

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.	2024-247
Name of Petitioner	Code X Rosella
Description of Petition	Petition of Code X Rosella (#2024-247), request to hold "Another City Festival" at 110 Mount Elliott St on August 24 th , from 3:00 PM to 10:00 PM. Set-up to begin August 22 nd , 3:00 PM and completed by August 24 th 10:00 AM with tear-down to begin August 24 th 11:00 PM and completed by August 25 th 12:00 PM.
Type of Petition	Special Event
Submission Date	7/12/2024
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	Code X Rosella Carmella "Rose" Hobson (248) 662-7164 rose@codexrosella.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:



Date: 06/24/2024

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: Another City Festival

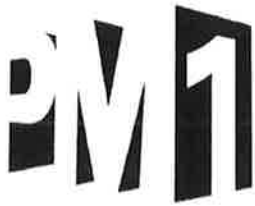
Event Date: 08/24/2024

Event Organizer: Code x Rosella

Applicant Signature:



Date: 06/25/2024



Production Management One, Inc.
 8797 Snouffer School Rd. Suite C Gaithersburg, MD 20879
 8625 Inkster Rd. Taylor, MI 48180
 2481 Principal Row, Suite 300 Orlando, FL 32837
 PM1Pro.com | 888-476-1776

Quote

Quote Number: Q24-0682
 Code X Rosella 2024-07-20 Stage

Client
Code X Rosella Rose Hobson 9983 Strathmoor Street Detroit, MI 48227 Mobile: 248-662-7164 Email: rosehobson@icloud.com

Bill To
Code X Rosella 9983 Strathmoor Street Detroit, MI 48227 Mobile: 248-662-7164 Email: rosehobson@icloud.com

Venue / Site
[REDACTED]

Scope of Work
PM1 to provide Mobile stage for Annual Event presented by Code X Rosella taking place at [REDACTED] Park in July. Dates are tentative. POC: Rose 248-662-7164

Account Manager	Customer PO	Terms	Tax Rule
Bryan Cuello		In Advance	

Install Date	Strike Date	Quote Number
7/20/2024 9:00 AM	7/20/2024 11:30 PM	Q24-0682

Qty. Description Unit Price Discount Total Price

Preproduction Planning

1 PM1 Site Survey

Staging

Main Stage
 SL-100 Mobile Stage
 1 SL-100 Mobile Stage Package

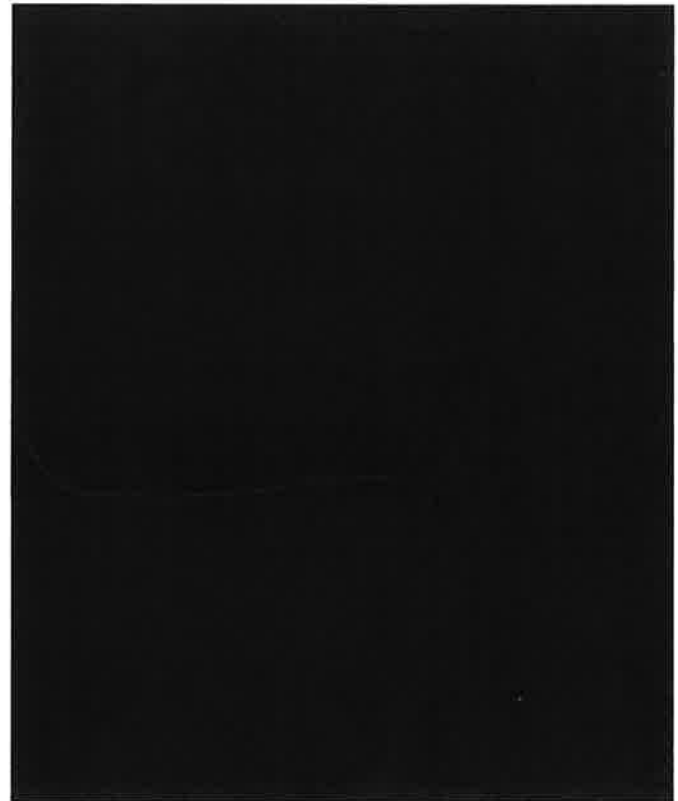
 FOH
 16"W x 8"D at 12"H
 (1) Stair Units
 Railing on sides
 No Skirting
 1 FOH Package

Audio/ Lighting Package

Audio
 Target audience (1,000 - 2,000 attendees)
 Lighting
 Basic Ambient Lights, Static Fixtures, Movers and Washers
 1 Basic Audio/ Lighting Package

Power

Generator
 Distro
 1 Power Package



Qty. Description

Show Expenses

1 Expendables (tape, zip-ties, etc.)

Load-In Labor

1 PM1 Staging Supervisor

1 Stagehand - AV

Load-Out Labor

1 PM1 Staging Supervisor

1 Stagehand - AV

Transportation

2 Delivery & Pickup

Client Provided

1 Client Provided Access

Payment Terms & Conditions:

Please remit any checks and make payable to:
Production Management One, Inc.
ATTN: Accounts Receivable
8625 Inkster Rd.
Taylor, MI 48180

CREDIT CARDS

VISA, MasterCard, Discover, American Express
(4% Processing Fee Applies)

Wiring information is given by PM1 via voice ONLY.
Call for wiring instructions:
Kara 734-977-0155
Valerie 734-977-0156

Subtotal:
Sales Tax:
Discount:
Total:
Total Applied
Balance Due



X

Clients Signature

Date

Health and Safety Regulations for Events

OVERVIEW

1. Fire Safety Regulations:

- Ensuring proper fire exits, emergency lighting, and clear evacuation routes.
- Maintaining a clear path to emergency exits by avoiding obstruction.

2. Crowd Management:

- Adhering to maximum capacity limits for the venue to prevent overcrowding.
- Ensuring that exit paths and aisles remain clear to facilitate smooth movement.

3. Electrical Safety:

- Using only certified electrical equipment and cables.
- Avoiding overloading electrical circuits and ensuring proper grounding.

4. Food Safety and Hygiene:

- Ensuring that food vendors comply with food safety regulations.
- Providing proper food handling, storage, and waste disposal facilities.

5. Sanitation and Waste Management:

- Providing adequate restroom facilities with proper sanitation.
- Setting up waste disposal bins throughout the venue and ensuring proper waste management.

6. First Aid and Medical Assistance:

- Having first aid stations with trained personnel and medical supplies.
- Coordinating with local medical services for more serious medical emergencies.

CODES

1. **CODE RED**
 - There is a threat within the premises.
 - **EVACUATE THE PREMISES IMMEDIATELY**

2. **COLD BLACKBLACK**
 - There is a threat outside the premises.
 - **LOCKDOWN VENUE DOORS. NO ONE ENTERS. NO ONE EXISTS.**

3. **COLD ADAM**
 - There is a missing child. Everyone must temporarily stop what they are doing to check their designated areas for missing child.
 - What was the child wearing? What does the child look like?
 - We do not want to scream the child's name this could provide the abductor with a way to further lure the child away.
 - **STOP AND SEARCH FOR MISSING CHILD**

4. **CODE BLUE**
 - **MEDICAL SERVICES NEED MED IMMEDIATELY.**

5. **CODE WHITE (TITLE) (LOCATION)**
 - Violent Situation where someone needs to be escorted from the facilities.
 - **SECURITY MUST REMOVE SOMEONE(S) FROM THE PREMISES.**

Health and Safety Plan of Action: AUGUST 2023

1. **Pre-Event Preparation:**
 - Identify and communicate key health and safety personnel, including medical personnel, security, and event staff.

2. **Venue Safety:**
 - Verify that the venue has valid safety permits and certifications.
 - Conduct a walk-through to ensure proper lighting, signage, and unobstructed exit paths.
 - Arrange for fire extinguishers, emergency lighting, and clear exit signs.

3. **Crowd Management:**
 - Monitor crowd size to avoid exceeding the venue's maximum capacity.
 - Clearly mark emergency exits and pathways with illuminated signs.
 - Train staff on crowd control techniques and emergency procedures.

4. **Electrical Safety:**
 - Hire certified electricians for the installation of sound, lighting, and other electrical setups.
 - Avoid daisy-chaining power strips and ensure proper distribution of power.

5. **Food Safety and Hygiene:**
 - Verify that food vendors have proper licenses and adhere to health regulations.
 - Place hand sanitizing stations and provide proper waste disposal facilities near food areas.

6. **Sanitation and Waste Management:**
 - Set up an adequate number of clean and well-maintained restroom facilities.
 - Place waste disposal bins throughout the venue and have a post-event cleanup plan.

7. **First Aid and Medical Assistance:**
 - Establish first aid stations with trained medical personnel, basic medical supplies, and emergency contact information.
 - Coordinate with local medical services to have an ambulance on standby for more severe medical emergencies.

8. **Communication and Awareness:**
 - Clearly communicate emergency procedures and exits to attendees.
 - Display contact information for medical and security personnel throughout the venue.

9. **Emergency Response Drills:**
 - Conduct pre-event safety briefings and walkthroughs with the event production team.
 - Simulate emergency scenarios during these drills to ensure the team is well-prepared.

10. **Continuous Monitoring:**
 - Assign a health and safety officer to continuously monitor the event and address any emerging concerns.

11. **Post-Event Evaluation:**
 - After the event, gather feedback from staff and attendees to identify areas for improvement in health and safety measures.



Code x Rosella Event Cleanup Plan: Another City Festival

Pre-Event Preparation:

- **Designate Cleanup Crew:** Assign a dedicated team members responsible for event cleanup. Ensure that team members are briefed on their responsibilities and equipped with necessary supplies such as trash bags, gloves, and cleaning tools.
- **Trash Receptacles:** Place sufficient trash receptacles throughout the event area, clearly marked and easily accessible to attendees.
- **Recycling Stations:** Set up recycling stations alongside trash bins to encourage proper disposal of recyclable materials such as plastic bottles and cans. Clearly label bins to facilitate separation of recyclables from general waste.

During the Event:

- **Monitoring:** Regularly patrol the event area to monitor cleanliness and address any immediate cleanup needs. Encourage attendees to dispose of trash properly and recycle whenever possible.
- **Cleanup Crew Deployment:** Deploy cleanup individuals strategically throughout the event to promptly address spills, littering, and any other cleanup requirements as they arise.
- **Recycling Collection:** Ensure that recycling stations are monitored and emptied regularly, separating recyclables from general waste to facilitate proper recycling.

Post-Event Cleanup:

- **Comprehensive Sweep Through:** Perform a comprehensive inspection of the entire event space after the event concludes.
- **Trash Removal:** Dispose of collected trash in designated waste disposal areas or arrange for pickup by local sanitation services. Ensure that all trash bins are emptied and cleaned as part of the cleanup process.
- **Recycling Sorting:** Separate recyclable materials from general waste, consolidating recyclables for proper disposal or recycling according to local regulations.
- **Site Restoration:** Restore the event area to its original condition by removing signage, temporary structures, and any remaining event-related materials. Conduct a final inspection to ensure that the site is clean and free of debris.



Community Communication Plan:

As part of our comprehensive communication and community impact plan for Another City Festival, we will employ a multi-faceted approach to ensure effective outreach, transparency, and community engagement.

Firstly, we will establish clear lines of communication with local residents, businesses, and community organizations through email communications, social media platforms, and community meetings. Regular updates and newsletters will be sent out to provide information about the festival, including event dates, lineup announcements, and details on transportation and parking options. We will also create a dedicated section on our website where residents can find detailed information about the festival and its impact on the community.

In addition to proactive communication, we will implement measures to protect the community and minimize any potential disruptions caused by the event. This includes collaborating with local authorities to develop a comprehensive safety and security plan, which will involve deploying trained personnel to monitor crowd control, ensure traffic management, and address any noise complaints or disturbances promptly. We will also work closely with sound engineers to carefully manage sound levels and minimize sound carryover beyond the event venue, respecting the peace and tranquility of the surrounding neighborhood.

Furthermore, we are committed to being good stewards of the environment and minimizing the festival's ecological footprint. We will implement sustainable practices such as waste reduction, recycling initiatives, and the use of eco-friendly materials wherever possible. Additionally, we will engage with local businesses and vendors to prioritize sourcing locally-produced goods and services, supporting the local economy and fostering community resilience.

Overall, our communication and community impact plan aims to foster open dialogue, build trust, and ensure that Another City Festival enriches the community while respecting the needs and concerns of residents and stakeholders. Through proactive engagement and responsible event management, we are confident that the festival will leave a positive and lasting impression on the community.

Warm regards,

Rose Hobson
President of Operations

ROSE HOBSON

SPECIAL EVENTS PETITION

Petition No: 2024-247

Event Name: ANOTHER CITY FESTIVAL

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

Petitioner Name / Organization: CODE X ROSELLA

Event Location: 110 MOUNT ELLIOTT ST DETROIT, MI 48207

Event Date(s) and Time(s): 08/24/24 3:00 PM to 08/24/24 10:00 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
CARMELLA "ROSE" HOBSON
rose@codexrosella.com
+1 (248) 662-7164

Submission Date:	04/17/24 1
Date of Clerk's Office Referral:	07/12/24
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 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: *Gaksima 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: CODEXROSELLA.COM

Which spaces will be used? Street, Sidewalk, Park

Will this event include the use or sale of marijuana? Yes

Event Description

Brief Event Purpose & Description:

THE PRIMARY PURPOSE OF ANOTHER CITY FESTIVAL IS TO CELEBRATE AND SHOWCASE THE VIBRANT CULTURAL LANDSCAPE OF DETROIT WHILE PROVIDING JOBS TO DETROIT'S COMMUNITY AND SHOWCASING UNFORGETTABLE TALENT. OUR FESTIVALS AIMS TO PROVIDE A CREATIVE PLATFORM FOR LOCAL ARTIST, MUSICIANS, DESIGNERS, MODELS, BUSINESS OWNERS AND PERFORMERS TO SHOWCASE THEIR TALENTS WHILE PROMOTING INCLUSIVITY, DIVERSITY, AND COMMUNITY. WE HOPE TO PROVIDE AN ENRICHING EXPERIENCE FOR GUESTS OF ALL AGES.

Estimated Peak Attendance: 400

Estimated Total Attendance: 400-500

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? Yes

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: CODE X ROSELLA

Mailing Address: 9983 STRATHMOOR ST

DETROIT MI 48227

Primary Contact:	Secondary Contact:
CARMELLA "ROSE" HOBSON	CEDERICK CAMPBELL
rose@codexrosella.com	CEDERICKCAMPBELLJR7@GMAIL.COM
	+1 (313) 706-9608

Organization Type: Corporation

Organization Website: CODEXROSELL.COM

Event Setup & Breakdown

Begin Setup: 08/22/24 3:00 PM

Complete Setup: 08/24/24 10:00 AM

Setup Location(s): 110 MOUNT ELLIOTT ST DETROIT MI 4820 | 6440 WIGHT ST DETR

Event Start: 08/24/24 3:00 PM

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

Begin Tear Down: 08/24/24 11:00 PM

Complete Tear Down: 08/25/24 12:00 PM

Number of Trash Containers: 50 Number of Recycling Containers: 40

Cleaning Service Vendor: T&d POWERWASH SOLUTIONS

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. MELDRUM ST 08/24/24

MELDRUM AND EAST JEFFERSON AVE TO MELDRUM AND WRIGHT ST 12:00 PM 11:00 PM

2. WIGHT ST 08/24/24

WIGHT ST AND MELDRUM ST TO WIGHT ST AND MOUNT ELLIOT ST 12:00 PM 11:00 PM

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:

TO ACCOMMODATE AN ANTICIPATED ATTENDANCE WE HAVE CURRATED A WELL-ORGANIZED PARKING PLAN TO ENSURE SMOOTH INGRESS AND EGRESS. PARTNERING WITH BIG PINK NIGHT CLUB EMPLOYEES AND ARTIST WILL HAVE ACCESS TO PARK IN THEIR SPACES BEHIND THEIR BUILDING, IN WHICH THEY HAVE ACCESSIBLE PARKING SPOT DESIGNATED FOR ATTENDEES WITH DISABILITIES AS BIG PINK WILL HOUSE THE ENTRY FOR GUESTS. AN EMPTY GRASS LOT WITH SPACE FOR 400 CARS WILL BE CLEANED DAYS PRIOR FOR DEBRIS AND AVAILABLE DIRECTLY ACROSS FROM BIG PINK. STREET PARKING ON IRON ST AND MOUNT ELLIOTT STREET WILL BECOME AVAILABLE ONCE ALMOST AT CAPACITY. WE WILL ENCOURAGE THE USE OF PUBLIC TRANSPORTATION OPTIONS AND RIDESHARE SERVICES WITHIN OUR MARKETING AND WILL USE SIGNAGE, EMAIL COMMUNICATION, MAPS, PARKING PERMITS AND PARKING PASSES TO REGULATE PARKING.

FOR OVERFLOW GUESTS WILL HAVE ACCESS TO STREET PARKING AT MELDRUM ST AND JEFFERSON CT NORTH OF EAST JEFFERSON AVE.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 8 Number of non-truck food vendors: 0

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: AUGUST 24, 2024 - 3PM UNTIL AUGUST 24, 2024 9:30

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 100

Number of tents larger than 10' x 10': 3

Tent Contractor: BIG TOP PARTY RENTAL

What other structures will your event include? NONE

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? GAS AND SOLAR

Generator contractor: PODUCTION MANAGEMENT ONE

Will additional wiring be installed? Yes

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? Yes

Security Contractor: _____

Number of private personnel per shift: 20

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: 2

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 **Code X Rosella** to host "Another City Festival" (2024-247) on **August 24, 2024** from **3:00 PM – 10:00 PM** at **110 Mount Elliot Street Detroit, MI**.

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 BSEED Permits Required for Generators, tents, and Stages; and be it further

PROVIDED, that there will be DPW Road Closure Signage Required; and be it further.

PROVIDED, that there will be Health Department Inspections; 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.