

# 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*

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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.	2024-275
Name of Petitioner	St. Joseph Shrine
Description of Petition	Petition request to hold "St. Joseph Shrine Oktoberfest" at 1828 Jay Street, Detroit, MI 48207 on September 21st from 11:00 AM to September 22nd at 6:00 PM. Set-up to begin September 20th at 9:00 AM and completed by 5:00 PM the same day, with tear down to begin on September 22nd at 8:00 PM and completed by 7:00 PM on September 23rd.
Type of Petition	<b>Special Events</b>
Submission Date	08/02/2024
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	Rev. Canon Jean-Baptist Commins St. Joseph Shrine 1828 Jay Street Detroit, MI 48207 P: (614) 595-7584 <a href="mailto:sjdetroit@icksp.org">sjdetroit@icksp.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:** /s Rev Canon JB Commins

**Date:** 5/29/24

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.

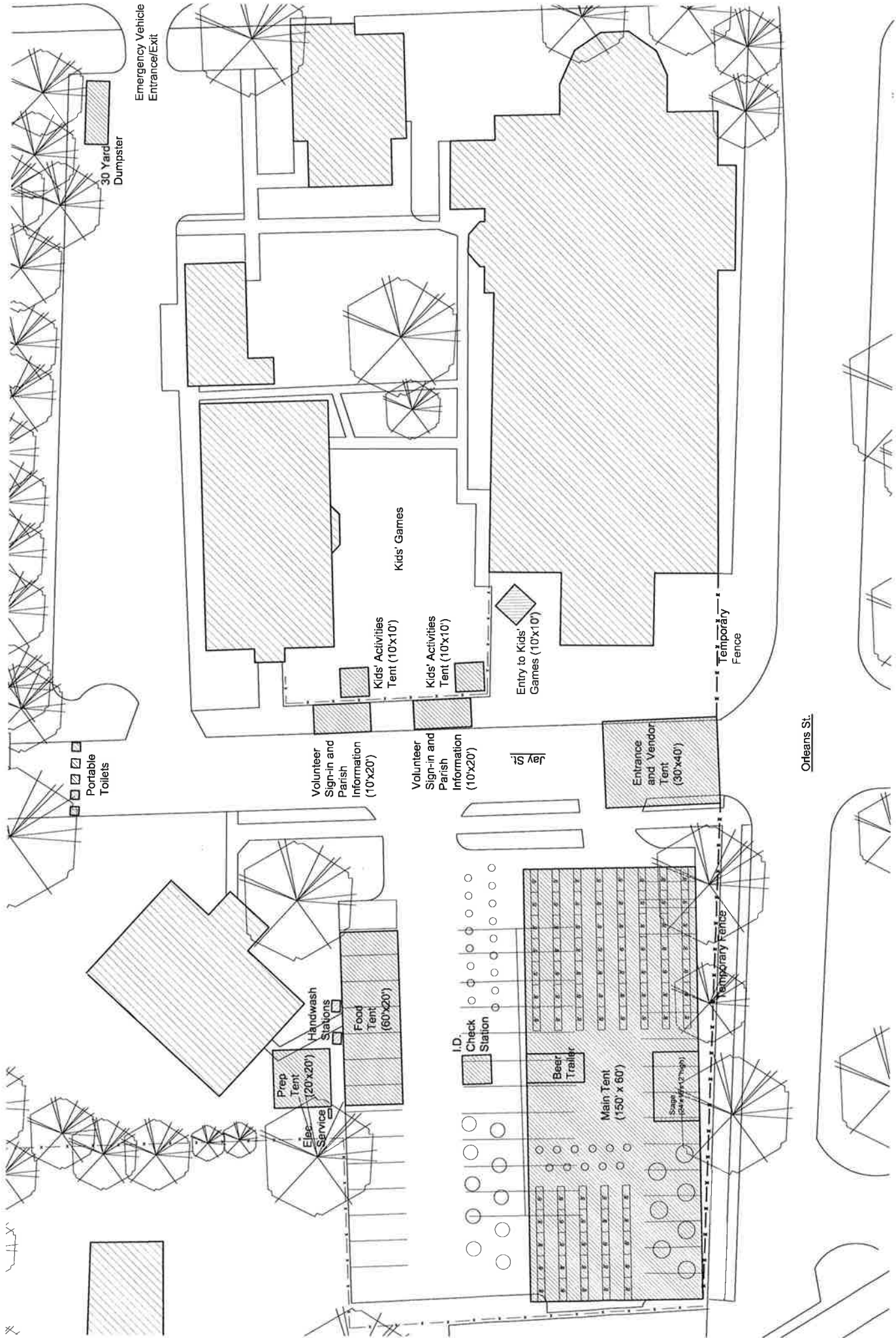
**Event Name:** St. Joseph Shrine Oktoberfe

**Event Date:** Sept 21-22, 202

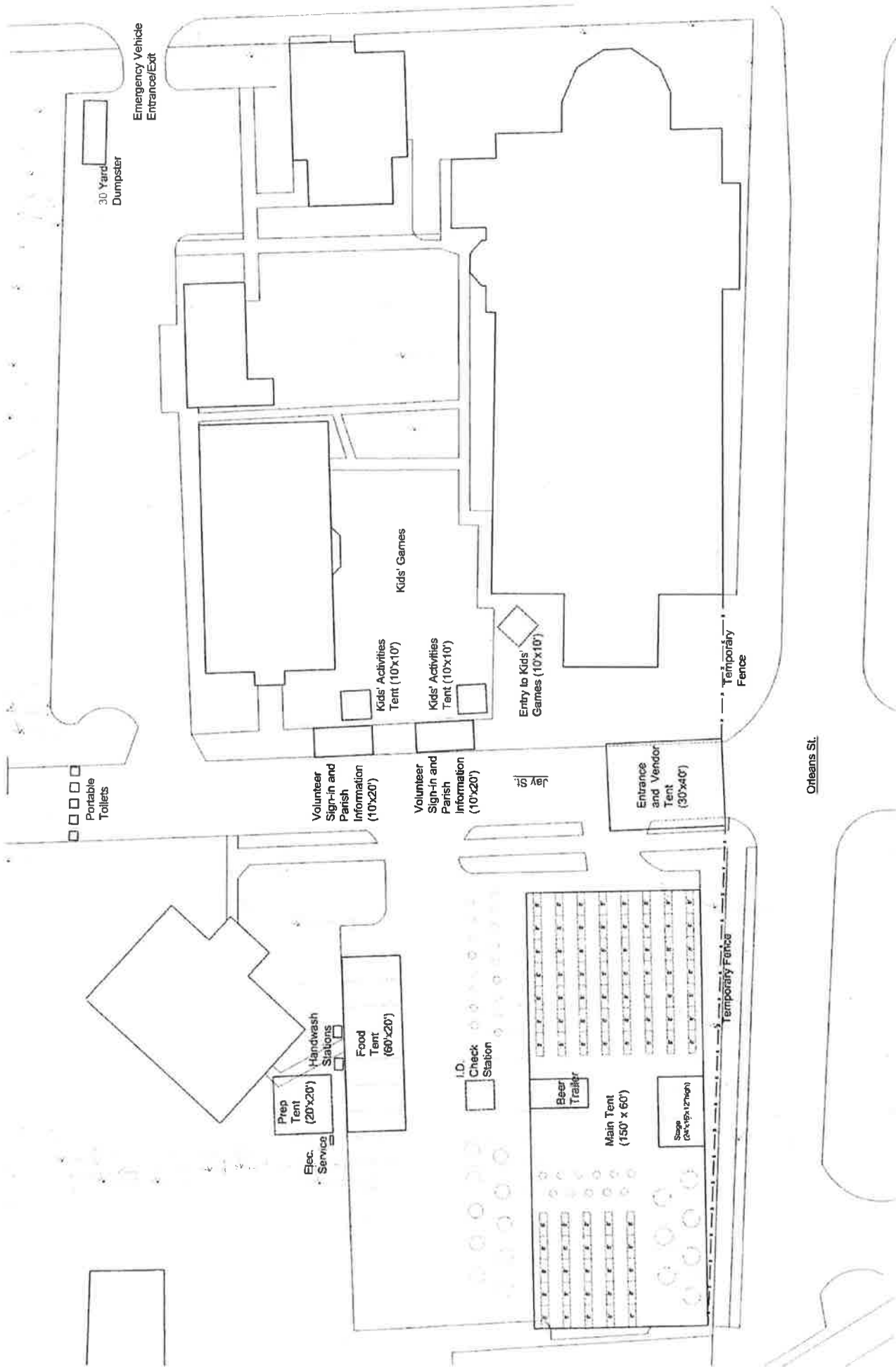
**Event Organizer:** St. Joseph Shrine

**Applicant Signature:** /s Rev. Canon JB Commins

**Date:** 5/29/24



**St. Joseph's Roman Catholic Church - 2024 Oktoberfest Layout**



**St. Joseph's Roman Catholic Church - 2024 Oktoberfest Layout**

**A - Parkway Services, Inc.**  
 2876 Tyler Road  
 Portable Toilets & Septic Service  
 Ypsilanti, MI 48198  
 (734) 482-7633  
 parkwayservicesinc@yahoo.com

**We're There  
 When You Gotta Go**



# Invoice

Allen-ALLENJOE  
 33827 Harper Ave.  
 Clinton Township, MI 48035

**Invoice Number** I159724  
**Invoice Date** Feb 19, 2024  
**Please Pay** \$890.00

Customer ID	P.O. Number	Rental Number	Pay Online ID	Clerk	Terms	Due By
ALLENJOE	---	R29308	KOPK3WMJ	ST	NET30	Sep 18, 2024

Site: St. Joseph Church, 1828 Jay Street, St. Joseph Oktoberfest, Detroit, MI 48207

#	Service	Qty	Description	Rate	Amount	Tax	Amount w/ Tax
1	Event PTZ	3	Standard portable toilet	\$130.00	\$390.00	\$0.00	\$390.00
2	Event HCTZ	2	Handicap portable toilet	\$250.00	\$500.00	\$0.00	\$500.00
						<b>Subtotal</b>	\$890.00
						<b>Tax</b>	\$0.00
						<b>Total</b>	<b>\$890.00</b>

## Thank you!

To pay securely online, go to [app.servicecore.com/payment](http://app.servicecore.com/payment). Enter your **Customer ID: ALLENJOE** and your **Pay Online ID: KOPK3WMJ** then click **Submit**. Enter your payment info and click **Pay**. That's it!

We have a new software program! This means that previously stored payment information did not transfer over. Please use our new "Pay Online" option or contact our office with payment information. Thank you!

Please return bottom portion with your payment.

**From**

Allen-ALLENJOE  
 33827 Harper Ave.  
 Clinton Township, MI 48035

**Customer ID** ALLENJOE  
**Invoice Number** I159724  
**Invoice Date** Feb 19, 2024

**To**

**A - Parkway Services, Inc.**  
 2876 Tyler Road  
 Portable Toilets & Septic Service  
 Ypsilanti, MI 48198

**Subtotal** \$890.00  
**Tax (0%)** \$0.00  
**Payments** (\$0.00)

**Amount Due** \$890.00

**Due By** Sep 18, 2024

May 29, 2024

**St. Joseph Shrine 2024 Oktoberfest Clean Up and Community Communication Plan**

1. **Clean Up Plan.** Oktoberfest is an annual, but simple, charity event for the Shrine. Volunteers clean up the food and paper waste themselves and place the refuse in a rented construction-sized refuse container located in a corner of the Church property. The refuse contractor picks up the container the day after the event when clean up is completed.
2. **Community Communication Plan.** The surrounding property owners know about the annual Oktoberfest and support the event. They give the Shrine permission to use their lots for parking and all are invited and welcome to join us at the event – and many do! It is a lovely event.

/s Rev. Canon JB Commins

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** 2024-275

**Event Name:** St. Joseph Shrine Oktoberfest

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

**Petitioner Name / Organization:** St. Joseph Shrine

**Event Location:** 1828 Jay Street, Detroit Michigan 48207

**Event Date(s) and Time(s):** 09/21/24 11:00 AM to 09/22/24 6:00 PM

**Type of Event:** Religious Ceremony, Festival

<b>Applicant Contact:</b>
Rev. Canon Jean-Baptiste Commins
sjdetroit@icksp.org
+1 (313) 784-9152

<b>Submission Date:</b>	05/29/24 1
<b>Date of Clerk's Office Referral:</b>	08/01/24
<b>Date of City Departments Sign Off:</b>	7/31/23
<b>Date Referred to Council:</b>	8/12/24

**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:** *Gaksima Fife*

**Date:** August 8, 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? Private Facility

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

## Event Description

Brief Event Purpose & Description:

The St. Joseph Shrine Oktoberfest is a relatively small, family-friendly festival in the church parking lot, social hall, and church building. It includes bands, German dancers, food, drink, church tours, and kids' games. Saturday's schedule will run from 11AM-8PM and Sunday 10 AM-6PM

Estimated Peak Attendance: 200

Estimated Total Attendance: 900-1000

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? Yes

Will you be taking donations? Yes

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)? Yes



## Contact Information

Organization / Petitioner Name: St. Joseph Shrine

Mailing Address: 1828 Jay Street

Detroit Michigan 48207

Primary Contact:	Secondary Contact:
Rev. Canon Jean-Baptiste Commins	Kyle Shaw
sjdetroit@icksp.org	kyletshaw@outlook.com
+1 (614) 595-7584	+1 (614) 595-7484

Organization Type: Nonprofit

Organization Website: https://www.institute-christ-king.org/detroit

## Event Setup & Breakdown

Begin Setup: 09/20/24 9:00 AM

Complete Setup: 09/20/24 5:00 PM

Setup Location(s): Church Parking lot and Church grounds

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

Event End: 09/22/24 6:00 PM

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

Complete Tear Down: 09/23/24 7:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 5

Cleaning Service Vendor: n/a

Other Waste Elements: n/a

## 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:  
street parking and use of neighboring lots, which have been used in the past and discussed for 2024.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 1

## 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: Sept 21 (12pm-8pm) and Sept 22 (12pm-8pm)

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: 3

Number of tents larger than 10' x 10': 6

Tent Contractor: S and R Event Rental

What other structures will your event include? none

Will your event use any grills? Yes

What kind of grills? gas

## 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? Yes

Security Contractor: Granco Security

Number of private personnel per shift: 2

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? No

Name of emergency medical services contractor: \_\_\_\_\_

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 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 **St. Joseph Shrine** to host “**Oktoberfest**” (2024-275) on **September 21 2024**,

**From 11:00 AM – 8:00 PM, and on September 22, 2024, from 10:00 AM to 6:00PM at St. Joseph Shrine 1828 Jay Street Detroit, MI.**

**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 Private EMS to Provide Services; and be it further

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