

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.	2024-243
Name of Petitioner	Detroit Health Department
Description of Petition	Detroit Health Department (#2024-243) request to hold "DHD 3 <sup>rd</sup> Annual Block Party", on September 7 <sup>th</sup> , from 12:00 PM to 4:00 PM. Set-up to begin September 7 <sup>th</sup> , 7:00 AM and completed by September 7 <sup>th</sup> 11:00 AM with tear-down to begin September 7 <sup>th</sup> , at 4:00 PM and completed by September 7 <sup>th</sup> 6:00 PM.
Type of Petition	<b>Special Event</b>
Submission Date	7/11/2024
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	Detroit Health Department Timiko Drew (313) 587-3087 <a href="mailto:timiko.drew@detroitmi.gov">timiko.drew@detroitmi.gov</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:** 7/12/2024

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:** DHD 3rd Annual Block Party

**Event Date:** September 7, 2024

**Event Organizer:** Timiko Drew

**Applicant Signature:** 

**Date:** 7/12/2024

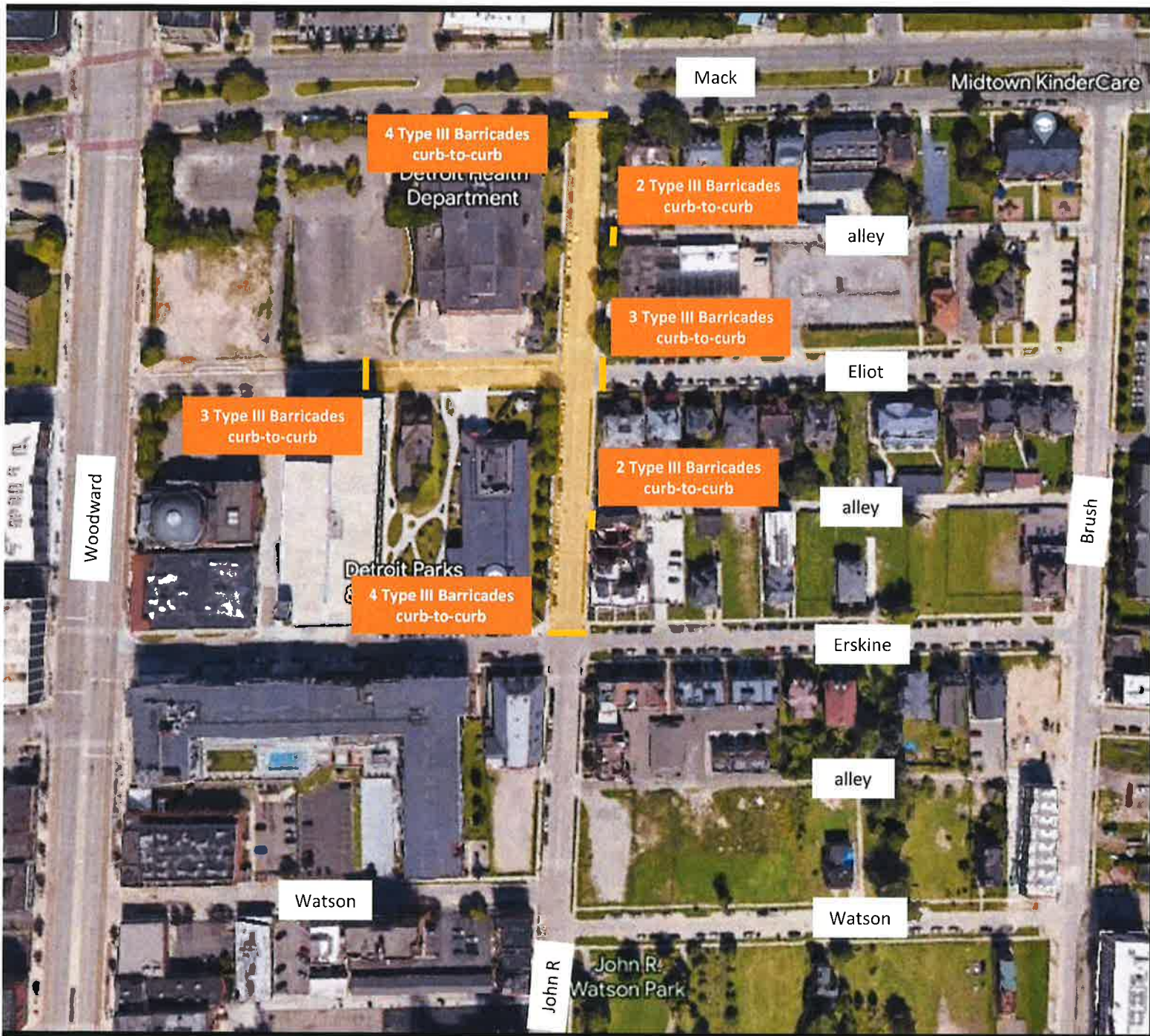
# Detroit Health Department Block Party

Saturday, 9/9/23

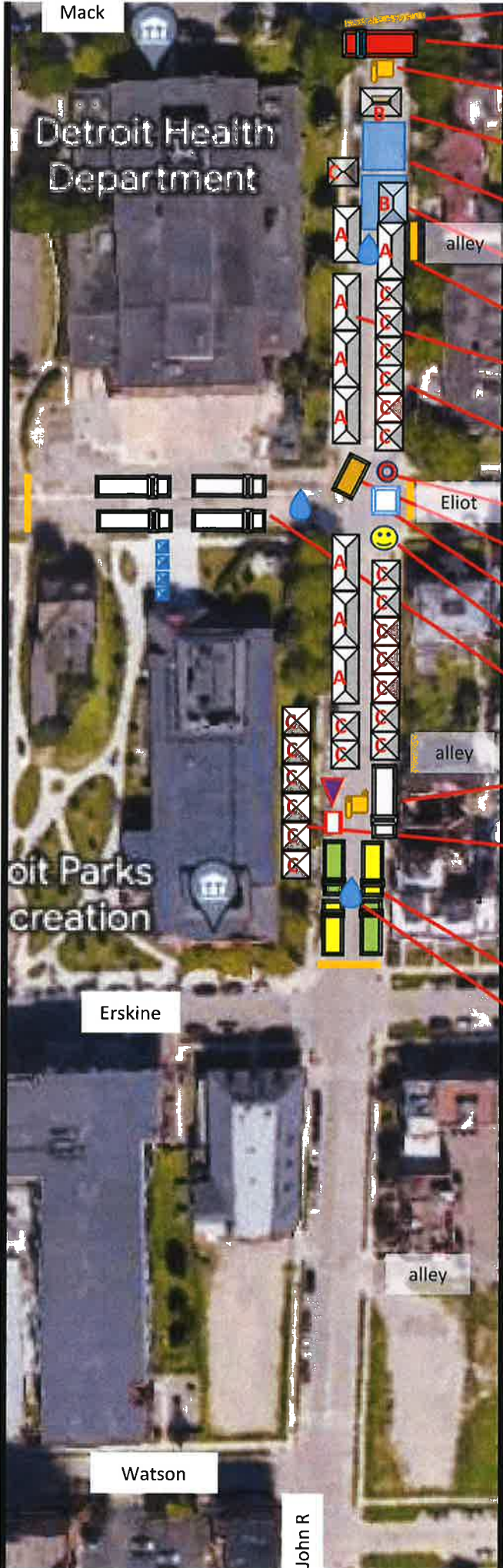
Event time: Noon-4P

Road closed/reopened by DPD – barricades provided by DPW before event and picked up on Monday after

Road closure: 8A-6P



18 TOTAL Type III barricades



- 4 Type III Barricades
- Fire Truck
- STREETScape/DECORATIONS – FALL DECORATION/BALES OF STRAW (center of street; 1/4)
- B** REGISTRATION @ ENTRANCE @ MACK: two 8' tables (covered by 1-10'x20' tent)
- ACTIVITY AREA – JUMP ROPE, HULA HOOP, HOPSCOTCH, BUBBLE MACHINE 40'x40'
- FITNESS AREA 40'x40' (by stage); one **C** 10'x10' Tent
- 2 Type III Barricades (alley)
- A** Program Tents 6 - 13'x20' tents – 2-8' tables each – west side of street (24 total tables)
- C** DHD Program Tents 22 - 10'x10' tents – opposite side of street – one 8' table each
- 360 Photo Booth
- Hay Wagon
- STAGE AREA 12'x12'
- Clown/Facepainting
- DHD MOBILE UNITS (on Eliot, x4)
- PORTA POTTIES; on GSD driveway
- Mobile Game Unit
- DINING AREA –
  - 6 10'x10' tents
  - 6 TABLES
  - 36 chairs (6 chairs per table) OR use picnic tables
- 4 FOOD TRUCKS
- Handwashing/water stations; 4/4

Mack

Detroit Health Department

alley

Eliot

alley

Detroit Parks creation

Erskine

alley

Watson

John R

## Block Party Wrap up

Timiko Drew <Timiko.Drew@detroitmi.gov>

Mon 9/18/2023 2:55 PM

To: Margaret Carroll <Margaret.Carroll@detroitmi.gov>; Nikita Cargins <Nikita.Cargins@detroitmi.gov>; Gabrielle Grant <Gabrielle.Grant@detroitmi.gov>

Cc: Juanita Reid <juanita.reid@detroitmi.gov>; Marshea Browner <brownerm@detroitmi.gov>; Brandon Atkins <Brandon.Atkins@detroitmi.gov>; Shirley Gray <Grays@detroitmi.gov>

- 965 attendees
- 45 clients served by Imms; 104 immunizations administered.
- 50 "fun/toy" bags to children as prizes
  
- 53 "fruit" Bags to attendees (per registration drawing)
- 91 health screenings by Big Sisters in Nursing
- 17 Vision screens Lions Club-1 positive diabetic retinopathy ophthalmology referral
- 8 free one-week fitness memberships by Pierre "GiveFitness" Vinson
- Delta Dental (\$10,000) purchased food for 1,200 attendees.
- >250 clients with face paintings & tattoo art
- 80 CPR First/Stop the Bleed trainings by WSU First Aid First Medical students.
- 100 smoke detector giveaways by DFD
- 50 gunlock giveaways (25 donated by DPD & 25 donated by Wayne County Sheriff)
- Delta Dental gave away 700-plus toothbrushes.

#DetroitCares 

**Timiko L Drew, MSN, RN, ANP-C**

Nursing Director

Immunizations Program Manager

COVID-19 Response Oversight

Detroit Health Department

313-480-3831 (work)

313-587-3087 (cell)

timiko.drew@detroitmi.gov

[www.detroitmi.gov/health](http://www.detroitmi.gov/health)



# SPECIAL EVENTS PETITION

**Petition No:** 2024-243

**Event Name:** DHD 3rd Annual Block Party

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

**Petitioner Name / Organization:** Detroit Health Department

**Event Location:** John R between Mack & Watson

**Event Date(s) and Time(s):** 09/07/24 12:00 PM to 09/07/24 4:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Timiko Drew
timiko.drew@detroitmi.gov
+1 (313) 587-3087

<b>Submission Date:</b>	06/17/24 1
<b>Date of Clerk's Office Referral:</b>	07/11/24
<b>Date of City Departments Sign Off:</b>	7/10/24
<b>Date Referred to Council:</b>	7/12/24

## 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 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 12, 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.DHD.gov

Which spaces will be used? Street, Sidewalk

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

## Event Description

### Brief Event Purpose & Description:

The DHD Block Party promotes health and awareness of DHD programs, City Services/Programs, and Community Partner programs. The Block Party offers health services, giveaways, healthy foods, games, dancing/exercising and community engagement.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 1,001-2,000

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? Yes

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: Detroit Health Department

Mailing Address: 100 Mack Ave

Detroit MI 48201

Primary Contact:	Secondary Contact:
Timiko Drew	Aniya Kidd
timiko.drew@detroitmi.gov	aniya.kidd@detroitmi.gov
	+1 (313) 293-2539

Organization Type: Government

Organization Website: www.DHD.gov

## Event Setup & Breakdown

Begin Setup: 09/07/24 7:00 AM

Complete Setup: 09/07/24 11:00 AM

Setup Location(s): John R/Mack-Watson

Event Start: 09/07/24 12:00 PM

Event End: 09/07/24 4:00 PM

Begin Tear Down: 09/07/24 4:00 PM

Complete Tear Down: 09/07/24 6:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 6

Cleaning Service Vendor: GSD & DHD

Other Waste Elements: N/A



## Street Closures & Parking

How many streets will be closed: 3

Will you be closing any part of Woodward Avenue? No

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

1. John R 09/07/24

Eliot 7:00 AM 7:00 PM

2. Erskine 09/07/24

John R 7:00 AM 7:00 PM

3. Watson 09/07/24

John R 7:00 AM 7:00 PM

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:

DMC Parking garage  
Request of waived meters

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 5 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: 22

Number of tents larger than 10' x 10': 6

Tent Contractor: Pegasus

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

How will generators be fueled? 2

Generator contractor: GSD

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: InterCity

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? 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)

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to Detroit Health Department to host "DHD 3<sup>rd</sup> Annual Block Party" (#2024-243) on September 7<sup>th</sup> from 12:00 PM to 4:00 PM on John R between Mack Ave and Watson.

**PROVIDED**, that there will be DPD Assisted Event; Contracted with private security and be it further

**PROVIDED**, that there will be DFD Pending Inspections; 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 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.