

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.	2024-255
Name of Petitioner	Cody Alumni Association
Description of Petition	Petition of Cody Alumni Association (#2024-255), request to hold "Cody High Alumni Annual Picnic" at Stein Field on July 27 th , from 10:00 AM to 8:00 PM. Set-up to begin July 27 th , 8:00 AM completed by July 27 th 10:00 AM with tear-down to begin July 27 th 8:00 PM and completed by July 27 th 10:00 PM.
Type of Petition	Special Event
Submission Date	7/18/2024
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	Cody Alumni Association Brian T. Gilmore (313) 671-8971 btg2961@gmail.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: Brian T Gilmore

Date:04/24/2024

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.

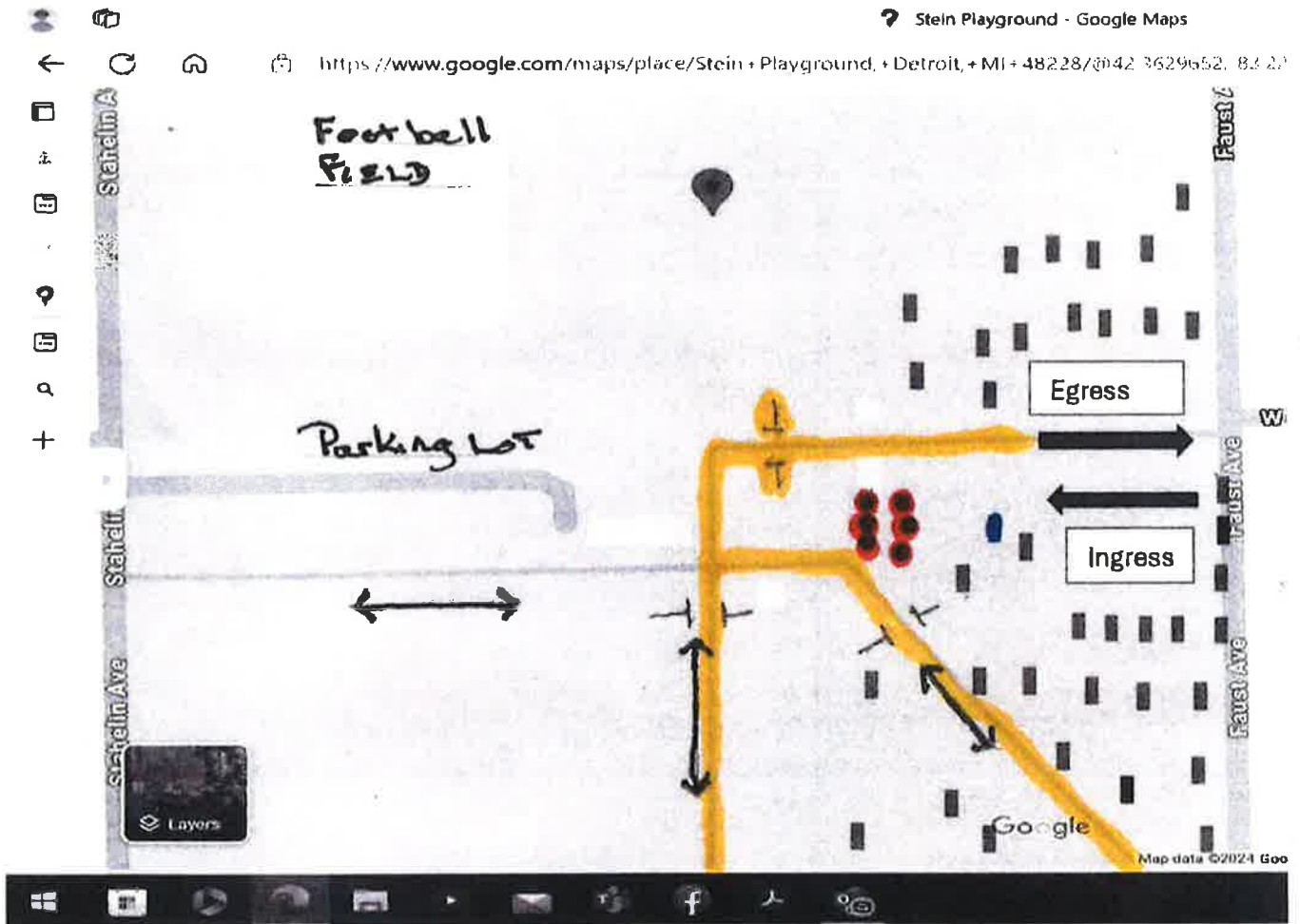
Event Name: CODY ALUMNI PICNIC







Event Date:04/24/2024

Event Organizer: CODY HIGH ALUMNI ASSC

Applicant Signature: BRIAN T GILMORE

Date:04/24/2024



Medical/Alumni Tent	
Port a Johns	
Tents 10x10 and smaller	
Egress/Ingress	
	
10'-12' Clearance for Egress/Ingress Emergency	

Memo

From: CODY HIGH SCHOOL ALUMNI

To: DETROIT PARK & REC/PERMITS

The cleanup plan for the Annual CODY HIGH ALL CLASS REUNION IS AS FOLLOWS:

Through out the event there will be active cleaning as well as announcements to do so. We will be using trashcans provided by the city , approximately 14. The following day a cleanup team of alumni will meet at 10:00 am and do a final sweep.

SPECIAL EVENTS PETITION

Petition No: 2024-255

Event Name: CODY HIGH ALUMNI ANNUAL PICNIC

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

Petitioner Name / Organization: CODY ALUMNI ASSOCIATION

Event Location: STEIN FIELD

Event Date(s) and Time(s): 07/27/24 10:00 AM to 07/27/24 8:00 PM

Type of Event: Other

Applicant Contact:
Brian T. Gilmore
btg2961@gmail.com
+1 (313) 671-8971

Submission Date:	04/23/24 9
Date of Clerk's Office Referral:	07/18/24
Date of City Departments Sign Off:	7/17/24
Date Referred to Council:	7/18/24

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: July 18, 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? Park

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

Event Description

Brief Event Purpose & Description:
CODY HIGH ALUMNI ANNUAL PICNIC

Estimated Peak Attendance: 150

Estimated Total Attendance: 500

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)? No

Contact Information

Organization / Petitioner Name: CODY ALUMNI ASSOCIATION

Mailing Address: 18445 CATHEDRAL FRANK CODY HIGH SCHOOL

SAME SAME 48228

Primary Contact:	Secondary Contact:
Brian T. Gilmore	ADRIENNE SMITH
btg2961@gmail.com	adie8436@att.net
	+1 (313) 574-0803

Organization Type: Nonprofit

Organization Website: n/a

Event Setup & Breakdown

Begin Setup: 07/27/24 8:00 AM

Complete Setup: 07/27/24 10:00 AM

Setup Location(s): greenspace 1-4

Event Start: 07/27/24 10:00 AM

Event End: 07/27/24 8:00 PM

Begin Tear Down: 07/27/24 8:00 PM

Complete Tear Down: 07/27/24 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 2

Cleaning Service Vendor: _____

Other Waste Elements: _____

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:
public parking lot

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

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

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: 2

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

Tent Contractor: _____

What other structures will your event include? n/a

Will your event use any grills? Yes

What kind of grills? charcoal

Utilities & Portable Restrooms

Event Utilities that will be used: Neither

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? No

Will a sound system be used? _____

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)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Cody Alumni Association to host "Cody High Alumni Annual Picnic" at Stein Field (2024-255) to be held on June 27, 2024 at 18501 W. Chicago, Detroit, MI 48228 from 10:00 AM to 8:00 PM.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be GSD Parks and Recreation Permit; and be it further

PROVIDED, that there will be a DHD inspections 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.