

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.	2024-286
Name of Petitioner	DDP/ Detroit 300 Conservancy
Description of Petition	Petition of DDP/ Detroit 300 Conservancy (#2024-286), request to hold "DDP/ Detroit 300 Conservancy Fall & Winter in the Parks" at Campus Martius Park, Beacon Park, Grand Circus Park on October 1 st through January 15 th , 2025, from 8:00 AM to 10:00 PM. Set-up to begin October 1 st at 8:00 AM completed by 10:00 PM with tear down to begin January 15 th , at 8:00 AM and completed by 10:00 PM.
Type of Petition	Special Event
Submission Date	8/14/2024
Concerned Departments	Buildings, Safety Engineering, and Environmental Department, Department of Public Works, Detroit Department of Transportation, Detroit Fire Department, General Services Department, Media Services Department, Municipal Parking Department, Police Department
Petitioner Contact	Laura Dean DDP/ Detroit 300 Conservancy (313) 720-7714 laura.dean@downtowndetroit.org Alex Fields 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

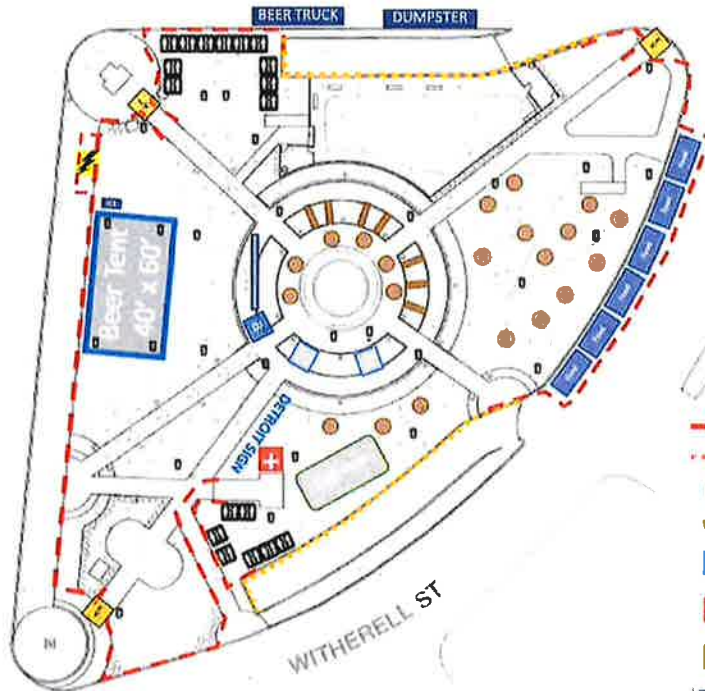
Event Organizer: Detroit 300 Conservancy/Do

Applicant Signature:



Date: 7/18/24

WOODWARD AVE



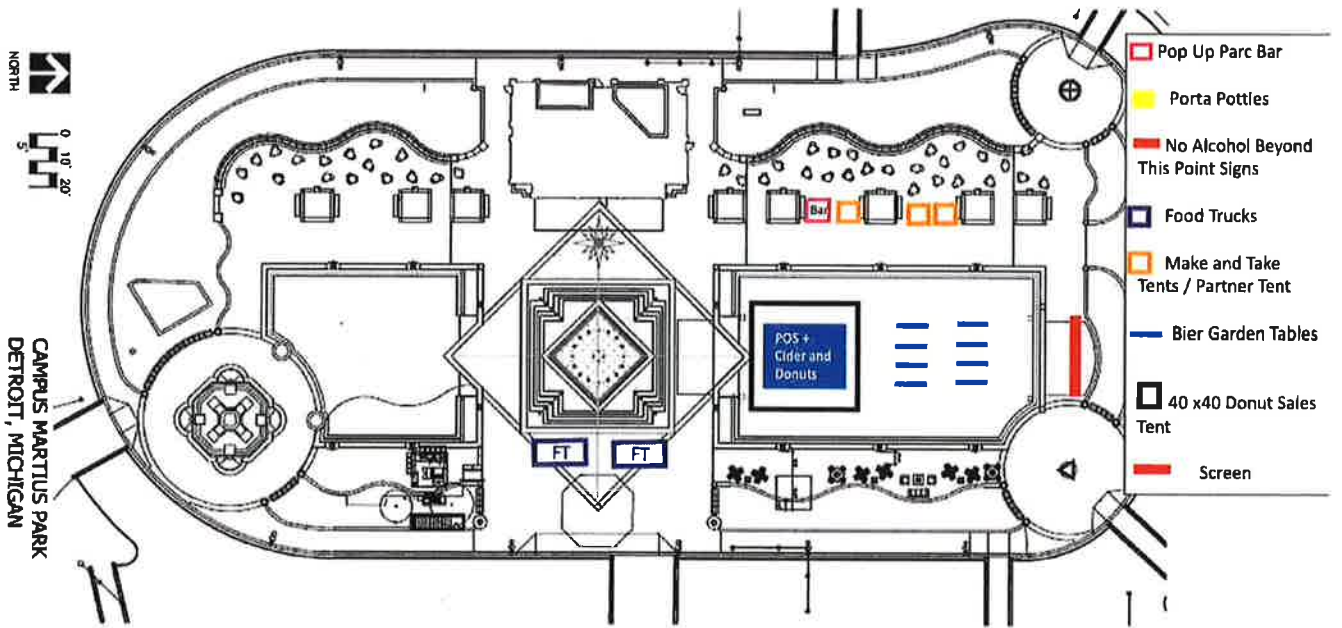
**Detroit Lions Home Opener
Tailgate Parties**

9/8/24, 9/15/24, 9/30/24

**2 Hours Prior to Game Start
until Game End**

- 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

Cider in the City



Beacon Park – Cider in the City
1pm – 5pm



Beacon Park Holiday Lighting



DETROIT 300 CONSERVANCY

Fall and Winter in the Parks 2024

FOR THE FOLLOWING PARKS:

CAMPUS MARTIUS PARK

GRAND CIRCUS PARK

BEACON PARK

SECURITY PLAN:

Additional guards for events noted on layouts

CAMPUS MARTIUS/CADILLAC SQUARE: (1) CORE GUARD 24/7

GRAND CIRCUS PARK (seasonal April-October) 6A – 10P

Parks Ambassador Mobile Unit ALL PARKS: 24/7

Lighthouse radios and if needed, 911.

EMS PLAN:

DTE command center has EMTs that can assist as needed.

Lighthouse radios and if needed, 911.

RECYCLING PLAN:

DDP requires all food trucks in our Downtown Street Eats program to use recyclable / compostable / biodegradable packaging. For those without resources or with limited resources, DDP has arranged a packaging partner, Michigan Green Safe Products, who will offer advice for optimizing bulk costs. We complement our food truck operations with recycling receptacles. Special events will have additional recycling receptacles on site.

RESTROOMS:

Extra porta-potties added for events

CAMPUS MARTIUS PARK AND CADILLAC SQUARE 2024 FALL PROGRAMS:

Theater in the Park | Campus Martius | Friday October 4, + Saturday October 5 | 7pm – 9pm

Cider in the City | Campus Martius | Saturday October 5, 12 + Sunday October 6, 13 | 11am – 3pm

GRAND CIRCUS PARK 2024 FALL + WINTER PROGRAMS:

- **LIONS TAILGATES, Sept 8, 15 and 30th | Two hours prior to kickoff**

BEACON PARK 2024 FALL + WINTER PROGRAMS:

Cider in the City | Beacon Park | Saturday October 12, 19 + October 13, 20 | 1pm – 5pm

Winter Lighting | Beacon Park | November 1 – January 15 | Daily

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: DDP/Detroit 300 Conservancy Fall & Winter in the Parks

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

Petitioner Name / Organization: DDP/Detroit 300 Conservancy

Event Location: Campus Martius Park, Beacon Park, Grand Circus Park

Event Date(s) and Time(s): 10/01/24 8:00 AM to 01/15/25 10:00 PM

Type of Event: Sports/Recreation

Applicant Contact:
Laura Dean
laura.dean@downtowndetroit.org
+1 (313) 720-7714

Submission Date:	08/01/24 6
Date of Clerk's Office Referral:	8/14/24
Date of City Departments Sign Off:	8/14/24
Date Referred to Council:	8/20/24

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: 

Date: August 20, 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: downtowndetroit.org

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

Fall and Winter programming in the DDP/Detroit 300 park spaces. Includes Theater in the Park, Cider in the City, Winter Lighting & Lions Tailgates.

Estimated Peak Attendance: 400

Estimated Total Attendance: 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? 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: DDP/Detroit 300 Conservancy

Mailing Address: 1000 Woodward Ave., Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Laura Dean	Alex Fields
laura.dean@detroitdetroit.org	alex.fields@detroitdetroit.org
	+1 (313) 617-8408

Organization Type: Nonprofit

Organization Website: detroitdetroit.org

Event Setup & Breakdown

Begin Setup: 10/01/24 8:00 AM

Complete Setup: 10/01/24 10:00 PM

Setup Location(s): Campus Martius Park, Beacon Park, Grand Circus Park

Event Start: 10/01/24 8:00 AM

Event End: 01/15/25 10:00 PM

Begin Tear Down: 01/15/25 8:00 AM

Complete Tear Down: 01/15/25 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 5

Cleaning Service Vendor: Block by Block/Clean Detroit Ambassador program

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:

N/A

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

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? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: Individual event days, within 11a-11p

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': 2

Tent Contractor: Wahl Tents

What other structures will your event include? _____

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Neither

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: Liberty Security Group

Number of private personnel per shift: 10

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 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 **Downtown Detroit/Detroit 300 Conservancy** to host **“DDP/Detroit 300 Conservancy Fall & Winter in the Parks” (2024-286)** on **October 1, 2024, through January 15, 2025, from 8:00 AM-10:00 PM** at **Campus Martius Park, Beacon Park, and Grand Circus Park.**

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 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.