

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.	2024-260
Name of Petitioner	ORI Reel Entertainment
Description of Petition	Petition request to hold "ORI Reel Film and Entertainment Festival" at Hart Plaza on September 20 th from 6:00 PM to 11:00 PM on September 22 nd . Set-up to begin September 17 th at 9:00 AM and completed by 4:00 PM on September 20 th . Tear down to begin on September 23 rd at 8:00 AM and completed by 11:00 PM the same day.
Type of Petition	Special Events
Submission Date	07/19/24
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	Najanava Harvey-Quinn 1551 Rosa Parks Suite B Detroit, MI 48216 P: (248) 629-0154 najanava@orireelent.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: Matthew Chandler

Date:5/2/2024

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: ORI Film Festival

Event Date:September 20-2

Event Organizer: Najanaba Harvey- Quinn

Applicant Signature: Najanaba Harvey- Quinn

Date:5/2/2024



The goal is to get sponsors for each stage

- | | | |
|---|------------------------------------|--|
| 1 Primary Stage | 10 Food Court | 18 ADA & VIP Viewing Deck |
| 2 Waterfront Stage | 11 GA/VIP Lockers & Phone Charging | 20 VIP Viewing Deck |
| 3 Pyramid Stage | 12 VIP Pop-Up | 21 ADA Viewing Deck |
| 4 Stargate Stage | 13 Official Merchandise | |
| 5 Detroit Stage | | |
| 6 Underground Stage | 15 Liberty Pickup & Drop-off | |
| 7 Main Entrance/Exit | | |
| 8 Main Box Office
(Sales, Will Call, Customer Service) | | <ul style="list-style-type: none"> Ⓡ Medical Tent Ⓢ ATM (2 Locations) ♿ Restrooms
(Also located in the lower level) |
| 9 VIP Entrance (Not on map) | | |

Please allow us to give credit to Movement for the inspiration of this layout, for another great Detroit music festival.

22 possible maze site's ?

6 underground stage...we can possibly show movies all day?

What is 17?

Attention: Special Events Team, City of Detroit, MI

Najanava Harvey-Quinn

1551 Rosa Parks Blvd

Detroit, MI

Founder, ORI Reel Film and Entertainment Festival

Please find attached documents regarding the brief event purpose and description for the ORI Reel Film and Entertainment Festival. Information about Contractors and Vendors. Along with the Event Clean Up Plan and Community Community Impact Plan. Lastly the Hart Plaza Policy Acknowledgement.

Brief Description:

ORI Reel International Film and Entertainment Festival is a dynamic gathering where diverse creatives, industry leaders, and the local community unite for three days of screenings, concerts, thought-provoking discussions, exclusive parties, and networking opportunities. Participants will be immersed in an extraordinary sensory journey featuring an eclectic mix of films, music, comedy, attractions, and refreshments.

Contractors and Vendors:

In our quest for excellence at the inaugural ORI Reel International Film and Entertainment Festival, we've enlisted Total Access Events (T.A.E.) to oversee tenting, security, medical services, and vendor selection. Leveraging T.A.E.'s 20+ years of experience with the city, particularly at Hart Plaza, we're enhancing our Quality Review Framework to ensure all contractors are seasoned, licensed, insured, and bonded. By assembling a strong team, we aim to establish this as an annual event enriching Detroit and Michigan's economy and cultural landscape. We eagerly anticipate collaborating with various city departments throughout the process.

Thank you

Event Cleanup Plan:

At ORI Reel Film and Entertainment Festival, we are committed to ensuring that our event is not only entertaining but also environmentally friendly. Our cleanup plan is designed to minimize waste and maximize sustainability.

1. **Waste Reduction Techniques:** We will implement various waste reduction techniques such as encouraging attendees to use reusable containers, providing compostable or biodegradable serving ware, and minimizing single-use plastics.
2. **Refuse, Reduce, Reuse, and Donate:** We will actively refuse unnecessary items, reduce the consumption of materials wherever possible, reuse materials for multiple purposes, and donate any excess items to local organizations in need.
3. **Recycling and Composting:** Recycling and composting stations will be strategically placed throughout the event venue to encourage attendees to properly dispose of their waste. We will work with a waste management company to ensure that recyclable and compostable materials are diverted from the landfill.
4. **Zero Waste Events:** Our goal is to achieve zero waste events by minimizing the amount of waste generated and diverting as much waste as possible from landfills through recycling, composting, and reuse initiatives.
5. **Authenticity of Our Program:** We are committed to transparency and authenticity in our waste management efforts. We will educate attendees about our sustainability initiatives and encourage their participation in reducing waste.
6. **After Your Event:** Following the event, our team will conduct a thorough cleanup of the venue, ensuring that all waste is properly sorted and disposed of according to environmental regulations.
7. **Waste Diversion Rate and Sharing Impact Plan:** We will track our waste diversion rate and share our impact plan with stakeholders, including the City of Detroit and event attendees. This will include data on the amount of waste diverted from landfills and our efforts to minimize environmental impact.
8. **Sanitation Company Contract:** We will provide details of the sanitation company responsible for post-event cleanup, including a contract outlining the services provided to return Hart Plaza to its original state.

By implementing these measures, we aim to align with the City of Detroit's goals for event waste reduction and create a sustainable and environmentally friendly event experience.

ORI Film Festival

SEPTEMBER 20-22, 2024
HART PLAZA



SET UP & BREAKDOWN DAYS

- Friday Set Up: September 19 , 2024 9am
- Tent load in / placement
- Equipment drop/ placement
- Vendor Load in

Monday Breakdown: September 23, 2024 5pm

Complete by Monday September 23, 2024

Hours

September 20-22, 2024 2pm-11pm

ONSITE EQUIPMENT

Beverage Tents

Dry vendor Tents

VIP Tent

Staff & Security Tent

Restroom Trailer

Generator

Bike Rack & Fencing

Stage (3)

Lawn Games

FOOD VENDORS AND DRY VENDORS

**All City approved Vendors from the City of
Detroit Licensed Vendor List and Licensed
Vendor thru our Vendor Program**

SERCURITY & MEDICAL

Security Team

- ProStar
- Start:Friday 9/19/24 9am
- End 9/22/24
- Detroit Police Department Evolve System

Medical and Ambulance: Hart Medical

Communication and Community Impact Plan:

Ensuring the safety and well-being of our event participants and the surrounding community is a top priority for ORI Reel Film and Entertainment Festival. Our communication and community impact plan are designed to inform and engage local residents and businesses while minimizing any disruptions caused by the event.

1. **Community Notification:** We will proactively notify businesses and residents in the immediate vicinity of the event site about the festival. This will include distributing flyers, sending out email notifications, and posting information on social media platforms.
2. **Impact Assessment:** We will assess how our event will impact the surrounding community, including factors such as pedestrian traffic, sound carryover, safety measures, and overall community involvement. This assessment will guide our planning efforts to mitigate any potential negative impacts.
3. **Inclusive Event Planning:** We are committed to building an inclusive event that incorporates feedback from local groups and businesses. We will actively seek input from community stakeholders to ensure that our event aligns with their needs and concerns.
4. **Grassroots and Mass Media Outreach:** Our communication strategy will include both grassroots and mass media outreach efforts. This may involve engaging local community organizations, partnering with neighborhood associations, and securing coverage in local newspapers and radio stations.
5. **Specific Event Details:** We will provide specific details about the event, including dates, times, and anticipated impacts on traffic flow and pedestrian movement. This information will be communicated clearly to the surrounding communities to minimize any inconveniences.

By fostering open communication and collaboration with the community, we aim to create a positive and mutually beneficial event experience for all stakeholders involved.

I Najanava Harvey-Quinn a representative of ORI Reel Film and Entertainment Festival have read and understand my duty to comply and adhere to the guidelines presented in the Hart Plaza Policy and Procedure Manual.

Date:

 _____ Event Organizer Signature

_____ GSD Representative

_____ Construction and Demolition and Department
Signature

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: ORI Film Festival

Event Status: Duplicate Request

Petitioner Name / Organization: Total Access Events Inc.

Event Location: Hart Plaza

Event Date(s) and Time(s): 09/20/24 6:00 PM to 09/22/24 11:00 PM

Type of Event: Concert/Performance, Festival, Filming

Applicant Contact:
Phillip J Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	05/02/24 1
Date of Clerk's Office Referral:	7/17/24
Date of City Departments Sign Off:	7/17/24
Date Referred to Council:	7/19/24

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: 

Date: July 19, 2024

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? No

Event Website: N/A

Which spaces will be used? City Facility

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

Event Description

Brief Event Purpose & Description:

This event will display a variety of amazing, iconic films throughout the footprint of the Hart Plaza. There also will be entertainment between the sets/shows. Food Trucks will serve the attendees at the event.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 13000

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? Yes

Will there be merchandise sold? Yes

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: Total Access Events Inc.

Mailing Address: 10101 Lyndon

Detroit Michigan 48238

Primary Contact:	Secondary Contact:
Phillip J Talbert	Phillip J Talbert
pjtalbert@totalaccessinc.com	pjtalbert@totalaccessinc.com
	+1 (313) 529-6600

Organization Type: Corporation

Organization Website: https://www.bing.com/ck/a?!&&p=065e83d3f0e232ddJmltdHM9M

Event Setup & Breakdown

Begin Setup: 09/17/24 6:00 AM

Complete Setup: 09/19/24 11:00 PM

Setup Location(s): 1 Hart Plaza, Detroit Mi, 48226

Event Start: 09/20/24 6:00 PM

Event End: 09/22/24 11:00 PM

Begin Tear Down: 09/23/24 6:00 AM

Complete Tear Down: 09/26/24 11:00 PM

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

Cleaning Service Vendor: Giant Janitorial

Other Waste Elements: Grease catchers.

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:
Attendees must find legal parking in the vicinity.

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: 5

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: Sep 20-22 6pm-10:45pm

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 3

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 25

Number of tents larger than 10' x 10': 2

Tent Contractor: S & R Tent Rental

What other structures will your event include? Truss

Will your event use any grills? Yes

What kind of grills? Charcoal, propane

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? Gas

Generator contractor: Michigan Cat

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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: Prostar, DPD, City of Detroit Security

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? Yes

Name of emergency medical services contractor: Hart Medical

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 ORI Reel Entertainment to host "ORI Reel Film and Entertainment Festival" (#2024-26) on September 20, 2024, from 6:00 PM- 11:00 PM at Hart Plaza.

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 GSD Parks & Recreation Permits 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, Generators, and Stages 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.