

City of Detroit

Janice M. Winfrey
City Clerk

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.	2024-291
Name of Petitioner	Detroit 300 Conservancy/Downtown Detroit Partnership
Description of Petition	Petition request to hold "Detroit Lions Home Opener Tailgate & Watch Party" at Grand Circus Park East on September 8 th from 4:00 PM to September 8 th at 11:30 PM. Set-up to begin September 7 th at 8:00 AM and completed by 3:00 PM on September 8 th , with tear down to begin on September 8 th at 11:00 PM and completed by 11:00 AM on September 9 th .
Type of Petition	Special Events
Submission Date	08/22/2024
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	Alex Fields Detroit 300 Conservancy/Downtown Detroit Partnership 1000 Woodward Ave, Suite 380 Detroit, Mi 48226 P: (313) 617-8408 Alex.fields@downtowndetroit.org

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:



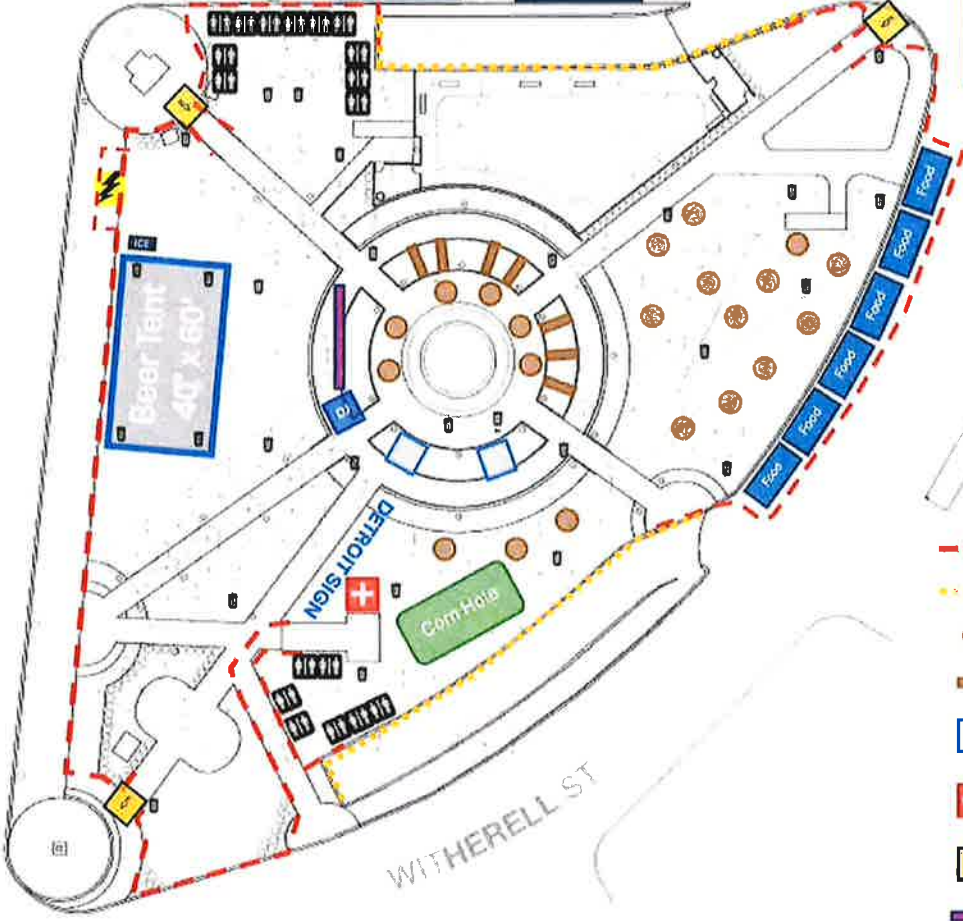
Date: 7/18/24

WOODWARD AVE












BEER TRUCK

DUMPSTER

Detroit Lions Home Opener
Tailgate & Watch Party
9/8/24



WITHERELL ST

-  Bike Rack Barricade
-  Natural Barrier
-  High Top Tables
-  Picnic Tables
-  Activation 10'x10' Tents
-  Medical Tent
-  Evolv Magnetometer/Entrance
-  LED Viewing Screen (20'x30')
-  Generator
-  Portable Restroom
-  Trash Bin

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Detroit Lions Home Opener Tailgate & Watch Party

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

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

Event Location: Grand Circus Park East

Event Date(s) and Time(s): 09/08/24 4:00 PM to 09/08/24 11:30 PM

Type of Event: Concert/Performance, Other

Applicant Contact:
Alex Fields
alex.fields@detroitdetroit.org
+1 (313) 617-8408

Submission Date:	07/24/24 9
Date of Clerk's Office Referral:	08/14/24
Date of City Departments Sign Off:	8/14/24
Date Referred to Council:	8/22/24

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 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: *Gakeima Fife*

Date: August 22, 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? Street, Park

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

Event Description

Brief Event Purpose & Description:

Tailgate & Lions game watch party. Food, beer, screening of the Lions home opener game and music for a party atmosphere at Grand Circus Park East. To give Lions fan a fun event for camaraderie prior to and during the Lions game and to give Lions fans who cannot attend the sold out game at Ford Field a fun, communal experience for viewing the game.

Estimated Peak Attendance: 1500

Estimated Total Attendance: 5000-6000

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: Detroit 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward Ave, 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: downtowndetroit.org

Event Setup & Breakdown

Begin Setup: 09/07/24 8:00 AM

Complete Setup: 09/08/24 3:00 PM

Setup Location(s): Grand Circus Park East

Event Start: 09/08/24 4:00 PM

Event End: 09/08/24 11:30 PM

Begin Tear Down: 09/08/24 11:00 PM

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

Number of Trash Containers: 30 Number of Recycling Containers: 10

Cleaning Service Vendor: Block by Block/BIZ Ambassadors

Other Waste Elements: 30 yard dumpster

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:
Downtown parking where attendees can find it.

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: 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? Beer

Day(s) and time(s) alcohol will be served: 9/8/24: 4p-11:30p

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? Yes

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

Number of tents larger than 10' x 10': 1

Tent Contractor: Wahl Tents

What other structures will your event include? 20'x30' LED Screen, secured by truss system

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 delivered full of fuel

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 & Fortis

Number of private personnel per shift: 25

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: 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 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)

DDP & Detroit Lions Home Opener Tailgate & Watch Party 2024: Event Communication & Community Impact Plan

We will employ our DDP community and stakeholder small business outreach process to make businesses and tenants ware of the event and curbside-lane closure against Grand Circus Park East as well as impact of sound amplifications and increased foot traffic.

DDP & Detroit Lions Home Opener Tailgate & Watch Party 2024: Event Clean Up Plan

Block by Block Ambassadors will be hired by the Downtown Detroit Partnership to provide temporary trash bins on the event site, a 30 yard dumpster and 10+ Ambassadors on site to clean up during the event, empty trash bins and deposit them into dumpsters. Ambassadors will be employed to clean up the site post-event.

City Council Member: _____

Resolved, The Mayor’s Office is hereby authorized and directed to issue permits to **Detroit 300 Conservancy/Downtown Detroit Partnership** to host “**Detroit Lions Home Opener Tailgate & Watch Party**” (2024-291) on **September 8, 2024**, from **4:00 PM - 11:00 PM at Grand Circus Park, 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 there will be BSEED Permits Required; and be it further

PROVIDED, that there will be DPW Permits Required; and be it further

PROVIDED, that there will be DHD 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.