

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. | 2024-267 |
| Name of Petitioner | TechTown Detroit |
| Description of Petition | Petition request to hold "TechTown Detroit's Annual Toast of the Town Celebration" at 440 Burroughs, Detroit MI 48202 on September 25th from 5:00 PM to 9:00 PM. Set-up to begin September 25th at 6:00 AM and completed by 3:00 PM the same day. Tear down to begin on September 25th at 9:00 PM and completed by 11:00 PM the same day. |
| Type of Petition | Special Events |
| Submission Date | 07/25/24 |
| 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 | Michelle DiMercurio TechTown Detroit 440 Burroughs Detroit, MI 48202 P: (313) 879-5250 michelle@techtowndetroit.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: *Michelle DiMercurio* **Date:** *5/30/2024*

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: *Toast of the Town 2024*

Event Date: *9/25/2024*

Event Organizer: *TechTown Detroit*

Applicant Signature: *Michelle DiMercurio*

Date: *5/30/2024*

TECHTOWN DETROIT
0 & 461 BURROUGHS STREET

Host of the Town Fundraising Event
 Event Plan
 Wednesday, September 25, 2023
 Event Closure: 6am to 11pm
 Event Runtime: 5:00pm to 9:00pm

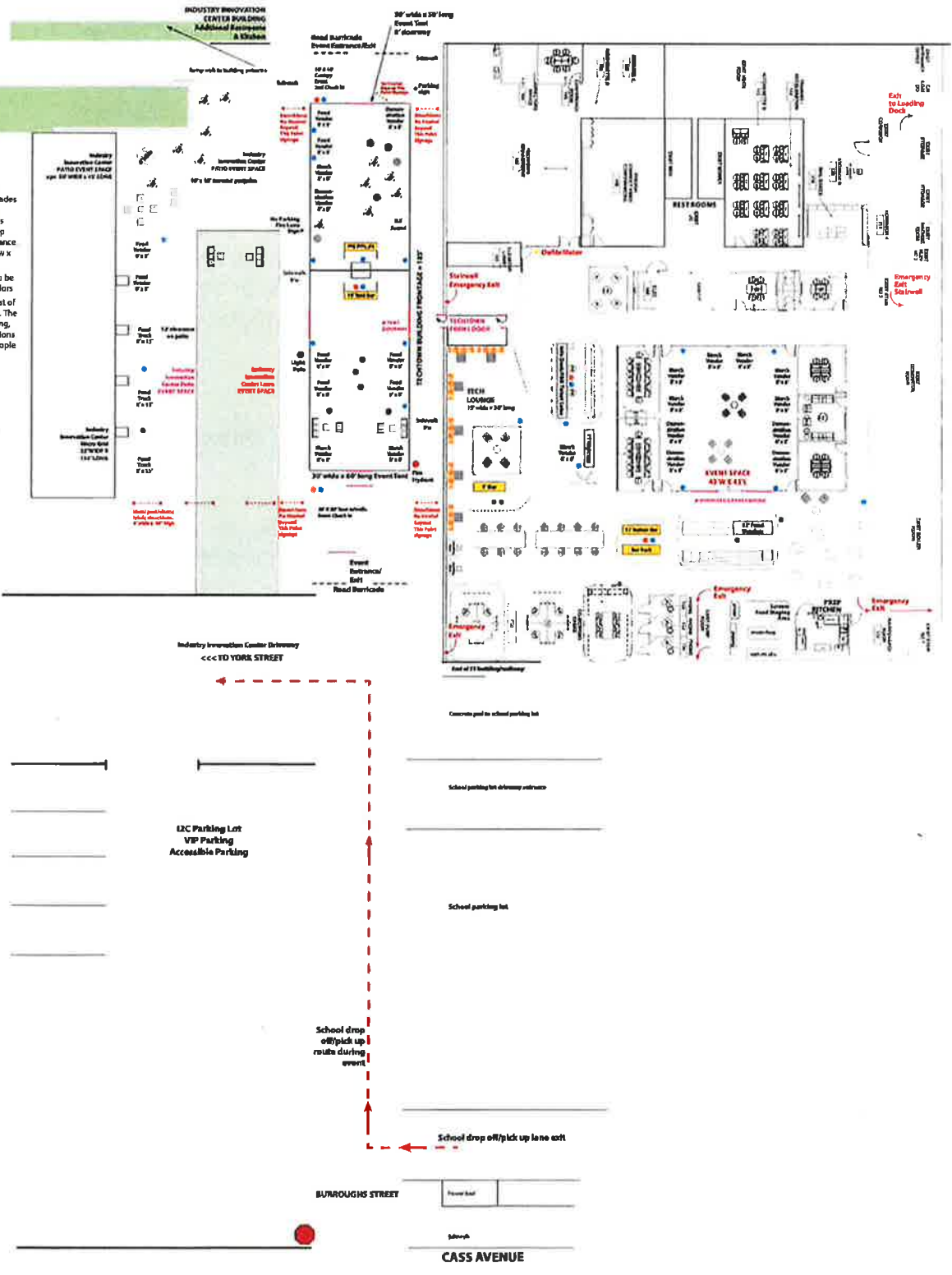
Scale: 1/16" = 1'

- 1/2 inch Receipts
- 1st Aid / Fire Extinguisher
- 30" Tables/Chairs
- 30" High Top
- 34" High Top

TEMPORARY USE PERMIT:
SCOPE OF WORK:

Scope of work include blocking off Burroughs Street with Type 3 Barricades between alley/fire chief parking at 2nd Avenue end and east/Cass Ave and just past University Prep elementary School parking lot entrance. Large tents will be erected: 30' w x 60' long, respectively. 20' x 20' tent with walls will also be erected for event check in and vendors. This event is TechTown Detroit's Toast of Town Annual Fundraising event. The event features retail pop up shopping, vendors, and tech demonstrations. Expected attendance is approx 800 people.

ALTERNATE FIRE ROUTE:
 2nd AVENUE TO AMSTERDAM OR YORK
 Firehouse/Driveway/Parking Lot





June 12, 2024

To: TechTown Detroit Neighbors
Re: City of Detroit | Special Events
Communication and Community Impact Plan | Neighborhood Letter of Support

Dear Neighbor,

TechTown is hosting our annual fundraiser, Toast of the Town, on-site, for a block party on September 25th, 2024. We are celebrating our 20-year anniversary and our work impacting equitable economic development in the City of Detroit. The event will take place from 5:00pm to 9:00pm and will occupy a portion of Burroughs Street between Cass and Second Avenues beginning Wednesday at 6:00am, with the construction of a large tent, through breakdown/cleanup at 11:00pm; returning the street to normal traffic patterns by Thursday morning.

We are seeking support from our neighbors surrounding TechTown and these crossroads, as we want to ensure the safety of our community members. We are currently in the process of working with the City of Detroit to obtain a Special Event License, a Right of Way Permit, and a Temporary Use Permit for this road closure. These licenses include provisions for on-site medical care during the event and sanitation during and after the event.

Please email Michelle DiMercurio at michelle@TechTownDetroit.org or call 313-549-6644 for questions or concerns.

If TechTown has your continued support to move forward with our Special Events Application and the planning of our September 25th block party fund raiser, please sign and date below.

Sincerely,

Michelle DiMercurio
Project Manager, Collaborative Workspaces Events & Marketing
TechTown Detroit | 440 Burroughs | Detroit MI 48202
Cell: 313-549-6644

Bernard Storm C-5
Printed Name

[Signature]
Signature
Detroit Fire Department
Engine 17 Ladder 7: Chief 5
6100 2nd Ave, Detroit, MI 48202

6-28-24
Date



WAYNE STATE
UNIVERSITY

June 12, 2024

To: TechTown Detroit Neighbors
Re: City of Detroit | Special Events
Communication and Community Impact Plan | Neighborhood Letter of Support

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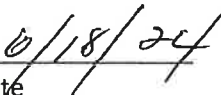
If TechTown has your continued support to move forward with our Special Events Application and the planning of our September 25th block party fund raiser, please sign and date below.

Sincerely,

Michelle DiMercurio
Project Manager, Collaborative Workspaces Events & Marketing
TechTown Detroit | 440 Burroughs | Detroit MI 48202
Cell: 313-549-6644



Cassandra Washington
EMBA Chief Operating Officer
University Preparatory Academy: UPA Elementary School,
Mark Murray Campus
435 Amsterdam Street | Detroit, MI 48202


Date



WAYNE STATE
UNIVERSITY

May 30, 2024

To: City of Detroit | Special Events

Re: Cleanup Plan

Sanitation Agreement, Port-a-John Agreement: Special Events Application

TechTown Detroit's annual fundraising event, Toast of the Town, will be held on September 25, 2024 from 5:00pm to 9:00pm. This year, we are applying for a Special Events License to block off a portion off Burroughs Street, in front of the TechTown building located at 440 Burroughs.

The Special Events Application requires a Sanitation Agreement. The expected attendance at the event will be approximately 400 people at any one time, with an overall expected attendance of 800-900. TechTown will be taking care of trash removal and sanitation by hiring event support staff from Foundation Management, an event production/staffing company based in Detroit. Trash will be collected during, and at the end of, the event and placed in our own dumpster. Staff will also be responsible for bussing and cleaning tables and sweeping the event site.

The Special Events Application also requires a Port-a-John agreement. We will not be renting port-a-johns for this event. The event will also be held inside the TechTown building, as well as outside under the tent, and our public restrooms on the first floor of the building will be made available to the event attendees. The restrooms are ADA compliant. Additional restrooms in the building across the street from TechTown—The WSU Industry Innovation Center, 461 Burroughs—will be available to attendees. The capacity of the restrooms was adequate for last year's fundraising event at which approximately 750 people were in attendance over the course of the 4-hour event.

Sincerely,

A handwritten signature in black ink that reads "Michelle DiMercurio".

Michelle DiMercurio

Project Manager, Collaborative Workspaces Events & Marketing

TechTown Detroit | 440 Burroughs | Detroit MI 48202

Cell: 313-549-6644



WAYNE STATE
UNIVERSITY

May 30, 2024

To: City of Detroit | Special Events
Re: Communication and Community Impact Plan
Letter of Support Example

Plan includes:

TechTown Detroit's annual fundraising event, Toast of the Town, will be held on September 25, 2024 from 5:00pm to 9:00pm. This year, we are applying for a Special Events License to block off a portion off Burroughs Street, in front of the TechTown building located at 440 Burroughs. We will once again be seeking neighborhood letters of support from:

- University Preparatory Academy: UPA Elementary School: Mark Murray Campus located at 435 Amsterdam St, Detroit, MI 48202
 - School traffic for morning drop off and afternoon pick up will be re-routed through the alley drive between 6001 Cass and WSU Industry Innovation Center.
 - TechTown will provide a letter for parents stating the time and route of school traffic, signage on the day of event, a security/parking attendant to direct traffic on the day of event.
- Wayne State University Police Station located at 6050 Cass Ave, Detroit, MI 48202
 - WSU Police Chief typically signs our liquor license, as TechTown is part of the WSU Office of Economic Development.
- Detroit Fire Department Engine 17 Ladder 7: Chief 5, located at 6100 2nd Ave, Detroit, MI 48202
 - Fire truck traffic will be re-routed to York or Amsterdam Streets if necessary.

Sample of Letter:

To: TechTown Detroit Neighbors and Community:

Once again, Tech Town is hosting our annual fundraiser, Toast of the Town, on-site, for a block party on September 25th, 2024. The event will take place from 5pm to 9pm and will occupy Burroughs Street between Cass and Second Avenues beginning at 6am through clean up at 11pm. We are seeking support from our neighbors surrounding TechTown and these crossroads, as we want to ensure the safety and support of our community members. We are currently in the process of working with the City of Detroit to obtain a Special Event License, a Right of Way Permit, and a Temporary Use Permit for this road closure. Please email Michelle DiMercurio at michelle@TechTownDetroit.org or call 313-549-6644 for questions or concerns.

If TechTown has your continued support to move forward with our Special Events Application and the planning of our September 25th block party fund raiser, please sign here:

[Name and Title of Person giving support]

Sincerely,

*Michelle DiMercurio
Project Manager, Collaborative Workspaces Events & Marketing
TechTown Detroit | 440 Burroughs | Detroit MI 48202
Cell: 313-549-6644*



June 12, 2024

To: TechTown Detroit Neighbors
Re: City of Detroit | Special Events
Communication and Community Impact Plan | Neighborhood Letter of Support

Dear Neighbor,

TechTown is hosting our annual fundraiser, Toast of the Town, on-site, for a block party on September 25th, 2024. We are celebrating our 20-year anniversary and our work impacting equitable economic development in the City of Detroit. The event will take place from 5:00pm to 9:00pm and will occupy a portion of Burroughs Street between Cass and Second Avenues beginning Wednesday at 6:00am, with the construction of a large tent, through breakdown/cleanup at 11:00pm; returning the street to normal traffic patterns by Thursday morning.

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If TechTown has your continued support to move forward with our Special Events Application and the planning of our September 25th block party fund raiser, please sign and date below.


Sincerely,

Michelle DiMercurio
Project Manager, Collaborative Workspaces Events & Marketing
TechTown Detroit | 440 Burroughs | Detroit MI 48202
Cell: 313-549-6644



Chief Anthony Holt

Wayne State University Police Department
6050 Cass Ave | Detroit, MI 48202



Date

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: TechTown Detroit's Annual Toast of the Town Celebration

Event Status: _____

Petitioner Name / Organization: TechTown Detroit

Event Location: 440 Burroughs, Detroit MI 48202

Event Date(s) and Time(s): 09/25/24 5:00 PM **to** 09/25/24 9:00 PM

Type of Event: Other

| |
|------------------------------|
| Applicant Contact: |
| Michelle DiMercurio |
| michelle@techtowndetroit.org |
| +1 (313) 549-6644 |

| | |
|---|------------|
| Submission Date: | 05/30/24 9 |
| Date of Clerk's Office Referral: | 7/25/2024 |
| Date of City Departments Sign Off: | 7/24/2024 |
| Date Referred to Council: | 8/1/2024 |

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: *Gakeima Fife*

Date: August 1, 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: <https://techtowndetroit.org/toast-of-the-town/>

Which spaces will be used? Street, Sidewalk

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

Event Description

Brief Event Purpose & Description:

Celebrate 20 years of all things entrepreneurial! Toast of the Town is TechTown's annual fundraiser honoring Detroit's hardworking entrepreneurs and the role we play in strengthening our city, neighborhoods and economy. Join us for an unforgettable evening that honors Detroit's risk-takers, community builders, trailblazers and economic drivers. Food, drinks, and fun activities throughout the evening.

Estimated Peak Attendance: 400

Estimated Total Attendance: 800-900

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? 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)? No

Contact Information

Organization / Petitioner Name: TechTown Detroit

Mailing Address: 440 Burroughs

Detroit MI 48202

| Primary Contact: | Secondary Contact: |
|------------------------------|------------------------------|
| Michelle DiMercurio | Fardusee Jaigirdar |
| michelle@techtowndetroit.org | fardusee@techtowndetroit.org |
| +1 (313) 879-5250 | +1 (313) 899-0066 |

Organization Type: Nonprofit

Organization Website: https://techtowndetroit.org/

Event Setup & Breakdown

Begin Setup: 09/25/24 6:00 AM

Complete Setup: 09/25/24 3:00 PM

Setup Location(s): 440 Burroughs, Detroit MI 48202 | Awards Ceremony: 461 Burroughs,

Event Start: 09/25/24 5:00 PM

Event End: 09/25/24 9:00 PM

Begin Tear Down: 09/25/24 9:00 PM

Complete Tear Down: 09/25/24 11:00 PM

Number of Trash Containers: 24 Number of Recycling Containers: 9

Cleaning Service Vendor: DAJA Clean Janitorial Service, Foundation Management, JMDK LLC

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Burroughs 09/25/24

west of Cass Avenue 6:00 AM 11:00 PM

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:

Event attendees will park free of charge in the TechTown parking lot (MDOT/Amtrack) on the northeast corner of Cass and Amsterdam, entrance located on Amsterdam between Woodward and Cass. Overflow parking will be WSU Lot 14 (a pay lot) on the northwest corner of Cass and Amsterdam. Additional parking is available at the pay lot on York Street, between Cass and 2nd Avenue.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 3 Number of non-truck food vendors: 8

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: 9/25/2024, 5pm to 8:45pm

Will ice be used in any served beverages? Yes

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': 3

Tent Contractor: JMDK LLC, 32671 Conrad Street, Chesterfield, MI 48047

What other structures will your event include? None

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? No

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Robert J. Miller, Miller Protection Services 313.300.0199 - Cellular

Number of private personnel per shift: 2

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: WSU/Wayne Health Mobile Unit, certified I

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 type="checkbox"/> | Port-a-john Contractor Agreement (if applicable) |
| <input checked="" type="checkbox"/> | Sanitation Contractor Agreement (if applicable) |

City Council Member: _____

Resolved, The Mayor’s Office is hereby authorized and directed to issue permits to TechTown Detroit to host “TechTown Detroit’s Annual Toast of the Town Celebration” “2024-267” on September 25, 2024, from 5:00 PM to 9:00 PM at 440 Burroughs, Detroit, MI 48202

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 WSU Mobile Health Unit to Provide Services; and be it further

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