

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.	2024-338
Name of Petitioner	Downtown Detroit Partnership/ Detroit 300 Conservancy/ Jon Witz
Description of Petition	Petition of Downtown Detroit Partnership/ Detroit 300 Conservancy/ Jon Witz (#2024-338), request to hold "Downtown Detroit Winter Parks" at Cadillac Square Park on November 7 th through January 5 th , 2025, from 11:00 AM to 10:00 PM. Set-up to begin October 21 st 8:00 AM and completed November 6 th 9:00 PM with tear - down to begin January 6 th , at 8:00 PM and completed by January 31 st 6:00 PM.
Type of Petition	Special Event
Submission Date	9/26/2024
Concerned Departments	Buildings, Safety Engineering, and Environmental Department, Detroit Department of Transportation, Detroit Fire Department, Detroit Health Department, General Services Department, Media Services Department, Municipal Parking Department, Police Department
Petitioner Contact	Downtown Detroit Partnership/ Detroit 300 Conservancy/ Jon Witz Alex Fields 313-617-8408 alex.fields@detroitdetroit.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: Cadillac Lodge & Markets

Event Date: 11/7/24

Event Organizer: DDP/Jon Witz & Associates

Applicant Signature: 

Date: 9/5/24

**DETROIT 300 CONSERVANCY/Downtown Detroit Partnership & Jon Witz
and Associates
Downtown Detroit Winter Markets & Cadillac Lodge**

Lodge & Markets Dates

Friday, November 7th thru January 5th, 2024

Hours of Operation

Wed/Thurs: 11:00am-8:00pm

Friday/Saturday: 11:00am-10:00pm

Sunday: 11:00am-7:00pm

WINTER MARKETS

SECURITY PLAN:

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

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 behind main lodge tent at the east end of Cadillac Square Park.

EVENT LOAD IN/LOAD OUT

LOAD IN: 10/21/24 – 11/17/24 – WB Cadillac Square Rd. Closed from Woodward Ave. to Bates St.

LOAD OUT: 1/6/25 – 1/19/25 – WB Cadillac Square Rd. Closed from Woodward Ave. to Bates St.

POWER

A mix of house power and generators will be used

HEATING

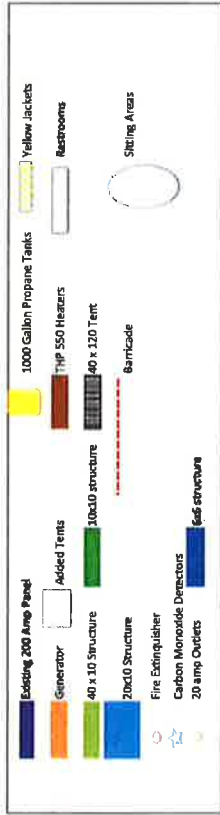
Propane, forced air heaters with large propane storage tanks on-site.

COMMUNITY IMPACT PLAN

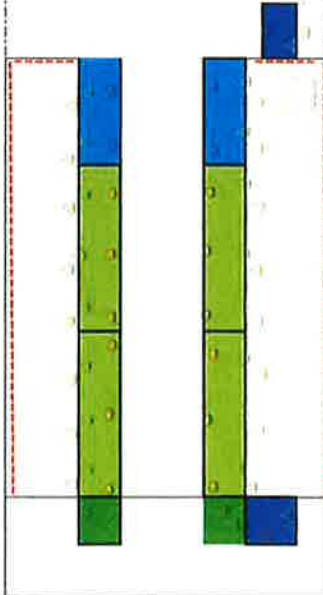
Our activations will aim to improve the quality of life of residents in surrounding areas and should not negatively impact pedestrian or visitor traffic. All lighting and sound elements will be strategically placed to ensure there is no disruption to nearby residential or office tenants. Due to the close partnership between Rock Security and public/private Law Enforcement (including Detroit Police/MSP) this event will only positively impact the surrounding community. Additionally, Rock Security's 24/7 Command Center is in close proximity to the event(s) and will remain vigilant in monitoring, responding, and assisting from a safety/security standpoint for the entire duration of the event(s).

2023 Downtown Detroit Markets & Cadillac Lodge
 Updated: 7-19-2023
 Subject to Change

Cadillac Square

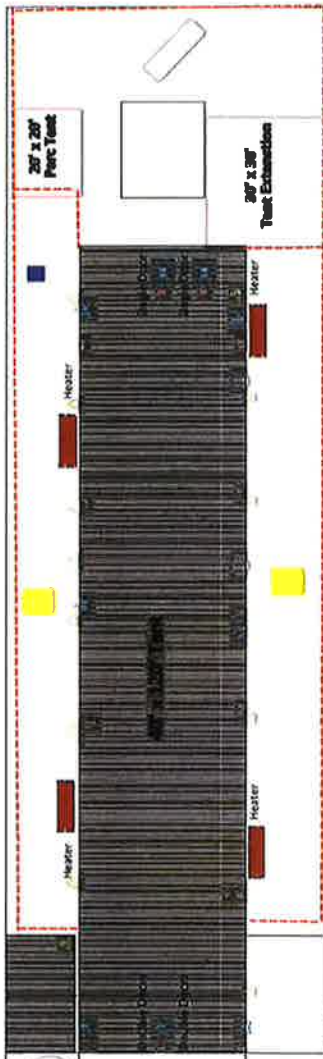


Westbound Cadillac Square

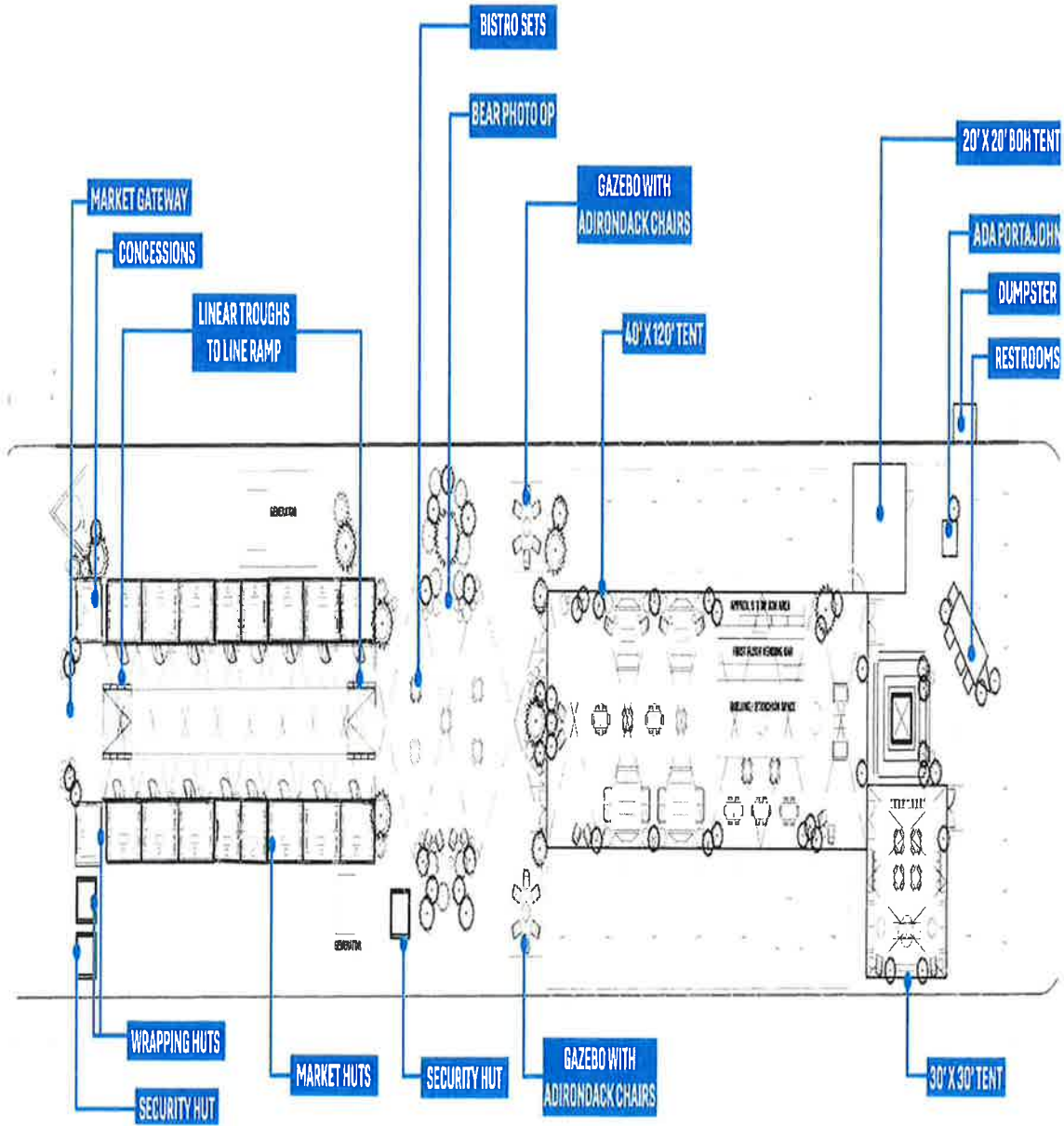


Woodward Avenue

Datas Street



Eastbound Cadillac Square



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Downtown Detroit Winter Markets

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

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

Event Location: Cadillac Square Park

Event Date(s) and Time(s): 11/07/24 11:00 AM **to** 01/05/25 10:00 PM

Type of Event: Other

Applicant Contact:
Alex Fields
alex.fields@detroitdetroit.org
+1 (313) 617-8408

Submission Date:	09/05/24 3
Date of Clerk's Office Referral:	9/25/24
Date of City Departments Sign Off:	9/25/24
Date Referred to Council:	9/27/24

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 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: *Jakeima Fife*

Date: September 27, 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: deckedoutdetroit.com

Which spaces will be used? Street, Park

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

Event Description

Brief Event Purpose & Description:

Annual Downtown Detroit Winter Markets & Cadillac Lodge at Cadillac Square Park. A dozen or more local market vendors in semi-permanent, container-based pop-up shops, a food and beverage warming tent and winter decorations.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 30,000.00

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: Downtown Detroit Partnership/Detroit 300 Conservancy/Jon Witz & As

Mailing Address: 1000 Woodward Ave, Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Jeff Wilson
alex.fields@detroitdetroit.org	jwilson@artsbeatseats.com
	+1 (248) 240-0137

Organization Type: Nonprofit

Organization Website: detroitdetroit.org

Event Setup & Breakdown

Begin Setup: 10/21/24 8:00 AM

Complete Setup: 11/06/24 9:00 PM

Setup Location(s): Cadillac Square Park

Event Start: 11/07/24 11:00 AM

Event End: 01/05/25 10:00 PM

Begin Tear Down: 01/06/25 8:00 AM

Complete Tear Down: 01/31/25 6:00 PM

Number of Trash Containers: 12 Number of Recycling Containers: 6

Cleaning Service Vendor: BIZ/Block by Block

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Westbound Cadillac Square 10/21/24

Bates to Woodward 5:00 AM 5:00 AM

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:

Metered parking only blocked for the street closures for load in and load out.

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: 2

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: Wed-Sun: 11a-10p

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: 0

Number of tents larger than 10' x 10': 2

Tent Contractor: Wahl

What other structures will your event include? Shipping container-based shopping kiosks with elevated decking

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? With fuel truck. No fuel stored on site.

Generator contractor: United Rentals

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

Number of private personnel per shift: 3

Which of these apply to the private security personnel? Licensed

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 **Downtown Detroit Partnership/Detroit 300 Conservancy/Jon Waltz** to host **"Downtown Detroit Winter Parks" (2024-338)** on **November 7, 2024 through January 5, 2025**, at **Cadillac Square Park, Detroit MI**.

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

PROVIDED, that there will be **DFD Pending Inspections**; **Contracted with Private EMS to Provide Services**; and be it further

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

PROVIDED, that there will be **DPW Permits Required**; 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 event.