

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.	2024-182
Name of Petitioner	Hour Media LLC
Description of Petition	Petition request to hold "Hour Detroit's GrillFest" at Campus Martius Park & Cadillac Square, 800 Woodward Ave, Detroit MI 48226 from July 13 th at 1:00 PM to July 14 th 5:00 PM. Set-up to begin July 12 th , 10:00 AM and completed on July 13 th 12:00 PM with tear down to begin July 14 th , at 5:00 PM and completed by 11:00 PM.
Type of Petition	Special Events
Submission Date	06/13/24
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	Jodi Svagr 5750 New King Drive, 100 Troy, MI 48098 P: (313) 915-1164 jsvagr@hour-media.com

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

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

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Hour Detroit's GrillFest

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

Petitioner Name / Organization: Hour Media LLC

Event Location: Campus Martius Park & Cadillac Square, 800 Woodward Ave, Detroit, MI 48226

Event Date(s) and Time(s): 07/13/24 1:00 PM to 07/14/24 5:00 PM

Type of Event: Concert/Performance, Festival, Other

Applicant Contact:
Jodie Svagr
jsvagr@hour-media.com
+1 (248) 268-8051

Submission Date:	05/13/24 4
Date of Clerk's Office Referral:	
Date of City Departments Sign Off:	06/12/24
Date Referred to Council:	6/6/2024

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 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: 6/6/2024

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? No

Is this an annual event? Yes

Event Website: <https://www.hourdetroit.com/grillfest/>

Which spaces will be used? City Facility

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

Event Description

Brief Event Purpose & Description:

Hour Detroit Magazine presents the inaugural GrillFest presented by Kowalski Companies at Campus Martius Park and Cadillac Square on Saturday, July 13th, and Sunday, July 14th. You can savor a variety of grilled delicacies, listen to live music and have a great time.

This is more than just an event; picture the Hour Detroit Family Barbecue in the heart of Detroit. Mark your calendars, tell your friends, and prepare for a weekend of taste and fun!

Estimated Peak Attendance: 3000

Estimated Total Attendance: 5000

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? 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: Hour Media LLC

Mailing Address: 5750 New King Drive, 100

Troy MI 48098

Primary Contact:	Secondary Contact:
Jodie Svagr	Njia Kai / NKSK Events
jsvagr@hour-media.com	NjiaKai@gmail.com
+1 (313) 915-1164	+1 (313) 399-5986

Organization Type: Corporation

Organization Website: https://hourmedia.com

Event Setup & Breakdown

Begin Setup: 07/12/24 10:00 AM

Complete Setup: 07/13/24 12:00 PM

Setup Location(s): Cadillac Square, Campus Martius Park

Event Start: 07/13/24 1:00 PM

Event End: 07/14/24 5:00 PM

Begin Tear Down: 07/14/24 5:00 PM

Complete Tear Down: 07/14/24 11:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 15

Cleaning Service Vendor: Block by Block

Other Waste Elements: Brendel's

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:

We will encourage attendees to travel by QLine, Uber or Lyft. We will provide details on all of the parking structures located within close proximity to Campus Martius Park.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 25

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: Saturday, July 13, 1:00 PM - 7:00 PM and Sunday, July 1

Will ice be used in any served beverages? Yes

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: 30

Number of tents larger than 10' x 10': 3

Tent Contractor: Wahl Tents

What other structures will your event include? n/a

Will your event use any grills? Yes

What kind of grills? Gas, Charcoal, Wood Pellets

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? _____

Generator contractor: Wahl Tents

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

Number of private personnel per shift: 14

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)

Hour Detroit's GrillFest

Attachment: Maintaining of Traffic Plan

Event will include the following street lane closure:

Cadillac Square West and East, between Woodward Circle and Bates Street.

- **Time of street closure: Friday, July 12, 6am**
- **Time of street re-open: Monday, July 15, 8am**
- **Type 3 Barricade (provider: POCO) will be posted at both closure locations (Cadillac Square West/Bates & Cadillac Square East/Woodward)**
- **One security personnel stationed at both closure locations, from time of closure until streets are re-opened.**
- **Vehicular traffic will be able to continue on open lanes.**
- **Will not impede pedestrian crosswalk on either Bates or Woodward Circle.**

L5 - BUSINESS LICENSE APPLICATION

Date: 5/10/24

Please read application carefully. Type or print legibly and complete all applicable items. Copies of required documents must be provided. Incomplete data will delay processing of your application. Fee to cover cost of processing must accompany application and is non-refundable. If space allowed below is insufficient complete answers on reverse side. Make checks payable to Treasurer, City of Detroit.

Business Address: 27632 Middlebelt Rd.

City: Farmington Hills State: MI ZIP: 48331

Mailing Address (if different than business address): SAME

City: _____ State: _____ ZIP: _____

E-Mail: info@cigardendetroit.com

Federal ID # (EIN): 83-1735764

Corporate Name: CIGARDEN LLC

Business, Trade, or Assumed Name: _____

Type of Business: Mobile Cigar Service

Have the applicant(s) operated this type of business anywhere during the past five years? Yes No

If yes, list location and dates of operation: See Attachment

List names of all business owners, partners, or corporation officers and titles.

(Attach an additional list, if necessary)

Name (First, Last): Monique Henderson

DOB: 9/13/24 Title: Owner

Address 37822 Carson St.

City: Farmington Hills State: MI ZIP: 48331

E-Mail: info@cigardendetroit.com Phone: 248-890-2940

Drivers License Number: H 536 609 201 711

Name (First, Last): _____

DOB: _____ Title: _____

Address _____

City: _____ State: _____ ZIP: _____

E-Mail: _____ Phone: _____

Drivers License Number: _____

Name (First, Last): _____

DOB: _____ Title: _____

Address _____

City: _____ State: _____ ZIP: _____

E-Mail: _____ Phone: _____

Drivers License Number: _____



Have the applicant and/or any of the persons listed as owners or officers of the business ever been convicted of a felony or misdemeanor? Yes No

AFFIDAVIT OF APPLICANT

**State of Michigan } ss.
County of Wayne }**

_____ first being duly sworn deposes and says that he/she has read the foregoing application by him/her subscribed and that he knows the contents thereof and that the same is true of his/her own knowledge and brief.

Signature _____ Title _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary's Signature _____ Notary Public
Wayne County, Michigan

Notary's Name (Printed): _____

My Commission Expires: _____

Intake Signature _____

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



L5 - BUSINESS LICENSE APPLICATION

Date: _____

Please read application carefully. Type or print legibly and complete all applicable items. Copies of required documents must be provided. Incomplete data will delay processing of your application. Fee to cover cost of processing must accompany application and is non-refundable. If space allowed below is insufficient complete answers on reverse side. Make checks payable to Treasurer, City of Detroit.

Business Address: 5750 New King Dr Ste 100

City: Troy State: MI ZIP: 48098

Mailing Address (if different than business address): _____

City: _____ State: _____ ZIP: _____

E-Mail: jsvagr@hour-media.com

Federal ID # (EIN): 38-3284318

Corporate Name: Hour Media LLC

Business, Trade, or Assumed Name: _____

Type of Business: Periodical Publisher

Have the applicant(s) operated this type of business anywhere during the past five years? Yes No

If yes, list location and dates of operation: Since 1996 in MI, MN, FL, AL, OH, IN, CA

List names of all business owners, partners, or corporation officers and titles.

(Attach an additional list, if necessary)

Name (First, Last): Stefan Wanczyk

DOB: 12/11/1690 Title: CEO

Address 5750 New King Dr Ste 200

City: Troy State: MI ZIP: 48098

E-Mail: swanczyk@uticaenterprises.com Phone: 248-764-4366

Drivers License Number: W522-777-005-942

Name (First, Last): John J Balardo

DOB: 5/5/1965 Title: President

Address 522 Wallace

City: Birmingham State: MI ZIP: 48009

E-Mail: jb@hour-media.com Phone: 248-691-1800 x 101

Drivers License Number: B 463 429 441 344

Name (First, Last): _____

DOB: _____ Title: _____

Address _____

City: _____ State: _____ ZIP: _____

E-Mail: _____ Phone: _____

Drivers License Number: _____



Have the applicant and/or any of the persons listed as owners or officers of the business ever been convicted of a felony or misdemeanor? Yes No

AFFIDAVIT OF APPLICANT

**State of Michigan } ss.
County of Wayne }**

_____ first being duly sworn deposes and says that he/she has read the foregoing application by him/her subscribed and that he knows the contents thereof and that the same is true of his/her own knowledge and brief.

Signature _____ Title _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary's Signature _____ Notary Public
Wayne County, Michigan

Notary's Name (Printed): _____

My Commission Expires: _____

Intake Signature _____

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10228

Quote #: 2

Event: Grille Festival

Start: Saturday, July 13, 2024

End: Sunday, July 14, 2024

Customer

Hour Media

5750 New King Drive, Ste 100

Troy Michigan 48098

ATTN: Jodie Svagr

Description

V2

This is to confirm that Hart EMS Medical Services PLLC (HMEMS) will provide on-site medical services for the above indicated Event and Venue. The following itemized services and items will be provided.

Campus Martius 800 Woodward Ave Detroit Michigan 48226

Service	Position	Date	Start	End	Dur.	Rate	Qty	Total
Life Support Ambulance		7/13/24	10:00 AM	9:00 PM	11.00	\$225.00	1	\$2475.00
On-site Medical Provider		7/13/24	10:00 AM	9:00 PM	11.00	\$75.00	1	\$825.00
Life Support Ambulance		7/14/24	11:00 AM	10:00 PM	11.00	\$225.00	1	\$2475.00
On-site Medical Provider		7/14/24	11:00 AM	10:00 PM	11.00	\$75.00	1	\$825.00

Total Services \$6,600.00

Services	\$6,600.00
Items	\$0.00
Total	\$6,600.00
Discount	\$0.00
Sub Total	\$6,600.00
Tax 0.00%	\$0.00
Grand Total	\$6,600.00
Deposit	\$0.00

Deposit Terms:

Payment Terms: Payment due in full upon completion of event

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)**5201 Rosa Parks Blvd****Detroit MI 48208****Phone 313-366-4278****Fax 313-216-1771****Email: adam@hartems.com****Job #: 10228****Quote #: 2****Event: Grille Festival****Start: Saturday, July 13, 2024****End: Sunday, July 14, 2024****Customer****Hour Media****5750 New King Drive, Ste 100****Troy Michigan 48098****ATTN: Jodie Svagr****Description****V2**

It is understood that all on-site medical facilities and ambulances have a limited capacity and should other emergency resources be called in by mutual agreement of both HMEMS and Hour Media that HMEMS will be held harmless for any overtaxing of its resources and will not be held responsible for other costs incurred. It is further understood that the request for services is as outlined above and designed by Hour Media. HMEMS assumes no responsibility for the planning and accuracy of it. Should the request for transport result in overtaxing of resources contracted for, HMEMS will at its' discretion, call for transport via city or private provider. HMEMS assumes no responsibility for availability or response capabilities of outside ambulance services. It is understood by the parties that HMEMS is held accountable for medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical provision. HMEMS its staff, and agents shall be held harmless for any incidents arising from this event. Furthermore, any treatment provided by other contracted, volunteer agencies or employees will not be the responsibility of HMEMS and will be held harmless for any liability resulting in treatment by other agencies, either contracted or volunteered. Premature termination of the event shall not result in discount or refund of any kind from Event Medical Services.

Hour Media will provide the following:

- Location for ambulance parking with appropriate egress
- Parking area and/or parking passes for HMEMS staff vehicles (If no parking area or passes are provided, a \$25 reimbursement will be required for each HMEMS staff vehicle)
- Any necessary credentials
- Contact person name and information
- Ice & water for patient use

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10228

Quote #: 2

Event: Grille Festival

Start: Saturday, July 13, 2024

End: Sunday, July 14, 2024

Customer

Hour Media

5750 New King Drive, Ste 100

Troy Michigan 48098

ATTN: Jodie Svagr

Description

V2

By signing below, Client agrees to all terms of this contract. Client also agrees to not release the information enclosed to any entities outside their organization. Once signed, HMEMS will provide Client with a Proof of Service agreement that they may present to any external entities.

Authorized Signature

**Hart EMS Medical Services
PLLC (HMEMS)**

Date

Authorized Signature

Hour Media

Date

Jodie Svagr
5-13-24

L5 - BUSINESS LICENSE APPLICATION

Date: 5/13/2024

Please read application carefully. Type or print legibly and complete all applicable items. Copies of required documents must be provided. Incomplete data will delay processing of your application. Fee to cover cost of processing must accompany application and is non-refundable. If space allowed below is insufficient complete answers on reverse side. Make checks payable to Treasurer, City of Detroit.

Business Address: 18165 Mack Ave

City: Detroit State: Mi ZIP: 48224

Mailing Address (if different than business address): 27555 Farmington Rd Suite 110

City: Farmington Hills State: Mi ZIP: 48334

E-Mail: accounting@greatlakesace.com

Federal ID # (EIN): 38-1723474

Corporate Name: GREAT LAKES ACE HARDWARE INC

Business, Trade, or Assumed Name: GREAT LAKES ACE HARDWARE

Type of Business: RETAIL HARDWARE

Have the applicant(s) operated this type of business anywhere during the past five years? Yes No

If yes, list location and dates of operation: _____

List names of all business owners, partners, or corporation officers and titles.

(Attach an additional list, if necessary)

Name (First, Last): Joe Jefferies

DOB: _____ Title: President

Address 1400 Marshall Dr

City: Lenexa State: KS ZIP: 66215

E-Mail: _____ Phone: _____

Drivers License Number: _____

Name (First, Last): Robert Massengill

DOB: _____ Title: Secretary

Address 1400 Marshall Dr

City: Lenexa State: KS ZIP: 66215

E-Mail: _____ Phone: _____

Drivers License Number: _____

Name (First, Last): John Mitter

DOB: _____ Title: VP of Finance & Treasurer

Address 27555 Farmington Rd Suite 110

City: Farmington Hills State: Mi ZIP: 48334

E-Mail: john.mitter@greatlakesace.com Phone: 248-615-2620

Drivers License Number: _____



Have the applicant and/or any of the persons listed as owners or officers of the business ever been convicted of a felony or misdemeanor? Yes No

AFFIDAVIT OF APPLICANT

State of Michigan } ss.
County of Wayne }

_____ first being duly sworn deposes and says that he/she has read the foregoing application by him/her subscribed and that he knows the contents thereof and that the same is true of his/her own knowledge and brief.

Signature _____ Title _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary's Signature _____ Notary Public
Wayne County, Michigan

Notary's Name (Printed): _____

My Commission Expires: _____

Intake Signature _____

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



CONFIRMATION OF SERVICES

HART EMS MEDICAL SERVICES, PLLC
5201 ROSA PARKS BLVD
DETROIT, MI 48208
313.366.4278 OR 313.216.1771 FAX

Event: Grille Festival		Location: Campus Martius – 800 Woodward Ave, Detroit, MI, 48226	
Date of Service:		Start to End Time:	
7/13/2024		10 AM – 9 PM	
7/14/2024		11 AM – 9 PM	
Services Requested By Client:		Quantity:	Location:
<input type="checkbox"/> Supervisor on Site			
<input checked="" type="checkbox"/> On-Site Ambulance (with 2 Medical Providers)		1	Campus Martius
<input type="checkbox"/> First Aid Station			
<input type="checkbox"/> Physician On-Site			
<input checked="" type="checkbox"/> Medical Personal On-Site		1	Campus Martius
<input type="checkbox"/> Dispatch On-Site			
<input type="checkbox"/> Command Center			
<input type="checkbox"/>			

Additional Procedures:

Adam Gottlieb
Hart EMS Medical Services, PLLC

Date

Jodie Svagr

Jodie Svagr
Hour Media

5-13-24

Date

Certificate of Flame Resistance

ISSUED BY:
EUREKA! TENTS / a div. of Johnson Outdoors Inc.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

DEALER NAME: Tim's Party Tent Tents LLC. DBA: WAHLTEN
ADDRESS: 44550 Groesbeck Hwy
CITY: Clinton Twp. STATE: Mi. 48036



This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

Certification is hereby made that: The articles described on this certificate have been manufactured with an approved flame retardant chemical that was tested and passed the following codes: California State Fire Marshal Code, NFPA-701, Underwriters Laboratory of Canada (ULC-S109-MB7), and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

Description of item certified: 10 x 10 Frame

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**


TENT DEPARTMENT, JOHNSON OUTDOORS INC.



Certificate of Flame Resistance

ISSUED BY:
EUREKA! TENTS / a div. of Johnson Outdoors Inc.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

DEALER NAME: Tim's Party Tent Tents LLC. DBA: WAHLTENT
ADDRESS: 44550 Groesbeck Hwy
CITY: Clinton Twp. STATE: Mi. 48036



This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

Certification is hereby made that: The articles described on this certificate have been manufactured with an approved flame retardant chemical that was tested and passed the following codes: California State Fire Marshal Code, NFPA-701, Underwriters Laboratory of Canada (ULC-S109-M87), and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

Description of item certified: 20 X 20 Frame

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**


TENT DEPARTMENT. JOHNSON OUTDOORS INC.



Clean Up Plan

The Downtown Detroit Partnership will be supplying all the waste bins, and dumpsters for this event. Block by Block will be assisting with clean-up. Block by Block clean up ambassadors start one hour before the event and stay one hour after. They pull trash throughout the events entirety. DDP plans to rent a dumpster which will be stored adjacent to Cadillac Square to dump excess waste.

Waste Reduction Plan

- We will encourage attendees and staff to bring empty reusable water bottles and we will provide free water filling stations.
- Explore the possibility of using a deposit system for cups. A patron purchases a recyclable beer cup and uses the cup throughout the day as they purchase new beer, allowing your food and beverage provider to serve draft products rather than individual containers or cups.
- We have moved the food voucher system onto a digital platform to eliminate the need for food ticket paper.
- Donating food, we will be sure to follow all food safety guidelines for donation to keep unserved food available for donation if necessary.

Other Waste Elements

Throwing waste/grey water that is used to hold down tents on the grass or into the flowers/plant life is damaging and illegal. Grey/wastewater change the soil and ground water quality. Food services that fry food must have a grease tank to collect debris. Include plans to dispose of these and other elements safely and legally in your Event Clean-Up Plan.

BRENDEL'S CAN DO GREASE AND GREY WATER COLLECTION AND REMOVAL

Grey Water will go into large tanks that are provided by Brendel's. Brendel's will service them before and after each event day. The large tanks will be stored in the Back of House Production Tent located on the North Side of Cadillac Square East.

Grease will be deposited into temporary grease traps, which will be provided by Brendel's.

Ash can go into trash after they have completely cooled or have been flooded. When it is time to dispose of ashes, we will test to ensure the hot ashes are cool by placing them in a cardboard box or paper bag before disposal.

We will utilize handheld metal scooping tools designed specifically for the removal of ash. Using one of these shovel-like tools, ash can easily scoop out of the grill and transfer it to a noncombustible container. In this container, we will flood the ash to cool, then we will dispose of the ash in the on-site dumpster.

RE: PERMITS - GRILLFEST - ELLA GROUP LETTER



☺️ Reply Reply All Forward ...



Sarah Walsh <sarah.walsh@downtowndetroit.org>

To: Jodie Svagr

Cc: Rory McMaster; Chelsea Nunnally; Soula Burns; Laura Dean; David Cowan; Alex Fields

Mon 5/13/2024 4:03 PM



Grill Fest Sp Ev App and docx.zip
3 MB

Start your reply all with:

Will do, thanks!

Will do, thank you.

Will do.

Feedback

Hi Jodie,

Thank you for preparing all of the documents attached here.

Please submit all of these with your Special Events Application by EOD today.

This is to confirm that David will send a letter of support on behalf of DDP/D300 shortly.

Thank you.

Sarah

(313) 617-0803

Sarah Walsh (she/her)

Senior Events Manager

1000 Woodward Avenue • Suite 380 • Detroit, MI 48226

DDP Main: (313) 566-8250

www.downtowndetroit.org | [Instagram](#) | [Facebook](#) | [LinkedIn](#)



**DOWNTOWN
DETROIT
PARTNERSHIP**

FOUNDED 1922

Connecting People, Places, and Parks

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:** 5/13/2024

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: Hour Detroit's GrillFest

Event Date: July 13-14, 2024

Event Organizer: Hour Media

Applicant Signature:  **Date:** 5/13/2024

Propane Plan

Propane tanks will be secured by Great Lakes Ace.

Becky Killarney becky.killarney@greatlakesace.com

Adam Jensen adam.jensen@greatlakesace.com

They will be dropped off on Friday, July 12, 2024. They will be stored at the far east end of Cadillac Square. They will be chained and secured with a lock. Cannisters will be kept away from the cooking and the public.

A member of the NKSK events team will maintain eyes on the Propane tanks throughout the event to ensure their safety and security.

Liberty Security

Contracted by Downtown Detroit Partnership for Hour Detroit's GrillFest.

Number of private personnel per shift

SECURITY PERSONNEL

LOAD IN 7/12

- 10 am - 10 pm
- 3 Guards: 1 @ CMP, 2 @ CS

LOAD IN OVERNIGHT

- 10 pm - 10 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

EVENT DAY 1

- 10 am - 10 pm
- 14 Guards: 6 @ CMP, 8 @ CS

EVENT DAY 1 OVERNIGHT

- 10 pm - 10 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

EVENT DAY 2

- 10 am - 10 pm
- 14 Guards: 6 @ CMP, 8 @ CS

LOAD OUT (post-event day 2)

- 10 pm - 1 am
- 3 Guards: 1 @ CMP, 2 @ CS
- + Security Vehicle

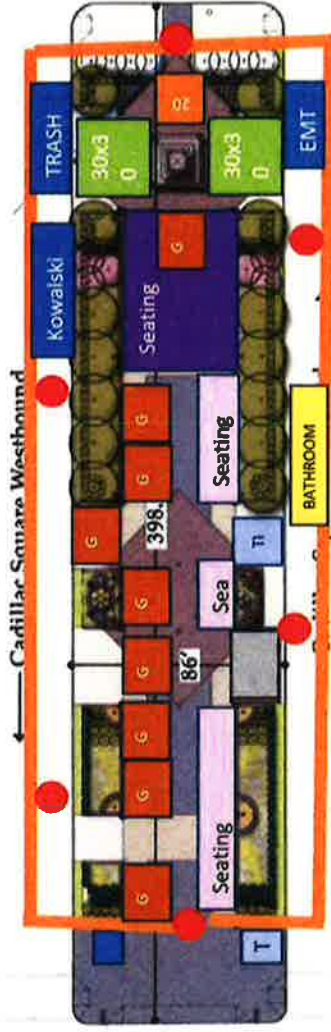
HOUR DETROIT'S GRILL fest
 Campus Martius Park
 July 13 & 14

B Bathrooms
G Gulls
T Ticket Sales
S Security
N Natural Barriers
B Barricades

Wahi Tents
 10x10 tent - 19
 20x20 tent - 1
 30x30 tent - 2



Woodward Avenue Northbound



First National Building

Campus Martius Park
 Detroit, Michigan

City of Detroit
 Detroit 300 Conservancy
 Rundell Ernberger Associates, LLC



May 13, 2024

Eric Larson
Downtown Detroit Partnership
One Campus Martius, Suite 380
Detroit, MI 48226

RE: Elia Group Support for Hour Detroit's Grillfest Event

Dear Mr. Larson,

Elia Group is pleased to support Hour Detroit's Grillfest Event to be held in Campus Martius Park July 13th and 14th. As a Downtown Detroit stakeholder with properties in and nearby Campus Martius Park and Cadillac Square, including Detroit's must visit destination restaurant Parc, we are committed to the Downtown community and have been since 2016. Downtown Detroit's parks have helped transform the city and driven support for local businesses and restaurants.

We look forward to collaborating with Hour Detroit to create an incredible Summer event in Campus Martius Park, drawing crowds of locals and visitors to downtown Detroit. Working with Hour Detroit, we will operate beverage kiosks throughout the Grillfest footprint in Campus Martius Park as reflected in Exhibit A and a Grillfest VIP event in the Brisa Bar beach area.

Thank you for your consideration of this letter.

Sincerely,



RJ Wolney
ELIA Group
Chief Operating Officer



Hour Detroit's GrillFest presented by Kowalski Companies

(Current as of 5.13.2024)

We are planning to have a total of 15 exhibitors at this event selling products pre-packaged foods and/or merchandise, and an additional 15 restaurants grilling food, for a total of 30 exhibitors.

Sponsors:

Presenting:

Kowalski Companies

- Will be selling hot dogs, sausages, macaroni salad, and potato salad.

Major:

Great Lakes Ace

- Providing 15 Grills for exhibitors
- Will be selling spices and grills

Automotive:

Bob Maxey Lincoln-Mercury-Ford

- Will be displaying 2 vehicles on CMP plaza between the fountain and Woodward Circle

Beverage (will be sold through Elia Group):

Anheuser Busch – Hoop Tea

Faygo

Gold:

OPTIK Birmingham

- Utilizing booth to promote their business.

Exhibitor:

Besa

- Will be grilling and selling Lamb Chops

BLis

- Will be selling pre-packaged salad dressings, with some food sampling.

Mucky Duck Mustard

- Will be selling pre-packaged mustard.
- Will be grilling & selling hot dogs to pair with their mustard.

The Godfrey Hotel Detroit, I|O Rooftop Lounge at the Godfrey, Hamilton's Detroit

- Will be grilling and selling food.

Shade Cigar Café

- Will be selling cigars.



To Whom It May Concern:

I hope this message finds you well. We are reaching out to inform you and your establishment about *Hour Detroit's* GrillFest, scheduled to take place on July 13-14 at One Campus Martius Park. The ticketed consumer event will be from 1 PM to 7 PM on Saturday, July 13, and from 1 PM to 5 PM on Sunday, July 14.

We will not be closing streets for this event. Instead, we will be closing single lanes adjacent to Cadillac Square: one on Cadillac Square eastbound and one on Cadillac Square westbound.

GrillFest offers a diverse culinary experience featuring barbecue and various food options. Guests can also enjoy a selection of spirits, wine, and beer.

If you would like to participate in GrillFest, please reach out to our team at advertising@hour-media.com. Whether you specialize in barbecue, beverages, or other culinary delights, we believe that your presence would greatly enhance the event.

We would like to extend an invitation for you to attend GrillFest with two complimentary tickets. Please contact us at events@hour-media.com to redeem your tickets.

Should you have any questions or concerns, please do not hesitate to reach out to Hour Detroit's Marketing and Events Manager, Jodie Svagr, at 248.268.8051 or email jsvagr@hour-media.com.

Thank you!

Warm regards,

Hour Detroit

MICHIGAN TEMPORARY FOOD ESTABLISHMENT LICENSE APPLICATION

APPLICANT/BUSINESS CONTACT INFORMATION:

Organization/Business Name: CIGARDEN LLC

Main Contact: Monique Henderson Email: info@cigardendetroit.com

Mailing Address: 27632 Middlebelt Rd. City: Farmington Hills State: MI Zip: 48331

Primary Phone: 248-890-2940 Cell Phone: 248-890-2940 Fax: _____

Alternative Contact: Name: Monet Watkins Phone: 313-643-6523

PUBLIC EVENT INFORMATION: Name of Public Event: Hour Detroit's GrillFest presented by K&A 2024

Food Service Start Date: 7 / 13 / 2024 Serving Start Time: 1:00 PM AM/PM

Ending Date: 7 / 14 / 2024 End Time: 5:00 PM AM/PM

When will food preparation begin? Date: ____ / ____ / ____ Starting Time: ____ AM/PM

Event Location (Name & Address): Campus Martius Park - Cadillac Square - 800 Woodward Ave, Detroit, MI 48226

Event Coordinator Name: Jodie Svagr Phone: 1-313-915-1164

If Applicable, Non Profit Tax ID #: _____

I AM AWARE THAT EACH BOOTH MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print) Monique Henderson

Applicant Signature: *Monique Henderson* Date: 5/10/24

Estimated Number of Meals to be Served Each Day: _____

EQUIPMENT LIST:

Identify equipment used at your temporary food establishment. Check all boxes that apply.

A Hand Wash Station

- Large insulated container with a spigot, warm water, hand soap, paper towels and a large catch bucket
- Hand sink
- Self-contained portable unit
- Other _____

B Cooking/Reheating Equipment

- Grill/BBQ
- Fryer
- Oven
- Roaster
- Other _____

C Cold/Hot Holding Equipment

- Ice chest/cooler with ice
- Refrigerator
- Freezer
- Steam table
- Grill/BBQ
- Chafing dish w/ fuel
- Slow cooker/roaster
- Other _____

D Floor/Overhead Protection*

- Food is prepared & served indoors
- Floors are cleanable and Impermeable
Describe: _____
- Canopy/tent
- Screening
- Other _____

E Cleaning/Sanitizing

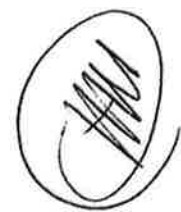
- Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
- Extra utensils
- Bucket with sanitizing solution and wiping cloth(s)
- Sanitizer

F Other

- Chemical test strips to test sanitizer solution
- Metal stem thermometer
- Gloves
- Hair restraints
- Electricity available
- Water source (circle all that apply)

Municipal/City Water Well Bottled

*If extensive food handling occurs, it must be done in a fully enclosed space.



ADDENDUM A:
COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must obtain a review and approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is NOT currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the Commissary Food License.

Temporary Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____
Licensed Food Service Operator/Owner Organization
to use _____
Name & Address of Licensed Facility Used Facility License Number

- For: Food Preparation Cold Food Storage Cooking Cooling Food Hot Holding
- Dry Food Storage Warewashing Approved Water Supply Waste water Disposal
- Other: _____

Date(s) Licensed Facility will be used for this event: _____ to _____ Time of use: _____ AM/PM to _____ AM/PM

Signature of Licensed Facility Owner/Operator _____ Date _____

For Office Use Only

APPROVED _____ DENIED _____

COMMENTS: _____

Hour Detroit's GrillFest

Attachment: Emergency Response Plan & Emergency Medical Procedures

(1) Procedures for reporting of emergencies

All Event Staff, Crew and Security personnel will be instructed to immediately report any emergency situation to the Event Director or Event Coordinator who will then immediately contact the relevant responder: on-site Security personnel, on-site EMT/ambulance, or other on-site responder; or will call 9-1-1 for the local Police Dept., Fire Dept., or other such local responders, as needed.

All reported emergencies will be documented by Security personnel and those documents will be maintained by the event presenters.

(2) Occupant and staff response to emergencies

Event Staff, Crew and Security personnel will take direct action to mitigate and respond properly to any emergency situation within their ability to abate (use of fire extinguisher, etc.). Event Volunteers will be instructed to report any emergency situation to Event Staff, Crew and Security personnel.

For situations outside of their knowledge or capacity to correctly respond, Event Staff, Crew and Security personnel will immediately contact the relevant on-site responder for quick response, and/or immediately contact the local authority or emergency responders (call 9-1-1).

(3) Evacuation, relocation, and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards

The public event is being held outdoors. Event Staff, Crew and Security personnel will take direct action to advise event participants in case of an emergency situation. The public address system will be used to make announcements guiding participants to evacuate, relocate or shelter-in-place as necessary.

The One Campus Martius building adjacent to the outdoor event location will be in operation and has an emergency response plan and procedure compliant with local requirements.

(4) Weather

The on-site event staff will maintain a watch on weather forecasts before and during the event hours to determine potential for any hazardous weather condition. Appropriate response, including event cancellation or evacuation to adjacent buildings for safe cover, will be enacted as necessary, with support of all Event Staff, Crew, Volunteers and Security personnel.



**DOWNTOWN
DETROIT
PARTNERSHIP**

EST. 1922

Jodie Svagr
HOUR Media
5750 New King Drive
Suite 100
Detroit, MI 48098

In an effort to continue to create unique experiences for Detroit residents and visitors, HOUR Media have proposed to temporarily activate Campus Martius Park for the Detroit Grill Fest event on July 13, 2024, and July 14, 2024.

After a series of planning conversations, we have been provided a clear vision for temporary activation of the spaces and an understanding of program management and operations. With a commitment to collaborate and work together toward mutually beneficial experiences for all Detroiters, and on behalf of the Downtown Detroit Partnership (DDP), please accept our letter of support. Please note that it is the intent of HOUR Media to ensure:

- An on-call point of contact for the daily management of activations within Campus Martius Park.
- An established preapproval process with DDP and The City for any space uses or events outside of the scope reviewed and submitted
- Audio levels and equipment that are right sized for the environment and that are fully contained to the activation premise without conflict or interruption to surrounding public spaces or public space activities
- DDP and its concessionaire are in agreement with any outside partners and have the right to approve and express whether a partner competes or conflicts.

As a cohesive effort, HOUR Media have agreed to work closely with DDP to coordinate public space activity in a way that is equitable, complementary, and supportive of the long-term goals and efforts of Detroit's public space network.

Sincerely,

David Cowan
Chief Public Spaces Officer
Downtown Detroit Partnership

PERMIT

Honorable City Council:

To your Committee of the Whole was referred the Petition of Hour Media LLC (#2024-182), request to hold "Hour Detroit's GrillFest". After consultation with all the concerned departments and careful consideration of the request, your Committee recommends that same be granted in accordance with the following resolution.

Respectfully submitted,

Young
Chairperson

By Council Member Young:

Resolved, that permission be and is hereby granted to "Hour Media LLC" (#2024-182), request to hold "Hour Detroit's GrillFest" at Campus Martius Park & Cadillac Square, 800 Woodward Ave, Detroit MI 48226 from July 13th at 1:00 PM to July 14th at 5:00 PM. Set-up to begin July 12th at 10:00 AM and be completed on July 13th at 12:00 PM with tear down to begin July 14th at 5:00 PM and completed by 11:00 PM.

Resolved, That Buildings and Safety Engineering Department is hereby authorized to waive the zoning restrictions on said property during the period of the event.

Provided, That the petitioner secures a temporary use of land permit which will include the erection of any mechanical devices and temporary structures. An inspection of electrical work is required prior to opening the facility to the public, and further

Provided, That the required permits be secured should any tents or temporary installations such as Liquefied Petroleum Gas Systems be used, and further

Provided, That if tents are to be used, the petitioner shall comply with all sections of Fire Marshal Division Memorandum #3.2 regarding "use of Tents for Public Assembly", and further

Provided, That said activity is conducted under the rules and regulations of concerned departments and the supervision of the Police Department, **(Grant subject to departmental conditions)**, and further

Provided, That such permission is granted with the distinct understanding that petitioners assume full responsibility for any and all claims, damages or expenses that may arise by reason of the granting of said petitions, and further

Provided that site be returned to its original condition at the termination of its use, and further

Provided, That this resolution is revocable at the will, whim or caprice of the City Council.