

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.	2024-271
Name of Petitioner	Reveal Productions
Description of Petition	Petition of Reveal Productions (#2024-271), request to hold "FrankenFest" at Historic Fort Wayne., on September 14 th , from 11:00 AM to 6:00 PM. Set-up to begin September 13 th 11:00 AM and completed by 5:00 PM with tear-down to begin September 14 th , at 6:00 PM completed by 8:00 PM.
Type of Petition	Special Event
Submission Date	8/1/2024
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	Reveal Productions Krista Johnston (248) 842-7324 revealproductions1@gmail.com

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:

4/17/2024

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:

FRANKENFEST

Event Date:

9/14/2024

Event Organizer:

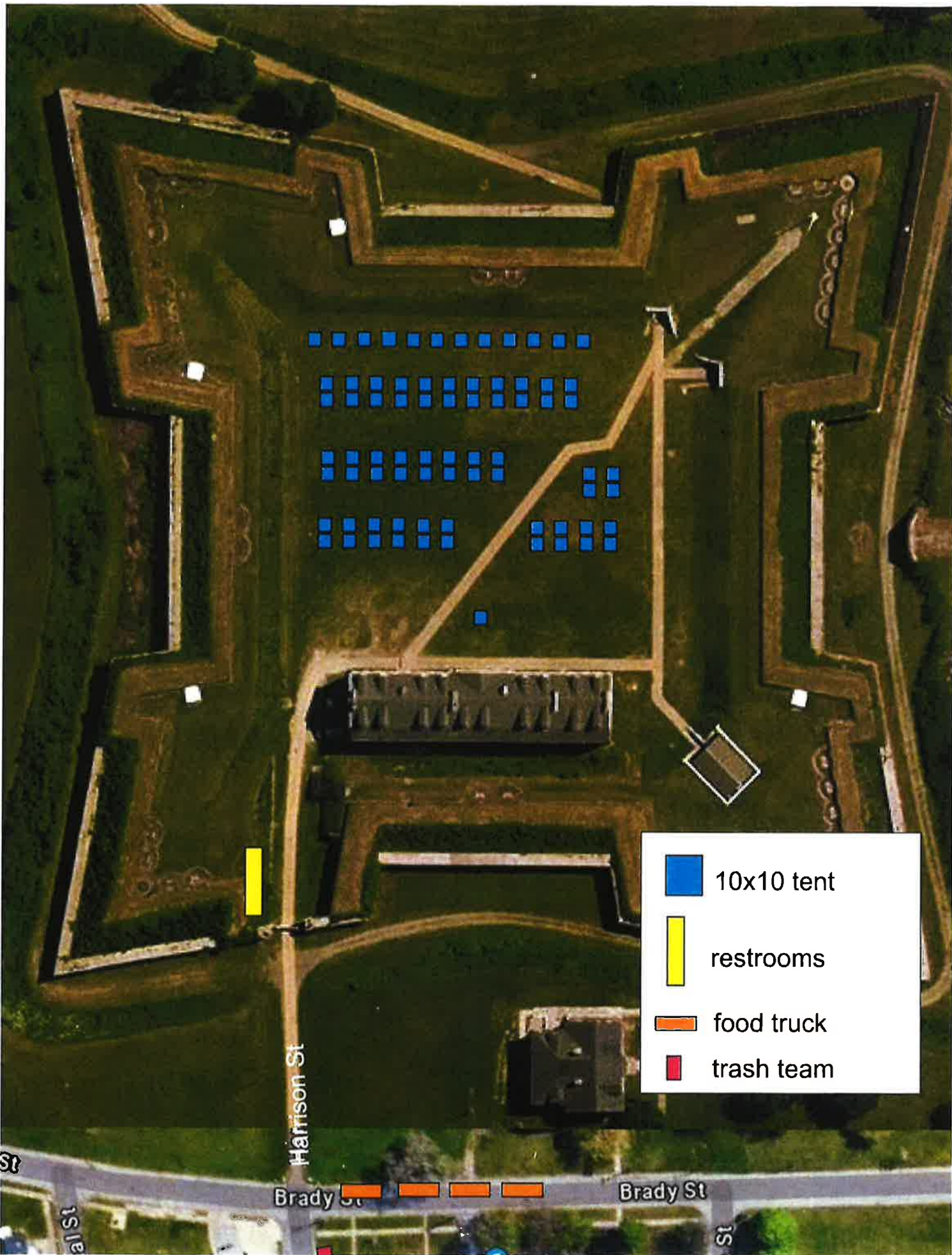
KRISTA JOHNSON
REVEAL PRODUCTIONS





Applicant Signature:



Date:

4/17/2024



-  10x10 tent
-  restrooms
-  food truck
-  trash team

Harrison St

Brady St

Brady St

St

al St

St

FrankenFest Detroit 2024

Clean Up Plan:

Schupan Sustainability will be handling trash & recycling duties.

2024 FrankenFest Detroit Inclusions:

- (20) Half trash, half recycling bins
- (200) trash/recycle liners
- (1) Trailer for onsite material storage
- (1) gaylord box for collection of cardboard
- Processing of recyclable material collected
- Staff members on site to set up, service and remove trash and recycling bins

This will be the third year Schupan Sustainability has been hired for our trash & recycling collection. Fort Wayne site manager Brennah Grace Donahue was consulted for the trailer location / home base of the team. Agreed upon location is Harrison St, just past the food trucks.

Parking Plan:

A-1 Valet team will be directing cars to on site parking lot and designated grassy areas. This is the third year they will be helping.

Security Team:

Security and Protective Services LLC will have 5 unarmed personnel on site.

Medical Team:

HART Medical

FRANKENFEST

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

FrankenFest will be held on Saturday, September 14th from 11am-6pm at Historic Fort Wayne, 6325 W Jefferson Avenue, Detroit MI 48209

II. PURPOSE PROCESS

A. This emergency action plan predetermines actions to take before and during the FrankenFest (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.

B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. EAP Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event.

a. PRIMARY CONTACT: Krista Johnston, event organizer
248-842-7324

b. CONTACT: Jerry Jodloski, event organizer
517-204-6119

c. CONTACT: Brennah Grace Donahue, site manager
810-728-1057

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:

- a. Location of the emergency
- b. Nature of the emergency
- c. Contact person with callback number

2. We will have on-site EMS: HART Medical

- a. Contact person and phone number will be available day of event.

C. Severe Weather

1. Weather Forecasts and current local conditions will be monitored through The National Weather Service website at www.weather.gov

2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.

3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.

4. There are very limited provisions for sheltering participants in the events of severe weather.

5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

a. In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.

2. All staff will be instructed on the safe use of Portable Fire Extinguishers.

3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:

a. Location of the emergency

b. Nature of the emergency

c. Contact person with callback number

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

2. The limited provisions for on-site Emergency Medical Services at this event include:

a. HART Medical will be on site.

3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. If further help is needed, the EMS officer or the EAP event representative will contact 911 to request assistance. The caller should have the following information available to the on-site EMS officer or 911:

a. Location of the emergency

b. Nature of the emergency

c. Contact person with callback number

F. Law Enforcement

1. Should an incident occur that requires Law Enforcement, the on-site security officer will be contacted to request this resource. If further assistance is needed, the lead security officer or the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site RPD officer or 911:

- a. Location of the emergency
- b. Nature of the emergency
- c. Contact person with callback number

G. Emergency Vehicle Access

- 1. Access for emergency vehicles will be maintained at all times.
- 2. Fire lanes and fire hydrants will not be obstructed.
- 3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
- 4. Crowd control will be managed by private security
 - a. Security and Protective Services, LLC 313-799-8205
- 5. Parking for vendor and staff vehicles will be on site with proper signage.
- 6. Parking for attendee vehicles will be on site in public lots.

V. Contact Information

Event Organizer	Krista Johnston	248-842-7324
Event Organizer	Jerry Jodloski	517-204-6119
Security & Protective Services	Jeremiah Moore	313-799-8205
HART Medical	Available day of event	
A-1 Valet	Ali Nehme	313-320-0203
Site Manager	Brennah Grace Donahue	810-728-1057
Non Emergency	Detroit Police	313-267-4600
Emergency	Police, Fire, EMS	911

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: FrankenFest

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

Petitioner Name / Organization: Reveal Productions

Event Location: Historic Fort Wayne

Event Date(s) and Time(s): 09/14/24 11:00 AM to 09/14/24 6:00 PM

Type of Event: Festival

Applicant Contact:
Krista Johnston
revealproductions1@gmail.com
+1 (248) 842-7324

Submission Date:	04/18/24 8
Date of Clerk's Office Referral:	7/31/2024
Date of City Departments Sign Off:	7/31/2024
Date Referred to Council:	8/2/2024

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 Reviewed-Ready for Council	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 2, 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: frankenfest.com

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

FrankenFest is a family-friendly Halloween themed art fair, focusing mainly on the work of local, contemporary fine artists, makers, crafters and authors. The event will include food trucks as well.

Estimated Peak Attendance: 500

Estimated Total Attendance: 4500

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: Reveal Productions

Mailing Address: 202 W Maplehurst St

Ferndale MI 48220

Primary Contact:	Secondary Contact:
Krista Johnston	Jerry Jodloski
revealproductions1@gmail.com	jerry@robotpumpkin.com
	+1 (517) 204-6119

Organization Type: Corporation

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 09/13/24 11:00 AM

Complete Setup: 09/13/24 5:00 PM

Setup Location(s): Historic Fort Wayne Star Fort

Event Start: 09/14/24 11:00 AM

Event End: 09/14/24 6:00 PM

Begin Tear Down: 09/14/24 6:00 PM

Complete Tear Down: 09/14/24 8:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 20

Cleaning Service Vendor: Schupan Sustainability is handling all of our trash & recycling. They did

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:

Crew from A-1 Valet will be directing traffic to park on site in efficient manner.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 5 Number of non-truck food vendors: 80

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

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: 80

Number of tents larger than 10' x 10': 0

Tent Contractor: artists bringing own tents

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: 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: Security And Protective Services, LLC

Number of private personnel per shift: 5

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 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 checked="" type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input checked="" 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 **Reveal Productions** to host "**FrankenFest**" (2024-271) on **September 14, 2024**, from **11:00 AM to 6:00 PM** at **Historic Fort Wayne-Star Fort, Detroit, MI**.

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 MED Star to Provide Services; and be it further

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