

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.	2024-307
Name of Petitioner	Detroit 300 Conservancy/ Downtown Detroit Partnership
Description of Petition	Petition of Detroit 300 Conservancy/ Downtown Detroit Partnership (#2024-307), request to hold "DDP/D300 Winter Events & Programming" at Campus Martius Park & Cadillac Square Park, on November 6th through March 2nd, 2025, from 8:00 AM to 11:00 PM. Set- up to begin November 6th 8:00 AM and completed by 4:00 PM with tear-down to begin March 3rd, at 8:00 AM and completed by March 7th 5:00 PM.
Type of Petition	Special Events
Submission Date	9/6/24
Concerned Department	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	Laura Dean Detroit 300 Conservancy/ Downtown Detroit Partnership 313-720-7714 laura.dean@downdetroit.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: 9/5/24

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: Fall & Winter in the Parks

Event Date: 9/15/24 thru 1/15/25

Event Organizer: DDP

Applicant Signature:



Date: 9/5/24

**DETROIT 300 CONSERVANCY & Downtown Detroit Partnership
WINTER 2024-2025 Programming & Events**

Tree Arrival – Campus Marius Park

Wednesday, November 6th, 2024
8:00am– 5:00pm

Woodward Ave. @ Campus Marius Crosswalk
Road Closure: 11/6/24 8am-4pm

Tree Lighting Ceremony 2024 – Campus Marius Park & Cadillac Square Park

Friday, November 22nd, 2024
4:00pm – 9:30pm

Campus Marius Area Road Closures
11/20/24 @ 6am – 11/23/24 @ 6am

Carriage Rides – Woodward Esplanade

November 29th – December 28th, 2024
Fridays & Saturdays
5:00pm – 11:00pm

Salvation Army World's Tallest Red Kettle – Cadillac Square Park

November 22nd, 2024 – January 5th, 2025
Install: Friday, November 8th, 2024

The Rink @ Campus Marius Park

November 23rd, 2024 – March 2nd, 2025

11/23/24 – 1/5/25
Su-Th: 11am-10pm
Fr-Sa: 11am-12am

1/6/25 – 3/2/25

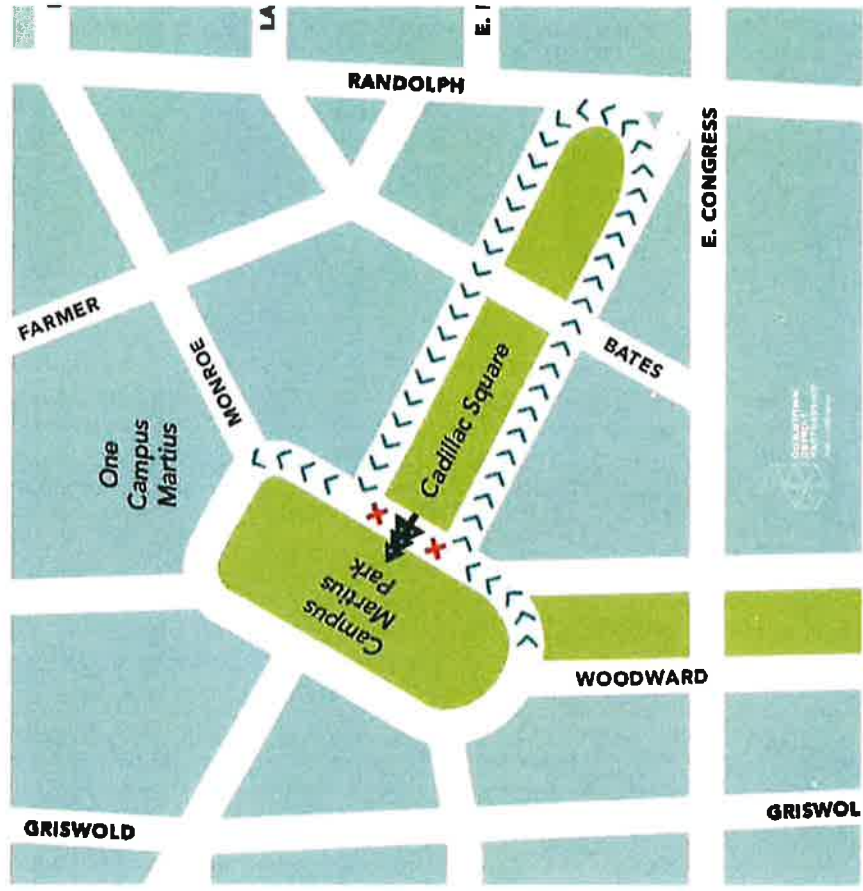
Su-Th: 11am-9pm
Fr-Sa: 11am-11pm

Tree Arrival

**Wednesday, November 6th, 2024
8:00am – 4:00pm**

**Temporary Road Closure of Woodward Ave.
at Campus Martius Park & Cadillac
Square Park crosswalk.**

**Universal Contracting Services employed
for road closure and traffic control.**



TREE LIGHTING 2024

SECURITY PLAN:

DDP will contract with Liberty Security Group for event security services.

9 Entry Points with Evolv screening.

DPD support throughout the event.

Emergency Services Vehicle Access at Fort St. & Griswold. Pedestrian chutes created on Monroe & Cadillac Square.

Detailed security, safety and emergency response plan will be issued and coordinated with DPD, DFD and City of Detroit.

EMS PLAN:

Medstar will be contracted to provide medical services.

1 Advanced Life Support units staffed with 2 EMTs each located at Woodward Ave. and Fort St.

2 Medical Tents (Woodward Ave. & Monroe St., Woodward Ave. & Fort St.) with 2 EMTs each.

TRASH & RECYCLING PLAN:

DDP will employ Ambassadors/Block by Block for clean services & temporary trash & recycling bins throughout event footprint.

RESTROOMS:

Port-a-Johns and restroom trailers added throughout event footprint.

Legend



Tent with Walls & Forced Air Propane Heaters



Beverage Tent – 2/3 Bar, 1/3 Hot Cocoa & Water – 3 Walls & Forced Air Propane Heaters



Semi-Permanent Winter Activity Tent Structures



Evolv Screening Entry Points – Tent Canopy – No Walls or Heat



Food Truck



Port-a-Johns



Medical



Bike Rack Barricades



6' Fencing



Road Closure



Generator



Light Tower



LED Screen



Talent RV's & WXYZ Production Trucks



DPD Security Tower

DAILY WINTER ACTIVITIES & PROGRAMMING

SECURITY PLAN:

DDP will contract with Liberty Security Group for dedicated core park security as well as event security services for busy days and times.

TRASH & RECYCLING PLAN:

DDP will employ Ambassadors/Block by Block for daily clean services.

RESTROOMS:

Port-a-Johns and restroom trailers added at Campus Martius Park for the winter season.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: DDP/D300 Winter Events & Programming

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

Petitioner Name / Organization: Detroit 300 Conservancy/Downtown Detroit Partnership

Event Location: Campus Martius Park & Cadillac Square Park

Event Date(s) and Time(s): 11/06/24 8:00 AM to 03/02/25 11:00 PM

Type of Event: Concert/Performance, Sports/Recreation

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

Submission Date:	08/22/24 1
Date of Clerk's Office Referral:	9/5/24
Date of City Departments Sign Off:	9/4/24
Date Referred to Council:	9/6/24

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: *Gaksima Fife*

Date: September 6, 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: www.downtowndetroit.org

Which spaces will be used? Street, Sidewalk, Park

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

Event Description

Brief Event Purpose & Description:

DDP's Annual winter events & programming, including: Tree Lighting Ceremony, Tree Arrival, Ice Rink at Campus Martius Park, Carriage Rides, Salvation Army Red Kettle.

Annual Tree Lighting Ceremony: large-scale event with concert, figure skating performances, food trucks, beverages and live telecast.

Tree Arrival: Press event for delivery and crane lifting of holiday tree at Campus Martius Park.

Ice Rink at Campus Martius: seasonal recreation that draws crowds to the park

Salvation Army Kettle: temporary structure on Cadillac Square Park

Carriage Rides: seasonal, weekend horse-drawn carriage rides around Campus Martius Park

Estimated Peak Attendance: 75000

Estimated Total Attendance: 75000

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? Yes

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Detroit 300 Conservancy/Downtown Detroit Partnership

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: www.detroitdetroit.org

Event Setup & Breakdown

Begin Setup: 11/06/24 8:00 AM

Complete Setup: 11/06/24 4:00 PM

Setup Location(s): Campus Martius Park

Event Start: 11/06/24 8:00 AM

Event End: 03/02/25 11:00 PM

Begin Tear Down: 03/03/25 8:00 AM

Complete Tear Down: 03/07/25 5:00 PM

Number of Trash Containers: 85 Number of Recycling Containers: 40

Cleaning Service Vendor: Block by Block/Clean Detroit Ambassadors

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? Yes

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? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

Downtown parking structures and surface lots

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 11 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: 11/22/24: 4pm-9pm

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 2

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 6

Number of tents larger than 10' x 10': 21

Tent Contractor: Wahl Tents

What other structures will your event include? Riser for Audio Visual Control booth, risers for WXYZ Cameras

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? Dedicated fuel truck

Generator contractor: M.A.D. Power

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, Fortis Group

Number of private personnel per shift: 85

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: MedStart

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 checked="" 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 300 Conservancy/Downtown Detroit Partnership** to host **“DDP/D300 Winter Events & Programming” (2024-307)** on **November 06, 2024 through March 2, 2025** from **8:00 AM – 11:00 PM** at the **Campus Martius Park & Cadillac Square, Detroit, MI**.

PROVIDED, that there will be DPD Assisted Event; be it further

PROVIDED, that there will be DFD Pending Inspections; be it further

PROVIDED, that there will be DPW Barricades; and be it further

PROVIDED, that there will be BSEED Permits; and be it further

PROVIDED, that there will be DHD Permits; and be it further

PROVIDED, that there will be a Business License Required; 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.