

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*

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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.	2024-274
Name of Petitioner	Fatoumata Cissoko-Willis
Description of Petition	Petition request to hold "HBEA 5K Run/Walk" at Voigt Park on September 21 <sup>st</sup> from 9:00 AM to 1:00 PM. Set-up to begin September 21 <sup>st</sup> at 7:00 AM and completed by 8:00 AM the same day, with tear down to begin on September 21 <sup>st</sup> at 1:00 PM and completed by 2:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	08/01/2024
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	Fatoumata Cissoko-Willis 2304 W. Boston Blvd Detroit, MI 48206 P: (313) 623-5909 <a href="mailto:fcissokowillis@historicbostonedison.org">fcissokowillis@historicbostonedison.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:**



**Date:** 05/06/2024

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:** HBEA 5K Run/Walk

**Event Date:** 9/21/2024

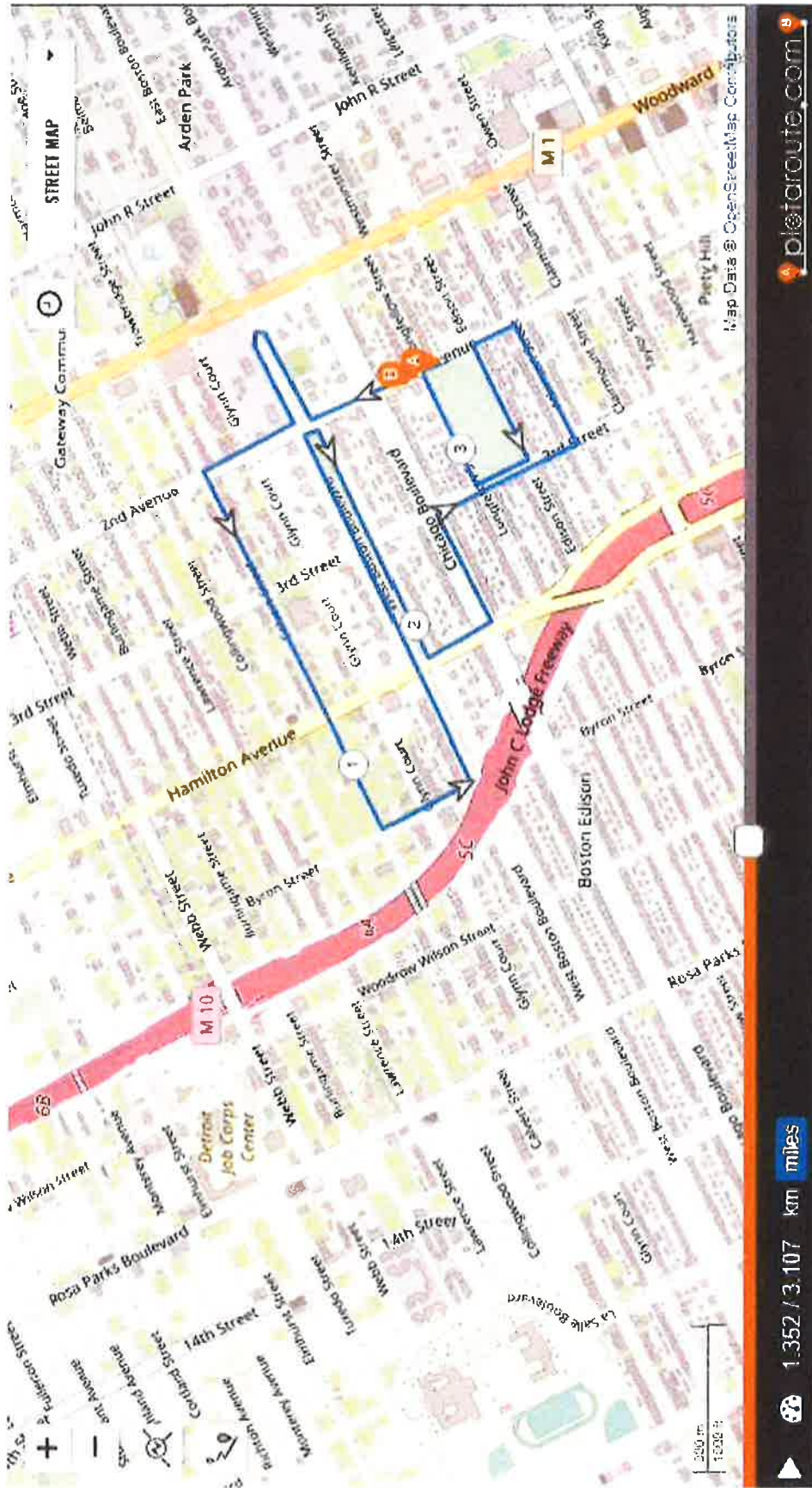
**Event Organizer:** Historic Boston-Edison Asso

**Applicant Signature:**



**Date:** 05/06/2024

# HBEA 5K Run/Walk Route 2024



1.352 / 3.107 km miles

plotaroute.com

## HBEA 5K Run/Walk Clean-up Plan



Time	Activity	Responsible
12:00pm	Collect cones and mile markers	Racing Company
1:00pm	Collect trash and debris from park and place collected trash at trash bins	Team A
1:00pm	Breakdown Registration Tables, Coffee stations	Team B
1:00pm	Collect tables and chairs	Team C
Next Day	Port-a-john Removal	Scottie Pottie
Next Day	Barricade removal	Team D

Team A = Committee Members

Team B = Board Members

Team C = Volunteers (community members/residents)

Team D = Detroit 10<sup>th</sup> Precinct

Contracted Companies

- Scottie Potttie
- Racing Company

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** 2024-274

**Event Name:** HBEA 5K Run/Walk

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

**Petitioner Name / Organization:** Fatoumata Cissoko-Willis

**Event Location:** Voigt Park

**Event Date(s) and Time(s):** 09/21/24 9:00 AM to 09/21/24 1:00 PM

**Type of Event:** Walkthon, Run/Marathon

<b>Applicant Contact:</b>
Fatoumata Cissoko-Willis
fcissokowillis@historicbostonedison.org
+1 (313) 623-5909

<b>Submission Date:</b>	05/04/24 9
<b>Date of Clerk's Office Referral:</b>	8/7/24
<b>Date of City Departments Sign Off:</b>	8/7/24
<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:** *Yakeima Fife*

**Date:** August 12, 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? Park

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

## Event Description

Brief Event Purpose & Description:

Annual Historic Boston-Edison Association 5K Run/walk event. This one day event is open to Metro Detroit residents for the promotion of health, well-being and community development. All are welcomed

Estimated Peak Attendance: 250

Estimated Total Attendance: 250

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? No

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: Fatoumata Cissoko-Willis

Mailing Address: 2304 W. Boston Blvd.

Detroit Michigan 48206

Primary Contact:	Secondary Contact:
Fatoumata Cissoko-Willis	Pierre Haden
fcissokowillis@historicbostonedison.org	phaden@historicbostonedison.org
	+1 (313) 303-8334

Organization Type: Nonprofit

Organization Website: https://www.historicbostonedison.org/

**Event Setup & Breakdown**

Begin Setup: 09/21/24 7:00 AM

Complete Setup: 09/21/24 8:00 AM

Setup Location(s): 795 Longfellow St, Detroit, MI 4820

Event Start: 09/21/24 9:00 AM

Event End: 09/21/24 1:00 PM

Begin Tear Down: 09/21/24 1:00 PM

Complete Tear Down: 09/21/24 2:00 PM

Number of Trash Containers: 4 Number of Recycling Containers: 2

Cleaning Service Vendor: \_\_\_\_\_

Other Waste Elements: \_\_\_\_\_

**Street Closures & Parking**

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? No

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:

**No parking accommodations. Attendees advised to park on open streets and adhere to parking signs**

**Food & Beverage**

Will food be served? No

Will food be prepared on site? \_\_\_\_\_

Number of food trucks: \_\_\_\_\_ Number of non-truck food vendors: \_\_\_\_\_



**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: 1

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

Tent Contractor: N/A

What other structures will your event include? N/A

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? No

Will a sound system be used? \_\_\_\_\_

Will you be providing Port-a-johns? Yes

## Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: \_\_\_\_\_

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? \_\_\_\_\_

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 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 **Fatoumata Cissoko-Willis** to host "**Historic Boston Edison Association 5K Run/Walk**" (2024-274) on **September 21, 2024**, from **9:00 AM to 1:00 PM** at **Voigt Park 795 Longfellow Street, 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 for tents and be it further

**PROVIDED**, that there will be DPW Permits Required for Right of Way permits; 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.