

City of Detroit

Janice M. Winfrey
City Clerk

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.	2024-293
Name of Petitioner	Southwest Detroit Business Association
Description of Petition	Petition request to hold "Run of the Dead 2024" at Patton recreation Center 2301 Woodmere St., Detroit, MI 48209 on November 2 nd from 8:00 AM to 12:00 PM the same day. Set-up to begin November 1 st at 6:00 AM and completed by 7:00 AM on November 2 nd , with tear down to begin on November 2 nd at 12:00 PM and completed by 2:00 PM the same day.
Type of Petition	Special Events
Submission Date	08/22/2024
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	Michelle Tuck Southwest Detroit Business Association 7752 Vernor Detroit, MI 48209 P: (313) 842-0986 mtuck@fmllevents.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:

4/1/24

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:

Run of the Dead

Event Date:

11/2/2024

Event Organizer:

Southwest Detroit Business Association

Applicant Signature:



Date:

4/1/24

Run of the Dead - 5K Course Map



Map Key:

- 1** 5K mile markers
- S** Start/finish lines
- P** Parking

Detroit, MI





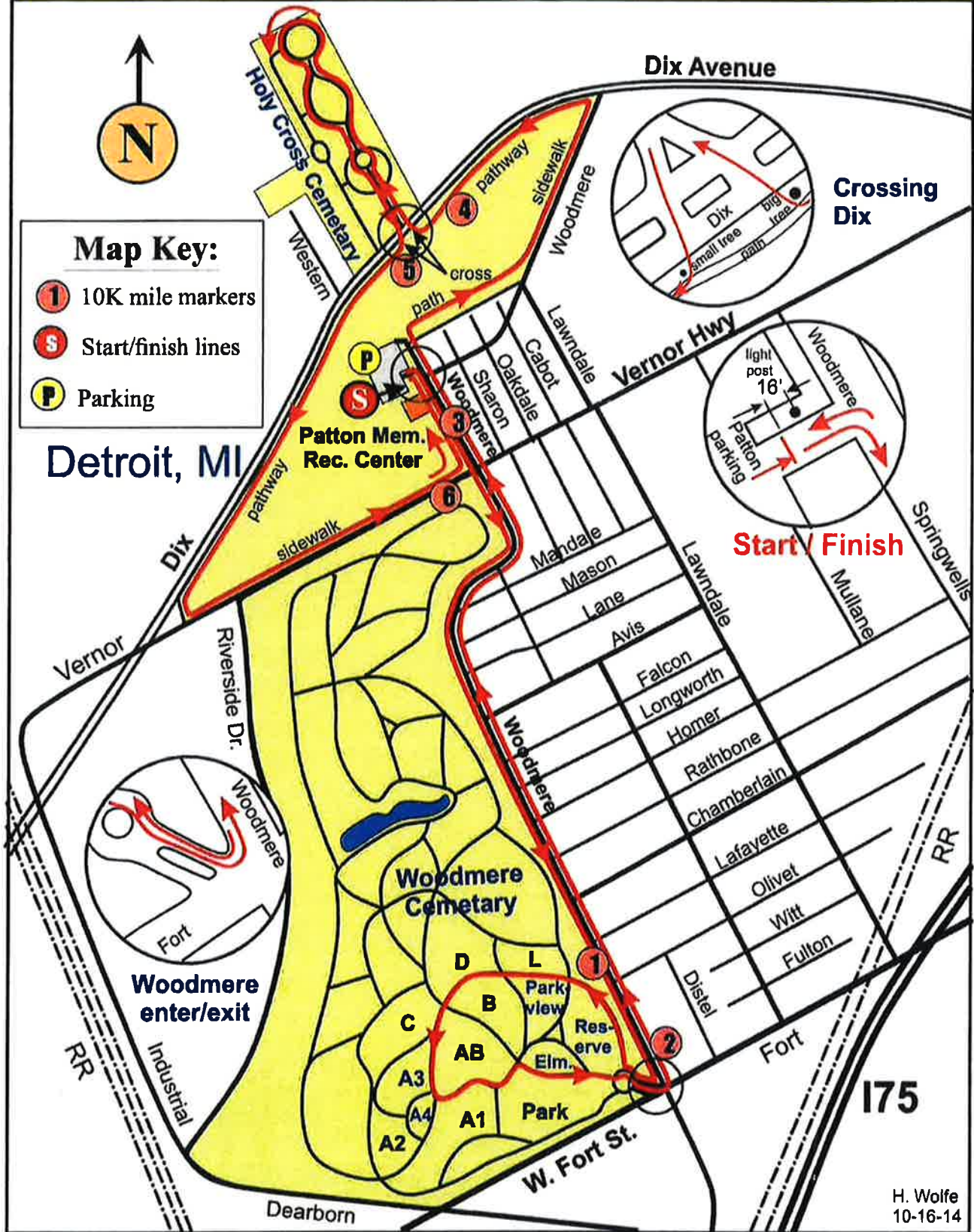
Run of the Dead - 10K Course Map



Map Key:

- 1** 10K mile markers
- S** Start/finish lines
- P** Parking

Detroit, MI



Run of the Dead Event Clean Up Plan
Saturday, Nov. 2, 2024

Pre-Event Clean Up Plan:

With the help of community volunteers, walk the route for 5k and 10K run through Holy Cross and Woodmere Cemeteries as well as Patton Recreation Center and clean any debris from the streets, sidewalks and cemetery grounds including small tree branches, broken glass, bottles and or plastic that may collect from pedestrians and natural causes.

Event space clean up at Patton Recreation Center:

Any clean up that is needed at Patton Recreation Center will be the responsibility of the Recreation Center. Event volunteers will be along the race routes to pick up any trash during the race. Garbage cans will be available during the event for trash.

Post Event Clean Up Plan:

With the help of community and event volunteers we will re-walk the route after the event and pick up trash and debris from the run for both the 5K and 10K route.

Respectfully,
Michelle Tuck
FMLLC doing Business on behalf of SDBA
mtuck@fmlcevents.com
313.682.0700

Communication and Community Impact Plan
Saturday, Nov. 2, 2024

Communication for this event has been sent through community volunteers of the Southwest area including 48209, 48210 and 48216 area codes. This community looks forward to the work that SDBA provides to it's community throughout the year.

Run of the Dead 2024 is a fundraiser for the Center of Music & Performing Arts Southwest (COMPÁS). The mission of COMPÁS is to provide high-quality performing arts training and cultural experiences with an emphasis on youth socio-emotional development. The program preserves the Latinx heritage of Southwest Detroit and celebrates its diversity through the arts. Your sponsorship and partnership will support this mission for years to come.

The Run provides 5k and 10k options. The USATF-Certified event will celebrate the Mexican holiday of Día de los Muertos (Day of the Dead). In commemoration of the annual Día de los Muertos holiday, that honors deceased relatives and loved ones, an ofrenda (altar) will be created and displayed by a community leader. Participants will celebrate by wearing traditional face-paint, flowers and attire. Enjoy light bites, vendors and entertainment by COMPAS.

This event impacts every aspect of the community, bringing in people to see how the growth, change and development is flourishing. Restaurants and local businesses also invest, participate and benefit from the event as well.

Respectfully,
Michelle Tuck
FMLLC doing Business on behalf of SDBA
mtuck@fmllevents.com
313.682.0700

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Run of the Dead 2024

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

Petitioner Name / Organization: Southwest Detroit Business Association

Event Location: Patton Recreation Center 2301 Woodmere St. Detroit, MI 48209

Event Date(s) and Time(s): 11/02/24 8:00 AM to 11/02/24 12:00 PM

Type of Event: Run/Marathon

Applicant Contact:	Submission Date: 04/01/24 1
Michelle Tuck	Date of Clerk's Office Referral:
mtuck@fmlcevents.com	Date of City Departments Sign Off:
+1 (313) 682-0700	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 Reviewed-Ready for Council	DDOT Reviewed-Ready for Council	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: _____

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: www.southwestdetroit.com

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

Run of the Dead 2024 is a fundraiser for the Center of Music & Performing Arts Southwest (COMPÁS). The mission of COMPÁS is to provide high-quality performing arts training and cultural experiences with an emphasis on youth socio-emotional development. The program preserves the Latinx heritage of Southwest Detroit and celebrates its diversity through the arts. Your sponsorship and partnership will support this mission for years to come.

The Run provides 5k and 10k options. The USATF-Certified event will celebrate the Mexican holiday of Día de los Muertos (Day of the Dead). In commemoration of the annual Día de los Muertos holiday, that honors deceased relatives and loved ones, an ofrenda (altar) will be created and displayed by a community leader. Participants will celebrate by wearing traditional face-paint, flowers and attire. Enjoy light bites, vendors and entertainment by COMPAS.

Estimated Peak Attendance: 300

Estimated Total Attendance: 500

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? 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: Southwest Detroit Business Association

Mailing Address: 7752 Vernor

Detroit MI 48209

Primary Contact:	Secondary Contact:
Michelle Tuck	Nina Payne
mtuck@fmlcevents.com	npayne@fmlcevents.com
+1 (313) 842-0986	+1 (248) 797-9311

Organization Type: Nonprofit

Organization Website: www.southwestdetroit.com

Event Setup & Breakdown

Begin Setup: 11/01/24 6:00 AM

Complete Setup: 11/02/24 7:00 AM

Setup Location(s): 2301 Woodmere St. Detroit, MI 48209

Event Start: 11/02/24 8:00 AM

Event End: 11/02/24 12:00 PM

Begin Tear Down: 11/02/24 12:00 PM

Complete Tear Down: 11/02/24 2:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 2

Cleaning Service Vendor: n/a

Other Waste Elements: n/a

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:
Free parking will be available in the parking lot of Patton Recreation Center and on the street.

Food & Beverage

Will food be served? ^{Yes} _____

Will food be prepared on site? ^{No} _____

Number of food trucks: ¹ _____ Number of non-truck food vendors: ¹⁰ _____

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? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 12

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

Tent Contractor: Big Top Rental

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: Generators

How will generators be fueled? 2

Generator contractor: n/a

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? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

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 **Southwest Detroit Business Association** to host **"Run of the Dead 2024" (2024-293)** on **November 2, 2024**, from **8:00 AM - 12:00 PM** at **Patton Recreation Center** **2301 Woodmere Street, Detroit, MI, 48209**.

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 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.