

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.	2024-292
Name of Petitioner	Detroit Riverfront Conservancy
Description of Petition	Petition of Detroit Riverfront Conservancy (#2024-292), request to hold "2024 Harvest Fest" at Dequindre Cut on October 4 th through October 6 th , from 11:00 AM to 8:00 PM. Set-up to begin October 1 st at 8:00 AM completed by October 3 rd 11:00 PM with tear down to begin October 6 th , at 9:00 PM and completed by October 8 th 8:00 AM.
Type of Petition	Special Event
Submission Date	8/23/2024
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	Rachel Frierson Detroit Riverfront Conservancy (313) 556-8200 rachel.frierson@detroitriverfront.org

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

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

Harvest Fest 2024 – Dequindre Cut Greenway 1 of 4

Updated: July 17, 2024

- Music Stage
- Food Trucks
- Beverage Booth
- Trick or Treat Tent
- First Aid
- Entrance
- B Busker Area
- Generator
- Sponsors
- Radio Station
- Restrooms
- Light Tower
- Security
- Picnic Tables

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8.

Stella Artola
Music Stage

Zero
Waste
Binoculars
WCCK

Royal Oak
Titans

Dumpster

Dequindre Cut Greenway Trail

DNR

DNR Area
Booth 1: Law
Booth 3: Forest Resources
Booth 5: Thrive Outside
Booth 7: Auto Display

Booth 2: Fishers
Booth 4: MDARD
Booth 6: Outdoor Adventure Center

Google Earth

Harvest Fest 2024 – Dequindre Cut Greenway 2 of 4

Updated: July 18, 2024

- Music Stage
- Food Trucks
- Beverage Booth
- Trick or Treat Tent
- Entrance
- Security
- Generator
- Sponsor Area
- Media Area
- Restrooms
- 1st Aid
- Inflatables
- Busker Area
- Light Towers
- 10 x 10 Tent
- 20 x 20 Tent Roof
- Picnic Tables

79.
80.
81.

74.
75.
76.
77.

Makers Mark Stage
24' x 20' x 3' Stage
20 x 20 Tent Roof

64. TMM Hut
65. Mr. Deep Fry
66. Big Mike Mexican
67. Big Mike Elephant Ears
68. Miskey's
69.

51. Wizzer
52. Mini Golf
53. Extreme Fun Run
54. PK Soccer Shootout
55. T - Ball

56. Stick It Archery
57. Air Racers
58. Space Ball Gyro
59. Basketball Challenge
60. Axe Throwing

41. Crafts
42. Glitter Tattoo
43. MI Science Center
44. HCMP
45. Black Brown
46. MCSDA
47. Crafts

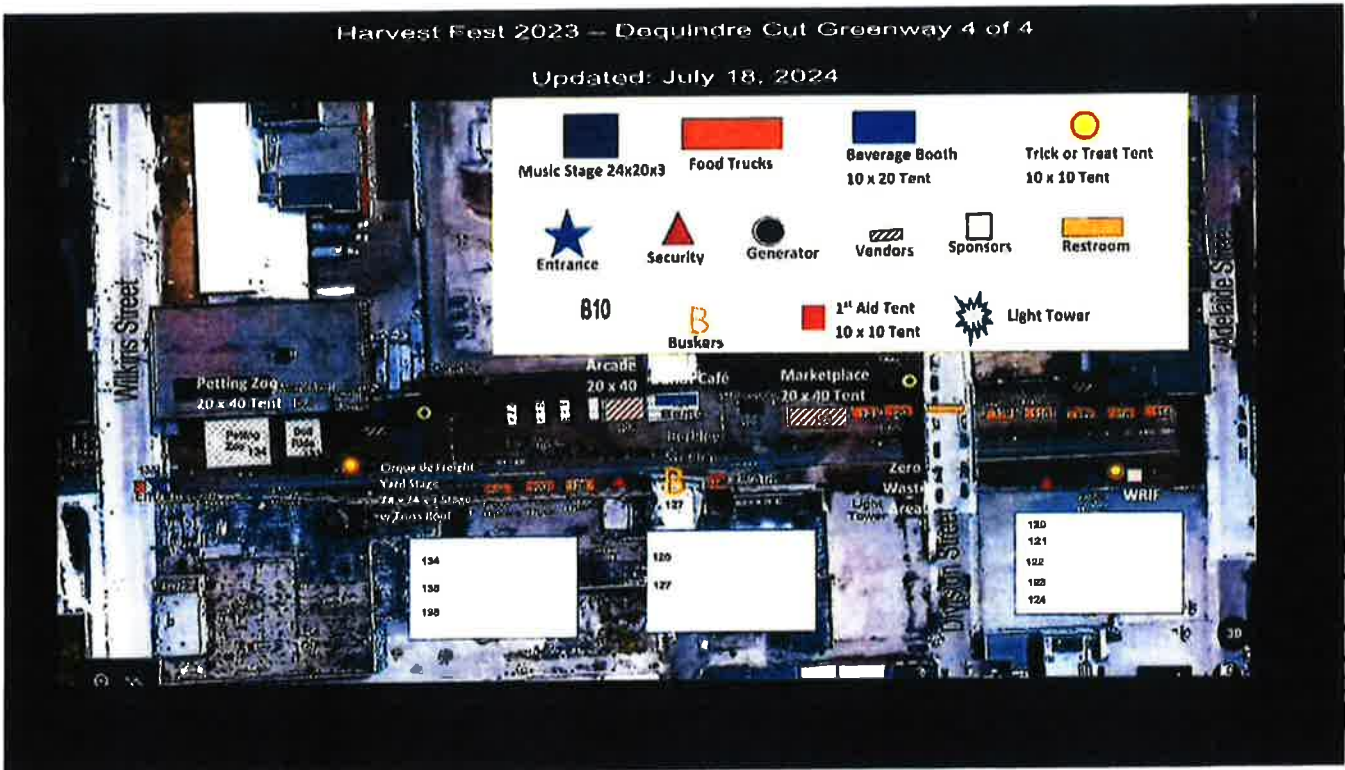
33.
34.
35. Mercurio's Elephant Ears
36. Mercurio's Chick A Dee

Google Earth



Harvest Fest 2023 – Dequindre Cut Greenway 4 of 4

Updated: July 18, 2024



2024 Harvest Fest on the Dequindre Cut Security Plan, Medical Plan

Security Plan

The 2024 Harvest Fest Weekend will utilize the services of Riverfront Security with support from a private security company to adequately secure the 2024 event. This security plan will secure all barricades, stages, crowd control, parking areas, production compound and event elements in and around the Dequindre Cut. These security groups will work directly with Detroit Police Department and Detroit Fire Department to ensure a safe and secure event.

Private Medical Plan

The 2024 Harvest Fest on the Dequindre Cut will utilize a private medical (Hart Medical) and EMS provider for the downtown event. The Medical Provider will have an on-site command center in which to work from for the duration of the 2024 Harvest Fest Event. The Medical Provider will work directly with Festival Management, Riverfront Security, the Detroit Fire Department and the Detroit Police Department, and will provide a list of commanding supervisors, along with contact information to the DFD and the DPD supervisors. There will 4 Medical Tents set up throughout the event site, as well as, Ambulance Service.

Medical Response Plan

Medical Provider will provide the On-Site Emergency Medical Services for the 2024 Harvest Fest on the Dequindre Cut.

Medical Provider will be in operation on Saturday October 5, 2024 on the Dequindre Cut. Medical Provider will have an Ambulance stationed at the event. In addition to the ambulances the medical provider will have four (4) EMS tents stations along the Dequindre Cut.

Medical Provider will position its Command Center in the operations area of the event and will invite the City of Detroit to station an EMS officer in command center for coordinated deployment. The Command Center will be up and running at the scheduled times of the event. Medical Provider will utilize one operator to staff the Command Center and communicate with all services involved in the execution of the event. Medical Provider will have direct communication with the Festival Management, Riverfront Security, Detroit Police and all Medical Ambulance and Sector Teams. In the case that a large incident occurs during the 2024 Harvest Fest, it is requested that Detroit EMS Supervisor coordinate with Medical Provider.

Lost Parent/Child Protocol

Whenever a child is discovered to be lost, the staff person/volunteer/vendor is instructed to find the closest person with a radio. They **MUST** contact the Production Team on the Production Channel. The Production department will contact Riverfront Security and direct the appropriate staff person to come to the location of the lost child. That person will conduct a brief search of the immediate area for the parent(s). They will obtain the child's name (if possible), write down a description of the child and any information on the parents that is available. If the parents are not immediately located in the area, then the staff person and security will take the child to Volunteer Headquarters and inform the Production Staff. If the child and their parent are still not re-united and the festival has closed for the day, the child will be taken to Riverfront Security headquarters and the Detroit Police department will be contacted at that time.

Lost and Found

Lost and Found will be located at the event's Volunteer Headquarter, which is located at Campbell Terrace . All lost articles will be taken to the volunteer command center during the festival. When the event has ended on October 8th, all the lost and found items will be given to the event management team.

Evacuation Plan

The Harvest Fest event will provide the above mentioned security and medical plans for the 2024 event. In the case that an evacuation is necessary for the patrons at the event site the West Riverfront Weekend Festival management team will work in conjunction with the RiverFront Security's protocol for a proper and safe evacuation of the event area and will defer any and all procedures to that of the supervising RiverFront Security staff. The Harvest Fest will assist the evacuation with announcements from all stages and performance areas using the standard public announcement systems that will be in each area.

2024 HarvestFest
Clean Up Grid

On the Dequindre Cut

Work In Progress
Updated: 7/18/2024

FRIDAY, OCTOBER 4, 2024
HARVEST FEST

Elements	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
Area 1	Between Woodbridge & Lafayette	0	4PM	11PM	7	0	pick up & dispose of trash, bus tables
Area 2	Between Lafayette & Chestnut	0	4PM	11PM	7	0	pick up & dispose of trash, bus tables
Area 3	Between Chestnut & Division	0	4PM	11PM	7	0	pick up & dispose of trash, bus tables
Area 4	Between Division & Wilkins	0	4PM	11PM	7	0	pick up & dispose of trash, bus tables
Area 5	Freight Yard	6	4PM	11PM	7	0	pick up & dispose of trash, bus tables
Dequindre Cut	Dequindre Cut	4	4PM	11PM	7	70	pick up & dispose of trash, bus tables
						28	

Supervisor / Management	West Riverfront Park	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
		1	4PM	11PM	7		

SATURDAY, OCTOBER 5, 2024
HARVEST FEST

Elements	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
Area 1	Between Woodbridge & Lafayette	2	9AM	10PM	13	20	pick up & dispose of trash, bus tables
Area 2	Between Lafayette & Chestnut	2	9AM	10PM	13	20	pick up & dispose of trash, bus tables
Area 3	Between Chestnut & Division	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 4	Between Division & Wilkins	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 5	Freight Yard	2	9AM	10PM	13	0	pick up & dispose of trash, bus tables
Dequindre Cut	Dequindre Cut	6	9AM	10PM	13	70	pick up & dispose of trash, bus tables
						102	

Supervisor / Management	West Riverfront Park	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
		1	9AM	10PM	13	13	

2024 HarvestFest
Clean Up Grid

On the Dequindre Cut

Work In Progress
Updated: 7/18/2024

SUNDAY, OCTOBER 5, 2024
HARVEST FEST

Elements	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
Area 1	Between Woodbridge & Lafayette	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 2	Between Lafayette & Chestnut	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 3	Between Chestnut & Division	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 4	Between Division & Wilkins	2	9AM	10PM	13	26	pick up & dispose of trash, bus tables
Area 5	Freight Yard	2	9AM	10PM	13	0	pick up & dispose of trash, bus tables
Dequindre Cut	Dequindre Cut	6	9AM	10PM	13	78	pick up & dispose of trash, bus tables
						162	

Supervisor / Management	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
	West Riverfront Park	1	9AM	10PM	13	13	

MONDAY, OCTOBER 7, 2024
HARVEST FEST

Elements	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
Area 1 - Main Stage	West Riverfront Park		9AM	5PM	8	0	pick up & dispose of trash, bus tables
Area 2 - Food Truck Rally	West Riverfront Park		9AM	5PM	8	0	pick up & dispose of trash, bus tables
Area 3 - West Party Pod	West Riverfront Park		9AM	5PM	8	0	pick up & dispose of trash, bus tables
Area 4 - Kids Area	West Riverfront Park		9AM	5PM	8	0	pick up & dispose of trash, bus tables
Area 5	Freight Yard		9AM	10PM	13	0	pick up & dispose of trash, bus tables
River Walk	West Riverfront Park	4	9AM	5PM	8	32	pick up & dispose of trash, bus tables
						32	

Supervisor / Management	Location	Projected Personnel	Start Time	End Time	Total Hours	Extended Hours	Job Description
	West Riverfront Park	1	9AM	5PM	8	8	

2024 Harvest Fest

Event Dates/Times: Friday, October 4, 2024 Private Function 5pm – 9pm
Saturday, October 5, 2024 11am – 8pm
Sunday, October 6, 2024 11am – 8pm

Event Producer: Detroit Riverfront Conservancy
600 Renaissance Center #1720
Detroit, MI 48243
313-566-8200

Rachel Frierson 517-285-3378
Detroit Riverfront Conservancy Rachel.frierson@detroitriverfront.org

Event Management: Jonathan Witz 248-225-1212
Event Producer jon@artsbeatseats.com

Jeff Wilson 248-240-0137
Director of Operations jwilson@artsbeatseats.com

Shannon Wojtas 734-552-7535
Beverage Program shannon@artsbeatseats.com

Mike Simon 248-763-3404
Food Program mike@artsbeatseats.com

Jill Riddle 248-760-0635
Permitting jrriddle@comcast.net

Contractors:

Security:	Riverfront Security	Mac McCracken	313-590-1001
Medical:	Hart Medical	Adam Gottlieb	248-789-3648
Clean Up:	Clean Detroit	KaTaya Beverly	248-514-1248
Tenting	S&R Event Rental	Scott Oullette	248-655-6020
Generators	United Rentals	Eric Kamen	248-563-4838
Porta Johns:	Jay's Sanitation		810-664-8080
Dumpster	GFL		
Fencing & Barricade	National Construction Rental		

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:

7/18/2024

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: 2024 HARVEST FEST

Event Date: October 4-6, 2024

Event Organizer: DETROIT RIVERFRONT CONSORTIUM

Applicant Signature:



Date:

7/18/2024

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: 2024 Harvest Fest _____

Event Status: In Review- Special Events Management Team (Step 1 of 6) _____

Petitioner Name / Organization: Detroit riverfront Conservancy _____

Event Location: Dequindre Cut

Event Date(s) and Time(s): 10/04/24 11:00 AM to 10/06/24 8:00 PM _____

Type of Event: Festival _____

Applicant Contact:
Rachel Frierson
rachel.frierson@detroitriverfront.org
+1 (313) 556-8200

Submission Date:	07/18/24 3
Date of Clerk's Office Referral:	
Date of City Departments Sign Off:	
Date Referred to Council:	

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: _____

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: detroitriverfront.com

Which spaces will be used? Private Facility

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

Event Description

Brief Event Purpose & Description:

Harvest Fest consisting of Family Activities, Food Trucks, Music Stages, Visual Artists, Inflatables, Pumpkin Patch and Trick or Treating

Estimated Peak Attendance: 5000

Estimated Total Attendance: 20,000.00

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: Detroit riverfront Conservancy

Mailing Address: 600 Renaissance Center # 1720

Detroit Michigan 48243

Primary Contact:	Secondary Contact:
Rachel Frierson	Jeff Wilson
rachel.frierson@detroitriverfront.org	jwilson@artsbeatseats.com
+1 (517) 285-3378	+1 (248) 240-0137

Organization Type: Nonprofit

Organization Website: detroitriverfront.org

Event Setup & Breakdown

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

Complete Setup: 10/03/24 11:00 PM

Setup Location(s): Dequird Cut - between Woodbridge and Mack

Event Start: 10/04/24 11:00 AM

Event End: 10/06/24 8:00 PM

Begin Tear Down: 10/06/24 9:00 PM

Complete Tear Down: 10/08/24 8:00 AM

Number of Trash Containers: 200 Number of Recycling Containers: 100

Cleaning Service Vendor: Clean Detroit

Other Waste Elements: We will also provide Dumpster from GFL and Recycling from Schupan

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. Woodbridge 10/04/24

Orleans to St. Aubin 6:00 PM 6:00 AM

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:

We will be arranging parking in the River East Garage and Eastern Market. We will be running a shuttle from parking garage to event site.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 50 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: Friday 10/4 5pm to 9pm - Saturday 10/5 11am - 8pm - Su

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 3

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 30

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

Tent Contractor: S&R Event Rental

What other structures will your event include? None

Will your event use any grills? Yes

What kind of grills? Propane and Charcoal

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? By a State of Michigan licensed Diesel Provider

Generator contractor: United Rentals

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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: Prostar Professional Security Group

Number of private personnel per shift: 40

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

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 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 Riverfront Conservancy** to host “**2024 Harvest Fest**” (2024-292) on **October 4, 2024 – October 6, 2024**, from **11:00 AM - 8:00 PM** at **Dequindre Cut, 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.