

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.	2024-349
Name of Petitioner	General Service Department
Description of Petition	Petition of General Service Department ( <b>2024-349</b> ), request to hold "Fall Fest" at Farewell Recreation Center on November 2 <sup>nd</sup> , from 1:00 PM to 5:00 PM. Set-up to begin November 1 <sup>st</sup> , 8:00 AM and completed by November 2 <sup>nd</sup> 9:00 AM with tear down to begin November 2 <sup>nd</sup> , at 6:00 PM and completed by November 3 <sup>rd</sup> 10:00 AM.
Type of Petition	<b>Special Events</b>
Submission Date	10/9/2024
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), Detroit Health Department (DHD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	General Service Department Jackson Ernest 313-529-6600 <a href="mailto:pjtalbert@totalaccessinc.com">pjtalbert@totalaccessinc.com</a>

# 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:** Jackson Ernest

**Date:**9/26/24

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:** Scarefest

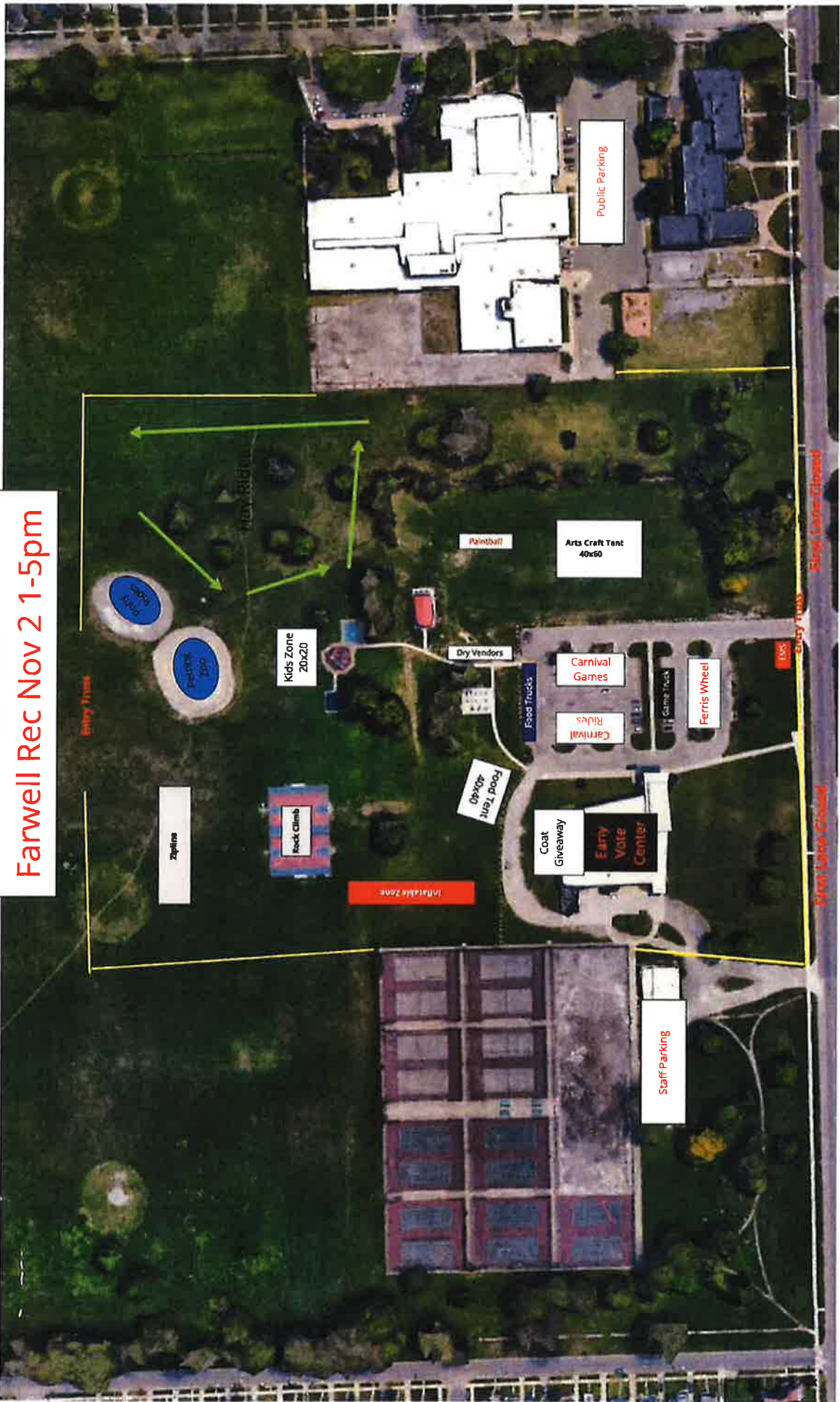
**Event Date:**9/26/24

**Event Organizer:** General Service Department

**Applicant Signature:** Jackson Ernest

**Date:**9/26/24

**Fall Fest**  
**Farwell Rec Nov 2 1-5pm**



Entry Paths

Ziplines

Rock Climb

Petting Zoo

Dog Park

Kids Zone 20x20

Inhabitable Zone

Food Tent 40x40

Dry Vendors

Paintball

Coat Giveaway

Early Vote Center

Food Trucks

Carnival Games

Carnival Rides

Game Truck

Ferris Wheel

Arts Craft Tent 40x60

Public Parking

Staff Parking

LOS

Entry Paths

First Lane Closed

First Lane Closed

**Emergency Action Plan (EAP)** for Fall Fest at Farwell Recreation Center, ensuring the safety and preparedness of all participants, staff, and attendees:

## 1. Emergency Response Team:

- **Roles & Responsibilities:**
  - **Event Manager (Incident Commander):** Oversees the emergency response and coordinates with all teams, first responders, and authorities.
  - **Security Personnel:** Monitor and manage crowd safety, handle minor incidents, and assist with evacuations if necessary.
  - **Medical Team:** Provide first aid or basic medical assistance and coordinate with emergency medical services (EMS).
  - **Safety Officer:** Monitors weather conditions, structural safety (tents, stages), and general event safety measures.
  - **Volunteer/Staff Coordinators:** Ensure all event staff are briefed on emergency procedures and communication protocols.

## 2. Communication Protocol:

- **Emergency Channels:**
  - **Radios:** Event staff and security personnel will use two-way radios for instant communication.
  - **Cell Phones:** A phone tree system for backup communication among key staff.
  - **Loudspeakers/PA System:** Used to make emergency announcements to attendees in case of evacuation or other urgent messages.
  - **Emergency Contact Information:** All staff and volunteers should have a list of emergency contacts, including police, fire department, EMS, and event security leads.
- **Code System:** Establish a code system (e.g., “Code Red” for fire, “Code Blue” for medical emergency) to quickly communicate different types of emergencies without alarming the crowd.

## 3. Evacuation Plan:

- **Evacuation Routes:**
  - Identify clear, safe evacuation routes from all areas of the event grounds (festival site, parking lots, food areas). These routes should be well-marked with signage.
  - Staff and security personnel will guide attendees to the nearest exits in an orderly fashion during evacuation.
- **Emergency Exits:** Ensure multiple emergency exits are accessible and free from obstructions. Include both main and secondary exits for each area.
- **Assembly Points:** Designate safe assembly points outside the event site where people can gather after evacuating. Staff will guide attendees to these points, and event personnel will perform a headcount if possible.

- **Special Assistance:** Ensure that attendees with disabilities or those needing special assistance have support during evacuation. Assign volunteers or staff to assist in these cases.

#### 4. Medical Emergencies:

- **First Aid Stations:** Set up clearly marked first aid stations at key locations around the event. These should be staffed with trained medical personnel or volunteers.
- **On-Site Ambulance:** If possible, have an ambulance or EMS team on-site or on standby nearby for rapid response.
- **Medical Access:** Ensure that clear pathways are maintained for EMS vehicles to access the site quickly.
- **Medical Supplies:** Stock first aid stations with essential supplies (bandages, antiseptic, defibrillator, etc.).
- **Protocol for Serious Injuries:** Contact EMS immediately for any serious injuries or health emergencies. A designated staff member should be responsible for meeting first responders at the site and directing them to the patient.

#### 5. Fire Emergencies:

- **Fire Extinguishers:** Place fire extinguishers at strategic points, particularly near food vendors, stages, and generators. Ensure staff know how to use them.
- **Fire Department:** Coordinate with the local fire department to ensure they are aware of the event and can respond quickly if needed.
- **Fire Safety Inspections:** Perform inspections before and during the event to ensure all areas are compliant with fire safety codes (e.g., no blocked exits, no flammable materials left unsecured).

#### 6. Severe Weather Plan:

- **Weather Monitoring:** Designate a Safety Officer to monitor weather conditions through reliable apps or direct communication with local weather services.
- **Shelter Locations:** Identify sheltered locations (nearby buildings, sturdy tents) where attendees can take cover in the event of severe weather, such as thunderstorms, high winds, or extreme temperatures.
- **Event Cancellation or Delay:** Establish criteria for delaying or canceling the event (e.g., lightning within 10 miles, winds above 40 mph). Communicate delays or cancellations to attendees via social media, PA systems, and event staff.
- **Evacuation for Weather:** In case of severe weather, activate the evacuation plan to move attendees to designated safe areas or assist them in leaving the site.

#### 7. Crowd Control:

- **Crowd Management:** Security personnel will monitor crowd density, especially near stages, food areas, and entrances. They will be trained to identify early signs of overcrowding or unsafe behavior.

- **Barricades:** Use barricades to manage crowd flow, especially near high-traffic areas.
- **Conflict Resolution:** Train staff and security in conflict resolution to de-escalate tense situations and handle disruptive attendees before they pose a safety risk.
- **Lost Child/Person Protocol:** Establish a lost-and-found point where lost children or separated family members can be reunited. Announcements can be made over the PA system if necessary.

## 8. Bomb Threats or Suspicious Activity:

- **Response Protocol:** In case of a bomb threat or discovery of a suspicious package, staff should immediately notify the Incident Commander and call local law enforcement.
- **Evacuation:** Follow evacuation procedures while directing people away from the suspicious area.
- **No Touching Suspicious Items:** Instruct staff not to touch or approach any suspicious items and wait for law enforcement or bomb squad personnel to assess the situation.

## 9. Post-Emergency Procedures:

- **Incident Reports:** After any emergency, document the incident in detail, including the actions taken and outcomes. This helps with follow-up and future preparedness.
- **Debriefing:** After the event, hold a debriefing session with key staff and emergency personnel to review the response and discuss improvements for future events.
- **Communication with Attendees:** Send out a post-event communication (email or social media) to inform attendees about any incidents and reassure them of the measures taken to ensure safety.

## 10. Emergency Contact Information:

- **Police:** DPD
- **EMS/Ambulance:** Hart Medical
- **Event Security Lead:** Terrance Mathis GSD
- **Event Manager (Incident Commander):** Phil Talbert

This Emergency Action Plan ensures preparedness and safety for all Fall Fest attendees, staff, and vendors, while providing clear procedures for handling various emergencies efficiently.

## **Fall Fest Communication and Community Impact Plan**

### **1. Event Promotion:**

- **GSD Communications Team:** Total Access Events will collaborate with the GSD Communications Team to create and manage social media post for the event.
- **Social Media:** Regularly post event updates, behind-the-scenes content, and engage with the community on platforms like Facebook and Instagram.
- **Email Campaigns:** Send newsletters with event updates/flyer to GSD mail list.

### **2. Event Information:**

- **Event Program:** Event Schedule and timeline posted on social media.
- **Map:** An event map with key locations and distribute it at the event.
- **Contact Information:** Display event organizer contact information on all materials.

### **3. Community Engagement:**

- **GSD Communications Team:** Work with the GSD Communications Team to organize community meetings and outreach efforts.
- **Local Schools:** Partner with nearby schools to involve students.
- **Community Outreach:** Distribute event information at local centers and libraries.
- **Volunteer Opportunities:** Encourage community members to volunteer with perks like free admission.

### **4. Sustainability and Community Impact:**

- **GSD Communications Team:** Collaborate on messages related to sustainability and community impact.
- **Eco-Friendly Initiatives:** Implement waste recycling and eco-friendly practices.
- **Local Vendors:** Prioritize local businesses and artisans.
- **Community Donations:** Allocate give aways that support the community
- **Feedback Mechanism:** Collect feedback from attendees and community members after the event.

### **5. Emergency Communication:**

- **Emergency Plan:** Work with the GSD Communications Team to include emergency communication procedures.
- **Communication Hub:** Establish a centralized hub for emergency communication.
- **Emergency Contacts:** Prominently display emergency contact numbers.

### **Fall Fest/Scare Fest Clean UP Plan**

The event will utilize the cleaning services provided by General Services Department personnel which will provides cleaning and trash removal pre event, during event and post event.

The General Services Department will provide additional trash receptacles throughout proposed event site layout and will monitor and provide trash removal from event site during and post event hours.

TAE will coordinate cleaning services in conjunction with General Services Department personnel to ensure seamless coordination of site cleaning pre, event hours, and post event.

Food vendors has been directed that they are responsible for disposing of all trash in garbage bags in a manner to ensure that garbage is not to be visible to the public at any time. General Services Department personnel will collect all garbage and remove from event site, during and post event,



# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Fall Fest

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

**Petitioner Name / Organization:** General Service Department

**Event Location:** Farwell Recreation Center

**Event Date(s) and Time(s):** 11/02/24 1:00 PM to 11/02/24 5:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Jackson Ernest
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

<b>Submission Date:</b>	09/30/24 1
<b>Date of Clerk's Office Referral:</b>	10/3/24
<b>Date of City Departments Sign Off:</b>	10/2/24
<b>Date Referred to Council:</b>	10/10/24

### 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 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:** *Gakeima Fife*

**Date:** October 10, 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: Detroitparksrec.com

Which spaces will be used? Sidewalk, Park, City Facility

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

## Event Description

### Brief Event Purpose & Description:

Fall Fest at Farwell Recreation Center will bring the community together with family-friendly activities, support local businesses, and offer seasonal job opportunities. Although there may be temporary challenges like increased traffic and higher usage of the recreation center, effective management will help reduce these disruptions. In the long term, Fall Fest will enhance Farwell Recreation Center's community role and promote future engagement and investments in the area.

Estimated Peak Attendance: 5000

Estimated Total Attendance: 10000

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? 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)? Yes

## Contact Information

Organization / Petitioner Name: General Service Department

Mailing Address: 115 Erskine

Detroit

Michigan

48238

Primary Contact:	Secondary Contact:
Jackson Ernest	Phil Talbert
pjtalbert@totalaccessinc.com	
	+1 (313) 529-6600

Organization Type: Government

Organization Website: \_\_\_\_\_

## Event Setup & Breakdown

Begin Setup: 11/01/24 8:00 AM

Complete Setup: 11/02/24 9:00 AM

Setup Location(s): Farwell Receration Center

Event Start: 11/02/24 1:00 PM

Event End: 11/02/24 5:00 PM

Begin Tear Down: 11/02/24 6:00 PM

Complete Tear Down: 11/03/24 10:00 AM

Number of Trash Containers: 25 Number of Recycling Containers: 10

Cleaning Service Vendor: General Service Department

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. Outer Drive 11/02/24

9:00 AM 5:00 PM

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:

**1. Designated Parking Areas:**

**Primary Parking Lot:** Utilize the existing parking lot at Farwell Recreation Center for event attendees. Parking attendants will direct vehicles to available spots.

**Overflow Parking:** Secure nearby parking lots or street parking areas, such as nearby schools or community centers, for overflow parking. Provide shuttle service or clearly marked walking paths from overflow locations.

**Accessible Parking:** Reserve a section of the main parking lot near the entrance for ADA-compliant parking, ensuring easy access for guests with disabilities.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 6 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? 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: 10

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

Tent Contractor: \_\_\_\_\_

What other structures will your event include? \_\_\_\_\_

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? 4

Generator contractor: GSD

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: DPD and GSD Security

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 **The General Services Department** to host **"Fall Fest" (2024-349)** on **November 2, 2024, from 1:00PM - 5:00 PM** at **Farewell Recreation Center, 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 all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of events.