

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.	2024-254
Name of Petitioner	Henry Ford Health
Description of Petition	Petition request to hold "Henry Ford Health Destination Grand Groundbreaking" at 2800 West Grand Blvd, Detroit MI 48202 on September 12 th at 7:00 AM to 8:00 PM the same day. Set-up to begin September 09 th at 7:00 AM and completed by 8:00 PM on September 11 th . Tear down to begin on September 12 th at 9:00 PM and completed by 11:00 PM on September 13 th .
Type of Petition	Special Events
Submission Date	07/18/24
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	Matt Wendell Henry Ford Health 1 Ford Place Suite 5-A Detroit, MI 48202 P: (734) 262-4205 mattwendell@rockevents.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: 
Henry Ford Hospital Representative

Date: 7/9/24

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: Henry Ford Health Destination Grand Groundbreaking **Date:** 9/12/24

Event Organizer: Henry Ford Health

Applicant Signature: 
Henry Ford Hospital Representative

Date: 7/9/24



Site Map Key

- 20' X 20' Tent
- Restroom Trailers
- Seating
- Food Trucks
- Existing Construction Fence
- Generator

W Grand Blvd.

Employee Entrance

131'x66' Tent

Art Activation

Fitness Zone

Public Entrance

Milwaukee Ave

Lincoln Ave



Existing Construction Fencing
Event Perimeter
Event Location: 2800 W Grand Blvd

John C Lodge Fwy Artha L. Franklin Mem Hwy

Construction Zone

Guest Parking

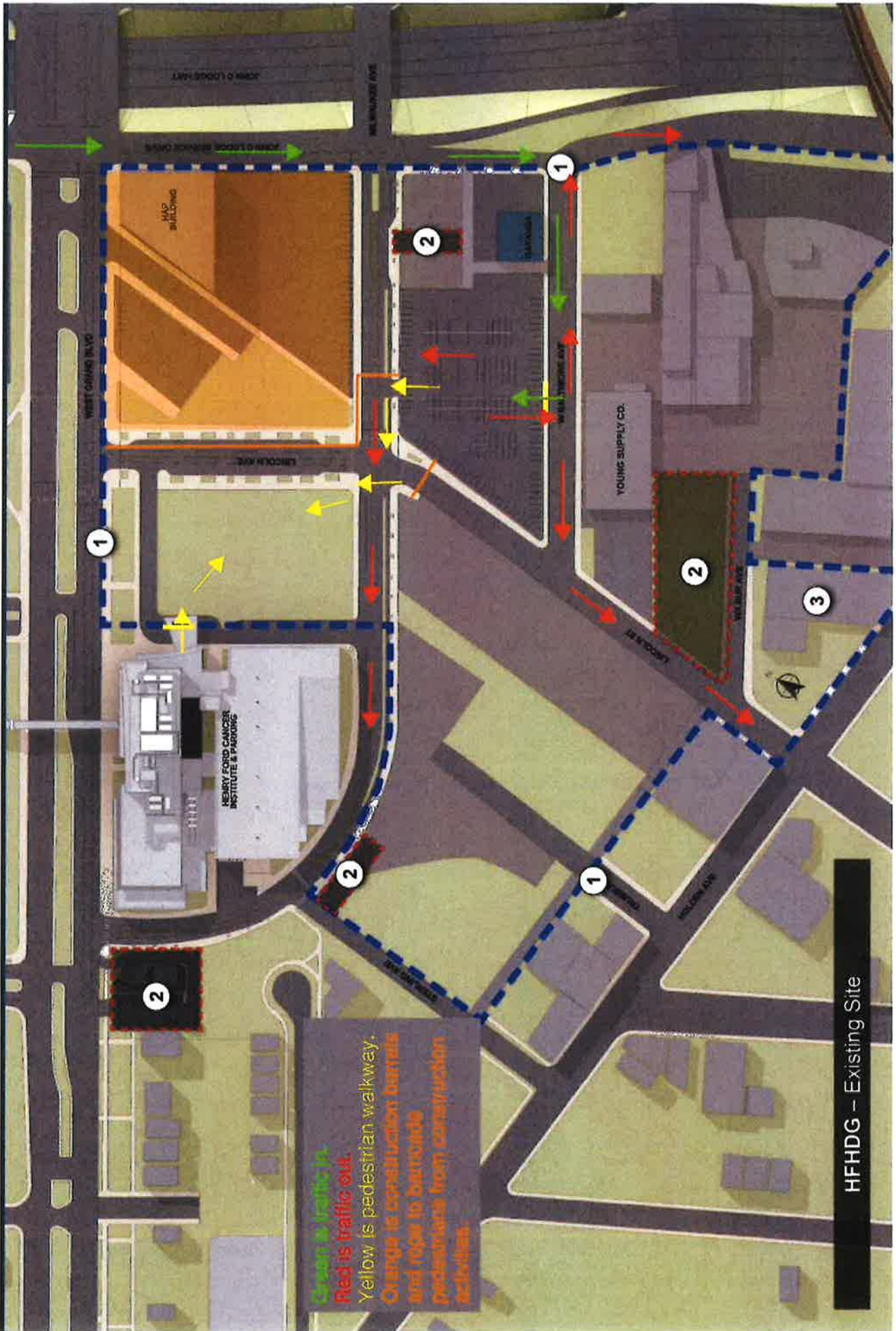
Lincoln Ave

Event Site

Milwaukee Ave

W Grand Blvd

Construction Zone



Green is traffic flow.
Red is traffic out.
Yellow is pedestrian walkway.
Orange is construction barriers and ropes to barriable pedestrians from construction activities.

HFHDG - Existing Site

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Henry Ford Health Destination Grand Groundbreaking

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

Petitioner Name / Organization: Henry Ford Health

Event Location: 2800 West Grand Blvd, Detroit, MI 48202

Event Date(s) and Time(s): 09/12/24 7:00 AM to 09/12/24 8:00 PM

Type of Event: Other

Applicant Contact:
Matt Wendell
mattwendell@rockevents.com
+1 (734) 262-4205

Submission Date:	07/12/24 1
Date of Clerk's Office Referral:	7/18/24
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 Approval Not Required	DDOT Approval Not Required	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: *Gakima Fife*

Date: July 18, 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? Sidewalk, Private Facility

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

Event Description

Brief Event Purpose & Description:

Henry Ford Health will be breaking ground on their new hospital on September 12, 2024 as part of their "Destination: Grand" project. This will be an all day event. There will be a private, invite only press conference in the morning covering the groundbreaking ceremony. Executives and local/state dignitaries expected to attend. Following the press conference, there will be activities open to Henry Ford employees and the local community. Entirety of the event will be contained to Henry Ford Health construction site.

Estimated Peak Attendance: 1500

Estimated Total Attendance: 2500

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: Henry Ford Health

Mailing Address: 1 Ford Place Suite 5-A

Detroit Michigan 48202

Primary Contact:	Secondary Contact:
Matt Wendell	Riley Ostapowicz
mattwendell@rockevents.com	rileyostapowicz@rockevents.com
	+1 (616) 570-3114

Organization Type: Nonprofit

Organization Website: henryford.com

Event Setup & Breakdown

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

Complete Setup: 09/11/24 8:00 PM

Setup Location(s): 2800 W Grand Blvd, Detroit, MI 48202

Event Start: 09/12/24 7:00 AM

Event End: 09/12/24 8:00 PM

Begin Tear Down: 09/12/24 9:00 PM

Complete Tear Down: 09/13/24 11:00 PM

Number of Trash Containers: 25 Number of Recycling Containers: 25

Cleaning Service Vendor: The Professional Group

Other Waste Elements: All trash will be discarded on-site in rented dumpster(s). All restrooms are self contained. All Food Trucks are self-contained and responsible for clean up.

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:

Utilizing existing parking lots within event/construction site perimeter. Additional parking available at Henry Ford Parking Properties with shuttles to transport to event.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 1

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? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 6

Number of tents larger than 10' x 10': 5

Tent Contractor: Wahl Tents

What other structures will your event include? Potential Shipping Container booth/structures

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? Diesel fuel

Generator contractor: Contracted through AV Provider

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: Shield Security

Number of private personnel per shift: 7

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Henry Ford Health

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 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)

Henry Ford Health: Destination Grand Groundbreaking & Community Event

Community Impact Plan & Communication Plan

Community Impact Plan

Event will take place within existing fenced off construction site.

Cancer Center will remain open and accessible by having Event guests enter off Lodge Freeway.

Surrounding area may experience additional vehicle and pedestrian traffic during event, but no new closures.

Community may also be impacted by amplified sound.

Communication Plan

Henry Ford Health Community Relations team to reach out to the surrounding community inviting them to the event while also sharing details of community impact.

E-Newsletters will also be sent out to subscribers and the Metro Detroit community as well as surrounding groups and businesses.

Copies of the communication to be sent out has not yet been drafted.

Cleaning Plan

1. Event will be staffed by a third party cleaning contactor who will be responsible for switching out trash can liners, tending to restroom trailers and clearing tables.
2. A dumpster(s) will be rented to handle all trash from the event.
3. All restroom trailers are self contained and will be tended to throughout the day.
4. All food trucks will be responsible for their own waste and garbage.

Henry Ford Health Destination Grand Ground Breaking

Event Week Timeline (Tentative)

Monday, September 9 through Friday, September 13, 2024

Monday, September 9

8:00am – Day 1 load in begins

- Tents

8:00pm – Wrap day 1 load in complete

Tuesday, September 10

8:00am – Day 2 load in begins

- Audio visual, activations, restrooms

8:00pm – Day 2 load in complete

Wednesday, September 11

8:00am – Day 3 load in begins

- Final décor & walkthroughs

8:00pm – Day 3 load in complete

Thursday, September 12

7:00am – Henry Ford Health team member event begins

11:00am – Groundbreaking event begins

11:40am – Groundbreaking event ends

1:00pm – Community event begins

7:00pm – community event ends

Friday, September 13

7:00am – Load out begins

7:00pm – Load out ends, wrap of event

*Timing is currently tentative. Exact timing will be submitted once it has been decided.

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to **Henry Ford Health** to host "**Henry Ford Health Destination Grand Groundbreaking**" (2024-254) on **September 12, 2024**, from **7:00 AM – 8:00 PM** at **2800 West Grand Blvd. Detroit, MI 48202**.

PROVIDED, that there will be DPD Assisted Event; Contracted with Private security be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Henry Ford Health to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents; 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.