

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*

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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.

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Petition No.	2024-266
Name of Petitioner	Detroit 300 Conservancy/ Downtown Detroit Partnership
Description of Petition	Petition of Detroit 300 Conservancy/ Downtown Detroit Partnership (#2024-266), request to hold "Cigar Fest (formerly Smoke on the Water)" at Cadillac Square on September 22 <sup>nd</sup> , from 12:00 PM to 8:00 PM. Set-up to begin September 20 <sup>th</sup> , 3:00 PM completed by September 21 <sup>st</sup> 6:00 PM with tear-down to begin September 22 <sup>nd</sup> 8:00 PM and completed by Sept 23 <sup>rd</sup> 11:00 AM.
Type of Petition	<b>Special Event</b>
Submission Date	7/25/24
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	Alex Fields Detroit 300 Conservancy/ Downtown Detroit Partnership (313) 617-8408 <a href="mailto:alex.fields@detroitdetroit.org">alex.fields@detroitdetroit.org</a>

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:** 7/18/24

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:** Cigar Fest

**Event Date:** 9/22/24

**Event Organizer:** Detroit 300 Conservancy/Do

**Applicant Signature:** 

**Date:** 7/18/24



# Security, Emergency & Clean Up Plan

## Cigar Fest

### Cadillac Square

### Detroit, MI

**Sunday, September 22<sup>nd</sup>, 2025**

#### **Response Protocols**

The DDP & D300 will make use of our established emergency and security response team and communication network in event of medical, safety, security or weather events. Evacuation plans for Cadillac Square guide event goers to One Campus Martius or the First National Building.

#### **Security**

The Downtown Detroit Partnership & Detroit 300 Conservancy will employ the services of Liberty Security Group for event security. The event will be private and bike rack style barricades will be used to enclose the event perimeter with a main patron entrance at the west end of Cadillac Square park at the Woodward Ave. sidewalk.

Liberty Security Group will utilize an estimated 18 security personnel to secure the event perimeter and provide security inside the event. Security personnel will be employed for event load in, event hours and load out.

#### **Medical**

The DDP & D300 will employ the services of MedStar with a single ambulance and EMT team on site, staged on Westbound Cadillac Square near Bates St.

#### **Clean Up**

The DDP & D300 will employ Block by Block Clean Detroit Ambassadors for event load in, event and event load out clean up. There will be an estimated 6 Ambassadors employed for the event hours along with 10 temporary trash bins.



(586) 493-0563, (248) 926-0296  
 44550 N Groesbeck Hwy.  
 Clinton Township, MI 48036

Contract # Q-000674



**CHELSEA NUNNALLY**  
**DOWNTOWN DETROIT PARTNERSHIP**  
**1000 WOODWARD**  
**SUITE 380**  
**DETROIT, MI 48226**  
**+1 313 505 9210**  
**CHELSEA.NUNNALLY@DOWNTOWNDETROIT.ORG**

Rental Agent:	QUOTE DATES:	STATUS:
Gabrielle Reinke	Sat Sep 21, 2024 through Mon Sep 23, 2024 Timing TBD	Quote

Delivery Address/Instructions	Pickup Address/Instructions
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**CADILLAC SQUARE**  
**DETROIT, MI 48226**

Set up September 21st  
 Contact Alex 313.617.8408

Delivery & Pickup dates/times are TBD and are subject to change.

**CADILLAC SQUARE**  
**DETROIT, MI 48226**

Breakdown: September 22nd- teardown of at least the 10x20's and 10x10's  
 September 23rd- 40x100 can be broken-down

Quoted	Rate	Qty	Total
40x100 NaviTrac, Hip Ends	\$ 3,760.00	1	\$ 3,760.00
8x20 Keder Solid Walls- Navi enclosing a 40' and 100' side	\$ 38.50	7	\$ 269.50
10x10 Vista Frame Tent	\$ 196.10	9	\$ 1,764.90
10x20 Vista Frame Tent	\$ 297.30	2	\$ 594.60
8x20 Solid Side Walls 10x10's- all gets 2 sides enclosed 10x20's- all get 3 sides enclosed( both side and back wall)	\$ 24.00	13	\$ 312.00
LED Overhead Lights going in 40x100	\$ 75.00	6	\$ 450.00
LED Streamer Lights 50' going on all 10x10's and 10x20's	\$ 33.00	11	\$ 363.00
Extension Cords 50'	\$ 4.40	19	\$ 83.60
Ceiling Fan- White going in 40x100	\$ 137.50	2	\$ 275.00
Safety Package going in 40x100	\$ 75.00	1	\$ 75.00
High-Tops/Tables	\$ 11.00	20	\$ 220.00
Black Spandex Hightop Linen	\$ 25.00	20	\$ 500.00



**UNIVERSAL**  
Contracting Services

# Estimate

Date	Estimate #
8/1/2024	1174

5671 Trumbull Ste 3  
Detroit, MI. 48208

Name / Address
Downtown Detroit Partnership 1000 Woodward Ave, Suite 380 Detroit, MI 48226

LOCATION
CIGAR FEST CADILLAC SQ

Billing	Item	Description	Qty	Rate	Total
	Traffic Control Three Man	Three man traffic control crew - 5 HOURS X 2 DAYS 9/21/24 & 9/23/24 CADILLAC SQ & WOODWARD/BATES, DETROIT ROAD CLOSURE RENTAL		0.00	0.00
	7503706	MUTCD TA-9 RD CLOSR PER DAY	2	200.00	400.00
	6500724A	FLAGGER- STRAIGHT TIME (3 FLAGGERS X 5 HOURS) 9/23/24	15	62.60	939.00
	6500724B	FLAGGER- OVERTIME (3 FLAGGERS X 5 HOURS) 9/21/24	15	78.47	1,177.05
	7503682	MDOT SP SN 0-9 W/ST 7 DAYS OR LESS (10 X 2 DAYS)	20	9.00	180.00
	7503733	TYPE 3 BARRICADE 7 DAYS OR LESS (16 X 2 DAYS)	32	4.25	136.00
	ESTIMATE	***PRICING VALID FOR 90 DAYS FROM DATE OF ESTIMATE***		0.00	0.00
			<b>Total</b>		\$2,832.05



PORTABLE RESTROOMS • SEPTIC TANK SERVICES • EXCAVATING



4941 White Lake Rd  
Clarkston MI 48348  
Office: 248-698-5000  
[www.brendelseptic.com](http://www.brendelseptic.com)

DATE: 8/1/2024

COMPANY: Downtown Detroit Partnership  
Cigar Festival 2024

RE: Sanitation Equipment Rental

ADDRESS: 1000 Woodward, Detroit

ATTN: Alex Fields

PROPOSAL #: BS-2024-0801

DELIVERY ADDRESS: Cadillac Square Park,  
Detroit

PHONE: 313-617-8408

EMAIL: Alex.Fields@downtowndetroit.org

DATE(S) FOR RENTAL(S): 09/21-09/22/24

Delivery Date: 09/21/24-Saturday  
Event: 09/22/24

We hereby submit specifications and estimates for: Sanitation Equipment Rental(s)

<u>QTY:</u>	<u>Type of units:</u>	<u>Total:</u>
10	Regular units w/hand sanitizer @\$125/each	\$ 1,250
5	ADA units w/hand sanitizer @\$175/each	\$ 875

Service:

- No services required for this event.
- Delivery Saturday am/ early-time needed.
- Pick up after 8pm Sunday or Before 5am Monday a.m.

Delivery:

- Delivery/setup/takedown fee: \$300
  - Alex Fields will be our contact for this event.
- Total: \$ 2,425.00

**\*\*\* PLEASE, PROVIDE TRASH CANS BY THE UNITS.**

**\*\*\* SIGNED PROPOSAL MUST BE RECEIVED 2 WEEKS BEFORE DELIVERY DATE**

This proposal may be withdrawn by Brendel's Septic if not accepted with 30 days of receipt.

All agreements contingent upon strikes, accidents, natural disasters or delays beyond our control. We will not be responsible for any damage(s) to sprinkler systems, sidewalks, driveways, utility lines, electric lines, etc. Owner/Customer assumes all responsibility.

Proposal prepared by: Susan Armstrong, Susan Armstrong, Owner

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as stated above. Payment due upon project completion.

To accept this proposal:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# SPECIAL EVENTS PETITION

**Petition No:** 2024-266

**Event Name:** Cigar Fest (formerly Smoke on the Water)

**Event Status:** \_\_\_\_\_

**Petitioner Name / Organization:** Detroit 300 Conservancy/Downtown Detroit Partnership

**Event Location:** Cadillac Square Park

**Event Date(s) and Time(s):** 09/22/24 12:00 PM **to** 09/22/24 8:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Alex Fields
alex.fields@downtowndetroit.org
+1 (313) 617-8408

<b>Submission Date:</b>	07/19/24
<b>Date of Clerk's Office Referral:</b>	07/25/24
<b>Date of City Departments Sign Off:</b>	7/24/24
<b>Date Referred to Council:</b>	8/2/24

## 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 Reviewed- Ready for Council	MPD Reviewed- Ready for Council	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

**Mayor's Office Special Events Signature:** *Alexis Fife*

**Date:** August 2, 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:

The fifth annual Smoke on the Water cigar festival is looking to change venues for 2024 and move to Cadillac Square Park in the central business district. Tentatively named Cigar Fest this event is a festival-style event for cigar aficionados to interact with various cigar vendors and marketers while relaxing and enjoying food, drinks, music and high end cigars. The event will feature food trucks, cash bars, cigar vendors, sponsor activations, lounge furniture, VIP booths and tables, and live music.

Estimated Peak Attendance: 300

Estimated Total Attendance: 400

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? 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: Detroit 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward Avenue, Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Sarah Walsh
alex.fields@downtowndetroit.org	Sarah.Walsh@downtowndetroit.org
	+1 (313) 617-0803

Organization Type: Nonprofit

Organization Website: www.downtowndetroit.org

## Event Setup & Breakdown

Begin Setup: 09/20/24 3:00 PM

Complete Setup: 09/21/24 6:00 PM

Setup Location(s): Cadillac Square Park

Event Start: 09/22/24 12:00 PM

Event End: 09/22/24 8:00 PM

Begin Tear Down: 09/22/24 8:00 PM

Complete Tear Down: 09/23/24 11:00 AM

Number of Trash Containers: 20 Number of Recycling Containers: 8

Cleaning Service Vendor: Block by Block

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. Cadillac Square Westbound 09/21/24

Woodward Ave to Bates St 6:00 AM 6:00 AM

2. Cadillac Square Eastbound 09/21/24

Woodward Ave to Bates St 6:00 AM 6:00 AM

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

Attendees may find parking on their own near the event (street parking, metered parking, parking lots & garages). Blocking metered parking spaces due to road closure. Road closure from 6:00am on 9/21/24 until 6:00am (or earlier) on 9/23/24.

## 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: 25

## 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: Sunday, September 22nd, 2024: 12pm - 8pm

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? No

Number of tents 10' x 10' and smaller: 20

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

Tent Contractor: Wahl Tents

What other structures will your event include? Stage platform (12" riser)

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? Generator will be fueled off-site prior to its arrival

Generator contractor: M.A.D. Power

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: Liberty Security Group

Number of private personnel per shift: 8

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: MedStar

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 checked="" 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 checked="" 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 Detroit 300 Conservancy/Downtown Partnership to host “Cigar Fest (formerly Smoke on the Water)” “2024-266” on September 22, 2024, from 12:00 PM to 8:00 PM at, Cadillac Square, Detroit, MI.

**PROVIDED,** that there will be DPD Assisted Event with Contracted Security; and be it further

**PROVIDED,** that there will be DFD Pending Inspections; Contracted with MED Star to Provide Services; and be it further

**PROVIDED,** that there will be Municipal Parking No Parking Signs Required; and be it further

**PROVIDED,** that there will be BSEED Permits Required for Tents, Stages, and Generators 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 events.