

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.	2024-284
Name of Petitioner	Detroit United Lacrosse
Description of Petition	Petition of Detroit United Lacrosse ( <b>#2024-284</b> ), request to hold "Cradle on the Cut" at Dequindre Cut., on September 21st, from 11:00 AM to 2:00 PM. Set-up to begin September 21 <sup>st</sup> , 7:00 AM and completed by 10:00 AM with tear-down to begin September 21 <sup>st</sup> , at 2:00 PM completed by 4:00 PM.
Type of Petition	<b>Special Event</b>
Submission Date	8/9/2024
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	Detroit United Lacrosse Christine Malone (313) 671-33080 <a href="mailto:chris@detroitunitedlacrosse.org">chris@detroitunitedlacrosse.org</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

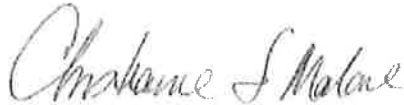
(313) 224 - 3260 | Fax: (313) 224 - 1466

# 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:** 7/25/24

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:** Cradle on the Cut

**Event Date:** 9/21/24

**Event Organizer:** Detroit United Lacrosse

**Applicant Signature:**



**Date:** 7/25/24

**Cradle on the Cut 5k Fun Run**  
**Event Description:**

Detroit United Lacrosse is an organization where kids feel welcome to play the game of lacrosse at any skill level, with emphasis on the love of the game and the joy of playing as opposed to rigorous performance. As the face of lacrosse in the city of Detroit, we currently serve over 1000 youth. Our mission is to use the sport of lacrosse to unify the youth of Detroit's neighborhoods by promoting character education, personal development, and pathways to prosperity -- instilling the values of the sport: respect, honor, courage, and integrity. We also provide high-level lacrosse training, wellness education, and educational opportunities.

We are looking to host our first annual Cradle in the Cut on Saturday, September 21, 2004. Cradle in the Cut is a 5K family-friendly fundraiser run/walk on the Dequindre Cut that brings together lacrosse players and non-players from across the metro region to support Detroit United Lacrosse's youth programs.

What makes this 5k unique is that we will have a registration type that encourages lacrosse players to cradle a ball while running the event (the sport's equivalent of dribbling a ball). This event will be held during lacrosse season, so it's a great conditioning and team-building activity for local school teams.

For those who aren't lacrosse players or are not interested in cradling, there will be a run/walk-only registration type.

We plan to have a 5k start and end line near the Freight Yard and would be interested in activating that space as well (if it's not scheduled to be open).

We plan to have food and refreshments after the race, along with an awards ceremony.





# EMERGENCY RESPONSE PLAN

Cradle on the Cut 5k Charity Fun Run

EVENT ORGANIZER:	Detroit United Lacrosse
EVENT LOCATION:	Dequindre Cut Starting at 3019 Orleans St, Detroit, MI 48207, on the Dequindre Cut Greenway
EVENT DATE:	Saturday, September 21, 2004
START TIME:	7am setup, 10:00am event start time
END TIME:	Event concludes by 1:00pm
EXPECTED CROWD SIZE:	400 participants, 20 staff/volunteers
SITE LEADS:	Christianne Malone (313) 671-3080 Summer Aldred (248) 915-5691 Christina Arens (248) 838-8432

## EVENT DESCRIPTION:

Cradle on the Cut is an annual 5k run/walk event that benefits Detroit United Lacrosse's youth-centered programming. Participants start in front of the Dequindre Cut Freight Yard and head north on the Dequindre Cut Freight Yard, turning around at Wilkins Street, head south on the cut, making the final turnaround at the Outdoor Adventure Center.

## EVACUATION PLAN:

In the event that the site or facility needs to be evacuated, event participants, staff and volunteers will be instructed to return to their vehicles. Communications will be made over the public address system that will be set up outside the Freight Yard. We will also send communications via email to event participants through the event registration system. And we will have volunteers set up along the route and will communicate with them via cell phone, who will then instruct participants along the route.

## SEVERE WEATHER / TORNADO SHELTERING PLAN:

Event staff will be actively monitoring the weather at all times. If there is a threat of severe weather, event participants, staff and volunteers will be instructed to leave the Dequindre Cut immediately, via their nearest exit location and take shelter in a building or their vehicles. Communications will be made over the public

address system that will be set up outside the venue. We will also send communications via email to event participants through the event registration system.

**LOST CHILD:**

In the event of a child being lost on site, staff will be instructed to take the lost child to the Dequindre Cut Freight Yard where they will wait until the parent or guardian can be located and reunited. Announcements will be made over the public address system that will be situated at the start/finish line and also in the Dequindre Cut Freight Yard.

**MEDICAL EMERGENCY PLAN:**

In the event of a medical emergency, staff and volunteers will notify the ambulance service that will be on site for the duration of the event. For the 2024 run, Hart Medical will be providing EMS and can be reached at 313-366-4278.

**ACTIVE SHOOTER:**

In the event of an active shooter, event participants, staff and volunteers should alert emergency personnel on site or call 911. Participants will be advised to return to their vehicles if it is deemed safe to do so by the emergency personnel on site. Staff will also be trained in the following protocol that can be followed if such a situation arises.



**RUN.**  
When there is an active threat.  
Once you are safe, call 4911.



**HIDE.**  
If escape is not possible, hide.  
1. Block the door.  
2. Avoid Windows.  
3. Silence your cell.



**FIGHT.**  
Only as a last resort and if your life is in danger.

**Clean Up Plan:**

Trash from the event will be collected in trash bins located at the Dequindre Cut.

Additional Trash and Recycle Bins will be added by Detroit United Lacrosse at the Dequindre Cut Freight Yard.

All litter from the race will be picked up and placed in the trash bins during the event and post event.

Trash will be collected as part of the Dequindre Cut's standard collection procedures. Recyclables will be taken by event organizers if no local recycle collection is available.

**Community Action Plan:**

The Event is contained to the Dequindre Cut. Approval has been obtained by the Detroit Riverfront Conservancy.



February 26, 2024

**Christianne Malone**  
**Detroit United Lacrosse**

This letter is to inform you that your application for a run/walk on the Detroit Riverfront on **9/21/24** has been approved by the Detroit Riverfront Conservancy utilizing route **DCFY route, High Impact event**. While your date has been approved, it will not be secured until you submit your security deposit. Your security deposit is due within 30 days of receiving this letter or your date will be released. **Please read the rest of the information in this letter and the attached checklist carefully as it will lay out all of your next steps to have a successful and smooth event.**

Next steps – on the second page of this letter you will find a Run/Walk Checklist and a link to the [after-approval application](#) (see next page for the password). The after-approval application will allow you to submit all items required for you to have a successful event. This application and required documents must be uploaded and completed 60 days prior to your event or you will be in jeopardy of having your deposit returned and your date released.

About your event – The Riverwalk will remain open to the public for the duration of your run/walk. Parking is available at Cullen Plaza and will remain open to the public on a first come, first serve basis. As a reminder you have only been approved to utilize the Detroit Riverfront Conservancy's portion of the Riverwalk/ Plaza's or Pavilions. If you plan on setting anything up on any other property outside of the Riverwalk itself you must contact the respective property owner (i.e.: General Motors) for approval. If your chosen route uses any part of Milliken State Park, you must obtain approval from the Michigan Department of Natural Resources (DNR). If any part of your route uses or crosses a City street and has more than 300 people, you must obtain approval from the City of Detroit and DPD. Please read the checklist on the next page for links and contact information for the City of Detroit and DNR. Approvals from other entities must be uploaded to your after-approval application 60 days prior to your run/walk.

Set up – It will be your responsibility to provide tables, tents, chairs, A/V or sound equipment, and portable restrooms, you will not be permitted to utilize Detroit riverfront tables/chairs for your event. The Detroit Riverfront Conservancy suggests the following vendors - [Scotty's Potties](#) for portable restrooms, and [C&N Party Rentals](#) for tents and tables, and [Hart Medical](#) for EMS services, but you are welcome to use your preferred vendor. All load in must be handled by a contact on site by from your organization. Items may be delivered 5 hours prior to the event and must be picked up within 24 hours of your event ending. Tents must be secured with the use of sandbags or weights and nothing may be staked into the ground or concrete. All signage and decor must be removed after your event. **Failure to follow any riverfront space policies will result in the forfeiture or deduction of your security deposit.** Please schedule a walk-through of your run/walk 2 weeks prior to your event with Mike Lacey at 313-656-2275 or [Mike.Lacey@DetroitRiverFront.org](mailto:Mike.Lacey@DetroitRiverFront.org)

Sincerely,

**Mike Lacey**  
**Operations Manager**  
**Detroit Riverfront Conservancy**

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Cradle on the Cut

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

**Petitioner Name / Organization:** Detroit United Lacrosse

**Event Location:** Dequindre Cut

**Event Date(s) and Time(s):** 09/21/24 11:00 AM to 09/21/24 2:00 PM

**Type of Event:** Walkthon, Run/Marathon

<b>Applicant Contact:</b>
Christianne Malone
chris@detroitunitedlacrosse.org
+1 (313) 671-3080

<b>Submission Date:</b>	07/26/24 8
<b>Date of Clerk's Office Referral:</b>	8/7/24
<b>Date of City Departments Sign Off:</b>	8/7/24
<b>Date Referred to Council:</b>	8/14/24

**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 Approval Not Required

**BSEED**  
BSEED Reviewed-Ready for Council

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

**Date:** August 14, 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? Yes

Event Website: NA

Which spaces will be used? Sidewalk

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

## Event Description

### Brief Event Purpose & Description:

Detroit United Lacrosse is an organization where kids feel welcome to play the game of lacrosse at any skill level, with emphasis on the love of the game and the joy of playing as opposed to rigorous performance.

We are looking to host our first annual Cradle in the Cut on Saturday, September 21, 2004. Cradle in the Cut is a 5K family-friendly fundraiser run/walk on the Dequindre Cut that brings together lacrosse players and non-players from across the metro region to support Detroit United Lacrosse's youth programs.

Estimated Peak Attendance: 400

Estimated Total Attendance: 300

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? No

Will you be taking donations? No

Is this a charity event? Yes

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 United Lacrosse

Mailing Address: 2470 Collingwood Ave, Suite 329

Detroit MI 48206

Primary Contact:	Secondary Contact:
Christianne Malone	
chris@detroitunitedlacrosse.org	

Organization Type: Nonprofit

Organization Website: detroitunitedlacrosse.org

## Event Setup & Breakdown

Begin Setup: 09/21/24 7:00 AM

Complete Setup: 09/21/24 10:00 AM

Setup Location(s): Dequindre Cut, Dequindre Cut Freight Yard

Event Start: 09/21/24 11:00 AM

Event End: 09/21/24 2:00 PM

Begin Tear Down: 09/21/24 2:00 PM

Complete Tear Down: 09/21/24 4:00 PM

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

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:

Parking is available at Eastern Market 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: 4

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

Tent Contractor: NA

What other structures will your event include? NA

Will your event use any grills? No

What kind of grills? \_\_\_\_\_

## Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

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? 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? No

Security Contractor: \_\_\_\_\_

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? \_\_\_\_\_

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart EMS

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)

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to **Detroit United Lacrosse** to host "**Cradle in the Cut**" (2024-284) on **September 21, 2024**. From **11:00 AM to 2:00 PM** at **The Dequindre Cut, Dequindre Cut Freight Yard in Detroit, MI**.

**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 all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of events.