

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.	2024-229
Name of Petitioner	Trivium Racing, in coordination with WeRun313
Description of Petition	Petition of Trivium Racing, in coordination with WeRun313 (#2024-229), request to hold "Run the 313 5k" at Palmer Park on August 24 th , from 8:00 AM to 10:00 AM. Set-up to begin August 24 th , 5:00 AM and complete by August 24 th 8:00 AM with tear down to begin August 24 th , 8:00 AM and complete by 10:00 AM.
Type of Petition	Special Event
Submission Date	7/5/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Rich Swor Trivium Racing, in coordination with WeRun313 313-304-0903 rich@triviumracing.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: Cathi Berberich

Date: 10/24/2023

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: Run the 313

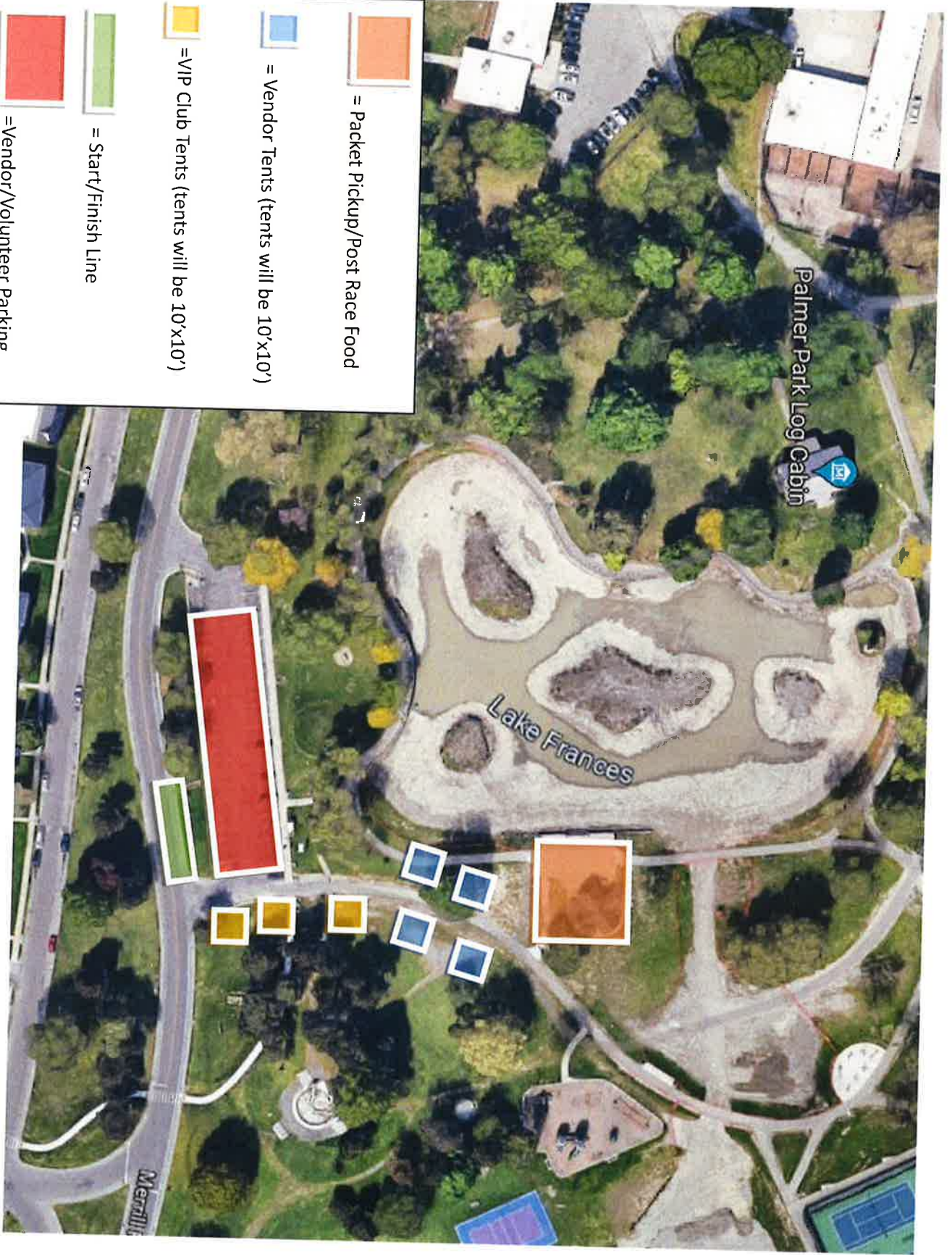
Event Date: 08/24/2024

Event Organizer: Trivium Racing & WeRun31:

Applicant Signature: Cathi Berberich

Date: 10/24/2023

-  = Packet Pickup/Post Race Food
-  = Vendor Tents (tents will be 10'x10')
-  =VIP Club Tents (tents will be 10'x10')
-  = Start/Finish Line
-  =Vendor/Volunteer Parking



Athlete Guide



In Coordination with We Run 313

Race Day Schedule

- Packet Pick Up & Race Day Registration
 - 7:00 am - 8:15 am
- Race Start Time
 - 8:30 am
- Awards
 - 9:35 am
- Course Closes
 - 9:40 am



Parking

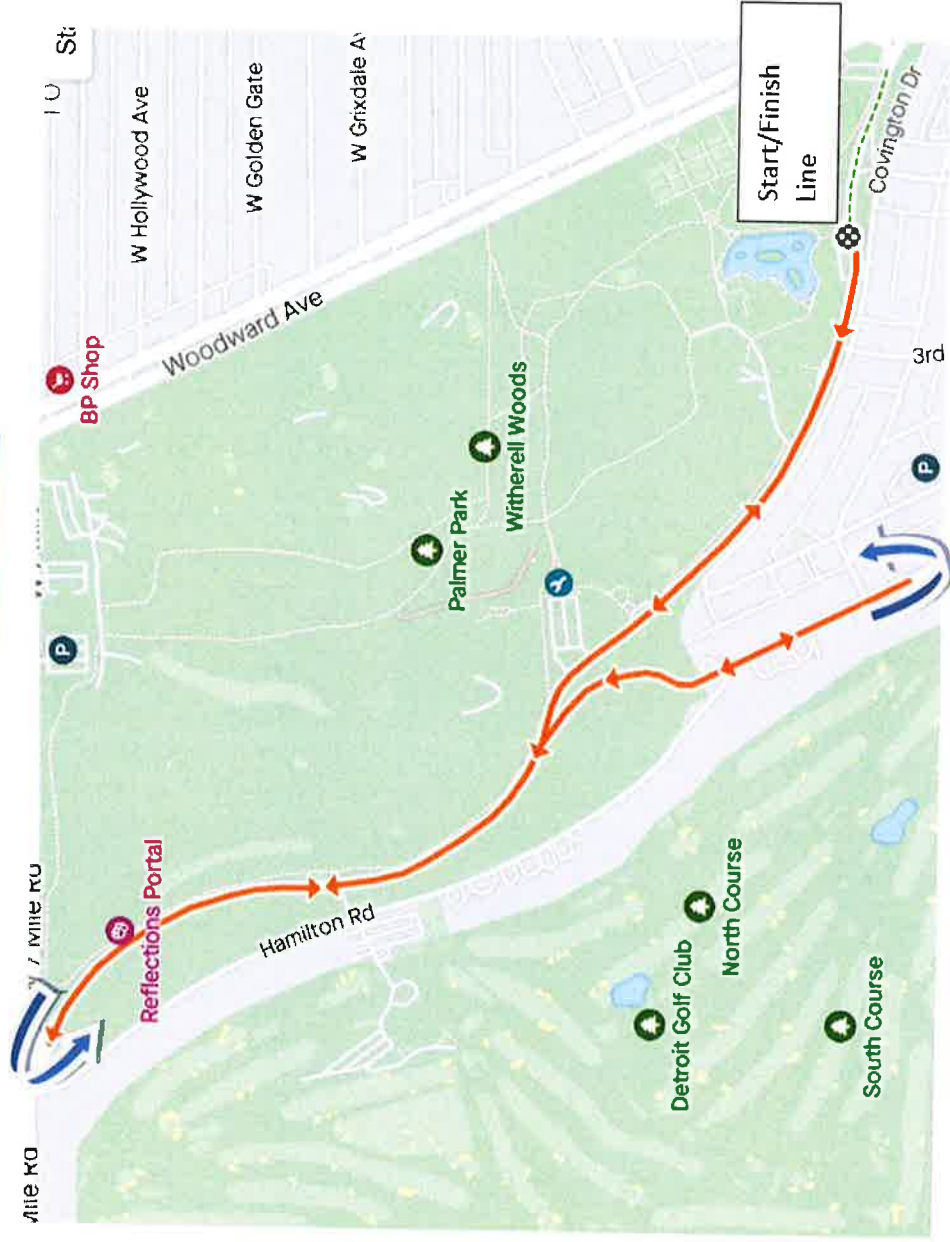
There is plenty of parking for this event. Most runners will end up using street parking on Covington and the surrounding side streets, but there also will be plenty of lot parking nearby. The earlier you arrive, the closer you will be able to park to the start/finish.



Course Map [Link](#)

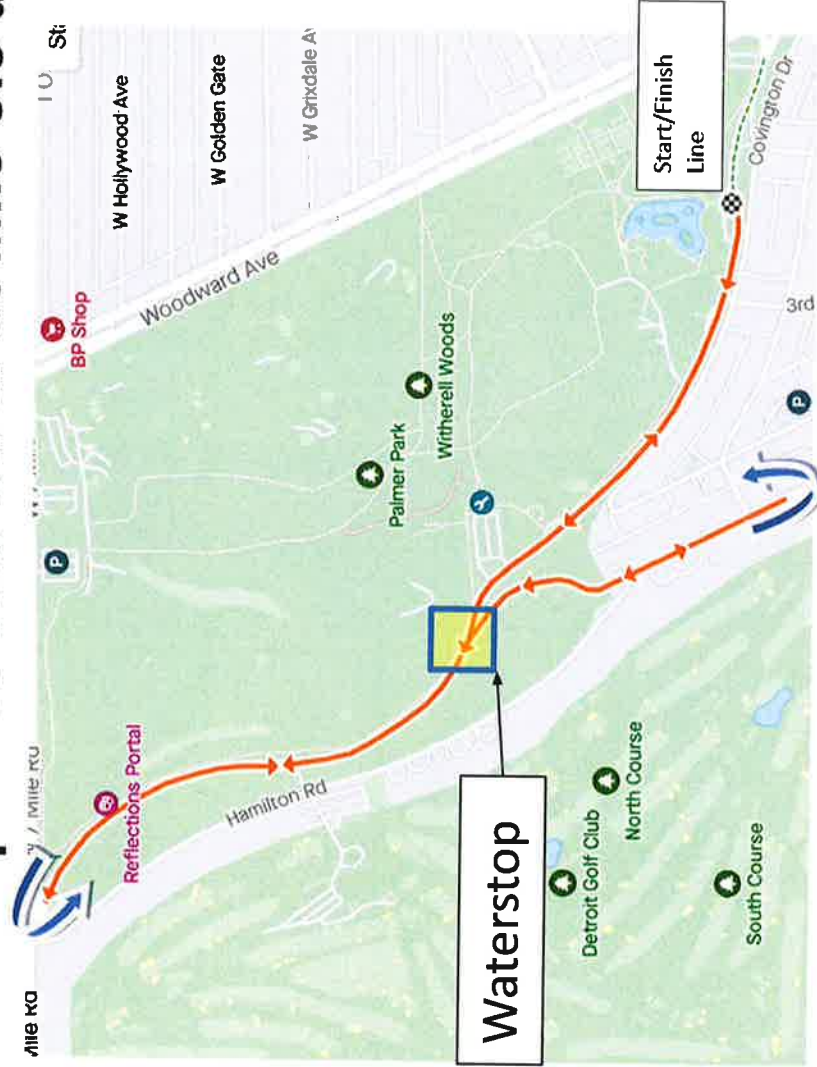
This year's course is a USATF Certified 5k!

This is a gorgeous run through the Palmer Park area. The race is not only beautiful, but it is an AST with a total of 17 feet of elevation gain!



Waterstops

Athletes will come upon ice cold water at Mile 0.6 and Mile 1.8





Trivium Racing

Race Staff

The event will have 2 main race directors. One will be stationed at the finish line/staging area and one will be mobile on the course. They will be in constant communication with each other and with other staff, head volunteers, and public safety personnel throughout the event.

Chain of Communication

In the event of a medical, man-made, or weather emergency, the race director will be the final decision-maker on any course of action. In the case of medical emergencies, the race director will defer to medical personnel to make decisions once the individuals needing assistance are in their care. Once an incident has occurred, it should be reported to a race staff member or volunteer. Each group of volunteers will have a lead volunteer that they will report to. Those lead volunteers will then report to the race director. The race director will decide on the course of action and contact law enforcement or medical emergency personnel if necessary.

In the situation of a life-threatening medical emergency (severe loss of blood, respiratory or cardiac failure, etc.) the lead volunteer will be instructed to contact the head of the medical crew to get help immediately.

All staff, volunteers, medical, and law enforcement personnel will be provided with a laminated card that details the chain of communication and includes all pertinent contact cell phone numbers for the race day. All law enforcement, lead medical personnel, and race director will be in constant contact by radio as well as cell phone.

Weather Contingency Plan

Weather conditions for the event will be closely monitored in the weeks leading up to the event. Updates will be posted on the event website and any potentially distressful conditions will be shared with athletes along with instructions on how severe weather situations will be handled. The race will be held rain or shine as long as conditions do not become extreme.

For any aid stations that are located on City of Detroit streets, a 10'x10' tent will be provided in severe rain conditions.

In the event of severe weather (lightning, extreme temperatures, tornado, flood, etc.) on race day, conditions will be monitored continually, and race staff will be in contact with the national weather service to determine a course of action. All calls related to delays or cancellations will be made by the race director who will then communicate the decisions through the chain of communication detailed above. All effort will be made to continue with the event when safe. Therefore the race may be delayed to allow conditions to improve. In the case of a delay, athletes will be provided shelter at the race finish line.

In the case of lightning, the proximity of the storm will be calculated using the flash to bang method and when the last observed flash is no less than six miles away, if no closer activity is observed, the race will begin 30 minutes after the last flash.



Trivium Racing

In the case of extreme temperatures, athletes will be provided shelter at either one of the start lines or at the finish line of the race. In the instance of extreme cold, the medical tent and medical staff on the course will be prepared with extra supplies to manage hypothermia. There will also be checkpoints along the course where cold weather medical supplies will be available to assist athletes along the course until they can be transported to the medical tent. In the case of extreme heat, the medical tent and medical staff on the course will be prepared with the supplies needed to manage hyperthermia. Extra water, shade, fuel (such as electrolytes and sodium supplements), and cold towels will also be available along the course and at the start and finish lines to help mitigate the conditions.

In the event of a tornado, athletes will be directed to shelter at either start area or the finish area. If there are any athletes or volunteers on the course, they will be directed to seek shelter in a building with a strong foundation, or if none is available, to lie down flat on their stomach in a ditch and cover their head with their arms. If there is a threat of a tornado before the race starts, the race will be delayed until conditions improve, and the tornado warning has expired.

In the event of flooding on the course, the race director will decide to modify the course to avoid the flooded area. The course modification will be made as early as possible before the race and notification will be posted on the website and shared with all parties – participants, volunteers, staff, law enforcement, and spectators.

As a last resort, if conditions do not appear to be improving, the event will be cancelled. This will be the call of the race director who will make an announcement to all parties based on a prepared statement.

Medical Emergency Plan

Care will be provided by the medical staff for common event injuries and ailments.

Medical staff on-site will decide if any person needs further medical attention and will direct them to be taken to the nearest hospital.

In addition to the medical tent, there will also be mobile medical staff along the course to tend to minor injuries or to recommend transportation back to the medical tent. All mobile medical personnel will be equipped with basic first-aid equipment. In the case of life-threatening injury along the course, injured parties will be transported immediately by ambulance to the nearest hospital.

All athletes will provide emergency contact information at race registration. This contact information will be maintained by the race director who will provide communication to the designated contact. The race director will also be the only point of communication with media in the event of a medical emergency.

Lead volunteers and medical personnel will be provided with incident report forms and will be instructed prior to the event on how to complete the forms after each incident. These forms will be returned to the race director at the end of the race.

Medical personnel not in uniform will be provided a red shirt or vest to easily identify them as part of the medical team.



Trivium Racing

Evacuation Plan

In the case that the course needs to be evacuated due to an emergency, the race director will communicate with law enforcement and lead volunteers.

Transportation off the course

Event Set Up

Alternate routes, escape/entrance for emergency.

There will be at least one aid station along the course. These stations will be staffed with volunteers and will have water, electrolytes, and fuel available for the athletes, as well as access to medical attention if necessary.

A clearly marked event vehicle will be assigned to follow the last athletes on the course and pick up any who drop out or exceed the time limit for each section of the course. The sag vehicle will return those athletes to the finish line.

Event Clean Up

No sanitation service will be used. At aid station locations, volunteers will clear cups and debris continuously during the event to ensure safety to participants and to the community. At the end of the event, the aid station workers and volunteers will complete a final cleaning of the area and transport all debris out of the area.

For the start/finish line, all trash will be monitored and cleaned up throughout the event. Trash and recycling will be disposed of at the end of the event in the appropriate locations.

Communication and Community Impact Plan

We will strategically ensure that speakers are at a reasonable sound level and pointing to the venue. There will be temporary road closures and we will notify local businesses of the event twice along with the Race Director's contact information. If there are concerns or issues, they will be discussed, and amicable resolutions will be made.

Volunteers

Volunteers for this event will be used for course direction and support throughout the course. They will oversee each aid station as well as helping at both the start lines and the finish line. All volunteers will be in shirts to be easily identified. There will be designated lead volunteers for each division of volunteers to report to. Lead volunteers will have a mandatory training in the week before the marathon to educate them on the details of the event and prepare them for the procedures during an emergency on race day.



Trivium Racing

All volunteers and volunteer leaders will be provided with a contact card to be worn on a lanyard that will include all the important race day contact cell phone numbers.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2024-229

Event Name: Run the 313 5k

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

Petitioner Name / Organization: Trivium Racing, in coordination with WeRun313

Event Location: Palmer Park

Event Date(s) and Time(s): 08/24/24 8:00 AM to 08/24/24 10:00 AM

Type of Event: Run/Marathon

Applicant Contact:
Rich Swor
rich@triviumracing.com
+1 (313) 304-0903

Submission Date:	10/24/23 1
Date of Clerk's Office Referral:	07/05/24
Date of City Departments Sign Off:	7/3/24
Date Referred to Council:	7/9/24

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 Reviewed-Ready for Council	DHD Approval Not Required

BSEED
BSEED Reviewed-Ready for Council

Mayor's Office Special Events Signature: *Gaksima 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: <https://runsignup.com/Race/MI/Detroit/Runthe313>

Which spaces will be used? Street, Park, City Facility

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

Event Description

Brief Event Purpose & Description:

This is a joint effort between Trivium Racing and the Detroit Running Club We Run 313 in an effort to put on a unique community 5K that brings more attention to positive movement and activity in Detroit. The races focus will be on producing a race that not only brings in the running community but also those new to running and walking. We are also looking for a unique city location that will highlight the beauty and vibrance of our great city!!

Estimated Peak Attendance: 600

Estimated Total Attendance: 600

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? 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)? No

Contact Information

Organization / Petitioner Name: Trivium Racing, in coordination with WeRun313

Mailing Address: 11348 Tower Road

Byron MI 48418

Primary Contact:	Secondary Contact:
Rich Swor	Cathi Berberich
rich@triviumracing.com	cathi@triviumracing.com
	+1 (701) 739-2313

Organization Type: Corporation

Organization Website: triviumracing.com

Event Setup & Breakdown

Begin Setup: 08/24/24 5:00 AM

Complete Setup: 08/24/24 8:00 AM

Setup Location(s): Palmer Park

Event Start: 08/24/24 8:00 AM

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

Begin Tear Down: 08/24/24 8:00 AM

Complete Tear Down: 08/24/24 10:00 AM

Number of Trash Containers: 8 Number of Recycling Containers: 8

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

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

1. Merrill Plaisance St 08/24/24

Palmer Park and Pontchartrain Blvd 8:00 AM 10:00 AM

2. Pontchartrain Blvd 08/24/24

7 Mile Rd to before Merton Rd. 8:00 AM 10:00 AM

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:

Nearby street parking and parking in the park. We will have parking descriptions on the website along with maps. Athletes will also receive detailed emailed in the week leading up to the race. We will also have parking attendants and parking signs.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

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: _____

What other structures will your event include? _____

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? Gas

Generator contractor: N/A

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? No

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? Yes

Name of emergency medical services contractor: TBD

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 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 **Trivium Racing, in coordination with We Run 313** to host "Run the 313 5k" (2024-229.) on **August 24, 2024** from **8:00 AM – 10:00 AM** at **Palmer Park**.

PROVIDED, that there will be DPD Assisted Event; 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 DPW Barricades & Road Closure Signage Required; 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.