair/Ava Jo's Festival

Mailing Address: 6033 15th Street

Detroit MI 48208

Primary Contact:	Secondary Contact:
Sherry Russell	Yusef Shakur
s7russell@sbcglobal.net	yusefshakur@yahoo.com
+1 (313) 268-5721	+1 (313) 459-6008

Organization Type: Nonprofit

Organization Website: \_\_\_\_\_

### Event Setup & Breakdown

Begin Setup: 08/03/24 10:00 AM

Complete Setup: 08/03/24 12:00 PM

Setup Location(s): Ferry Park Street between 15th Street and Stanton Street

Event Start: 08/03/24 12:00 PM

Event End: 08/03/24 7:00 PM

Begin Tear Down: 08/03/24 7:00 PM

Complete Tear Down: 08/03/24 9:00 PM

Number of Trash Containers: 4 Number of Recycling Containers: 0

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

## Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Ferry Park 08/03/24

15th Street and Stanton 10:00 AM 8:00 PM

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:

Free parking is available around surrounding streets. Majority of attendees are within the community and will walk over to event.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

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

## Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? \_\_\_\_\_

What type(s) of alcohol will be served? \_\_\_\_\_

Day(s) and time(s) alcohol will be served: \_\_\_\_\_

Will ice be used in any served beverages? No

## 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: 8

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

Tent Contractor: N/A

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: Generators, Utility Power

How will generators be fueled? gasoline

Generator contractor: personally owned generator

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: \_\_\_\_\_

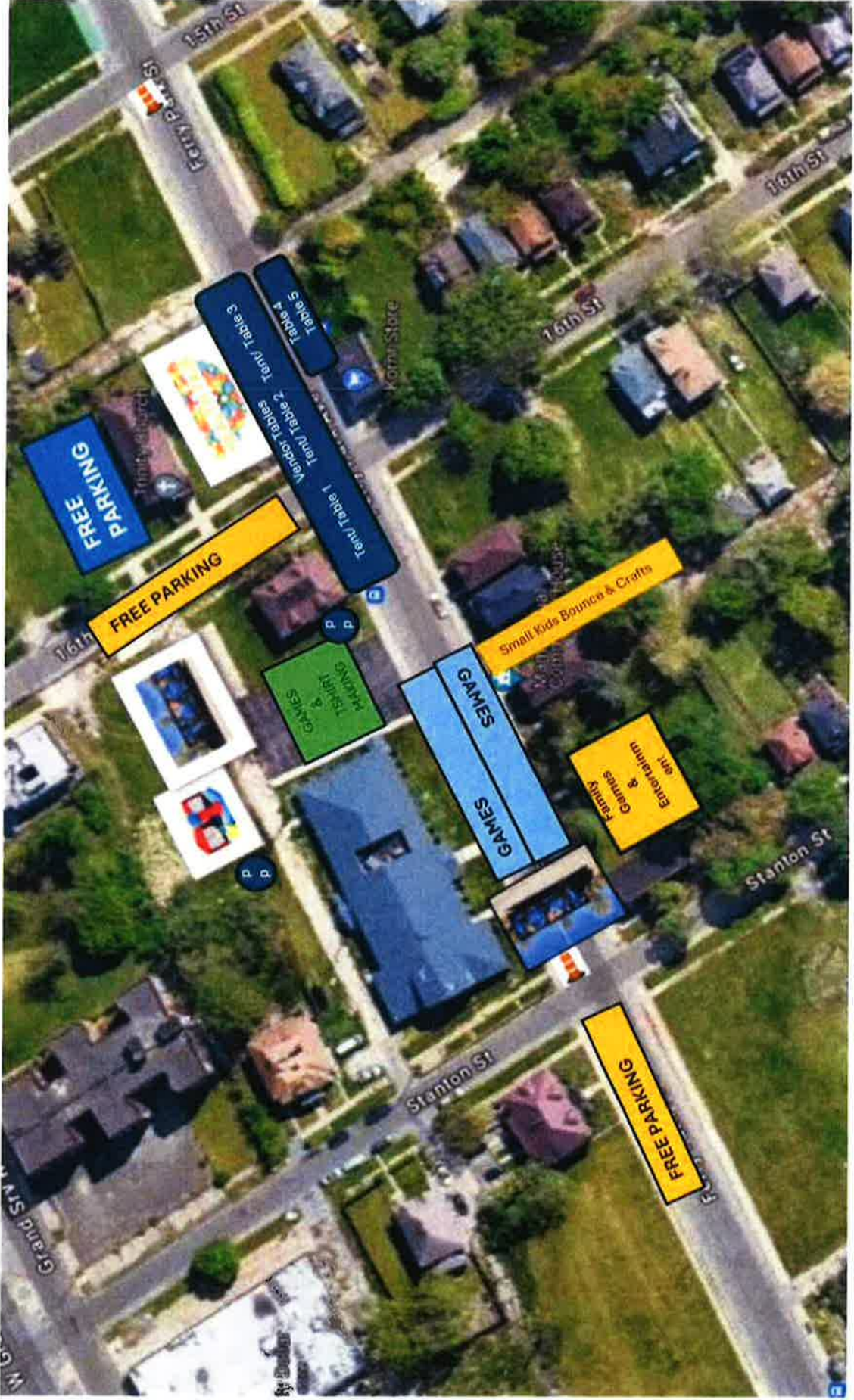
Does this event include fireworks? No

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 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)



**FREE PARKING**

**FREE PARKING**

Table 5  
Table 4  
Table 3  
Vendor Tables Tent/ Table 2  
Tent/ Table 1

**GAMES**

**GAMES**

**Small Kids Bounce & Crafts**

**Entertainment & Games**

**FREE PARKING**





# 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:** *Sherry Russell*

**Date:** *6-20-24*

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:** *15th St Block Club Health Fair / Ave Jo Festival / Backpack Giveaway*

**Event Date:** *8-3-24*

**Event Organizer:** *Sherry Russell / Yusef Shakir*

**Applicant Signature:** *Sherry Russell*

**Date:** *6-20-24*

## **Event Clean Up Plan**

Clean Up will begin at 7:00pm on August 3, 2024. There will be volunteers to remove any loose trash on street.

**15th Street Block Club**

**Back to School Health Fair/Ava Jo's Festival**

**August 3, 2024**