

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.	2024-373
Name of Petitioner	Midtown Detroit Inc.
Description of Petition	Petition of Midtown Detroit Inc. (#2024-373), request to hold "Noel Night" at 4847 Woodward Ave. on December 7 th , from 9:00 AM to 9:00 PM. Set up to begin December 6 th , 6:00 AM and completed by December 7 th , 9:00 AM with tear down to begin December 7 th , at 10:00 PM and completed by December 8 th , 8:00 AM.
Type of Petition	Special Event
Submission Date	11/7/2024
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	Phillip Talbert Midtown Detroit Inc. (313) 529-6600 pjtalbert@totalaccessinc.com

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

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

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature: Mauren Stapleton

Date: 10/03/24

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.

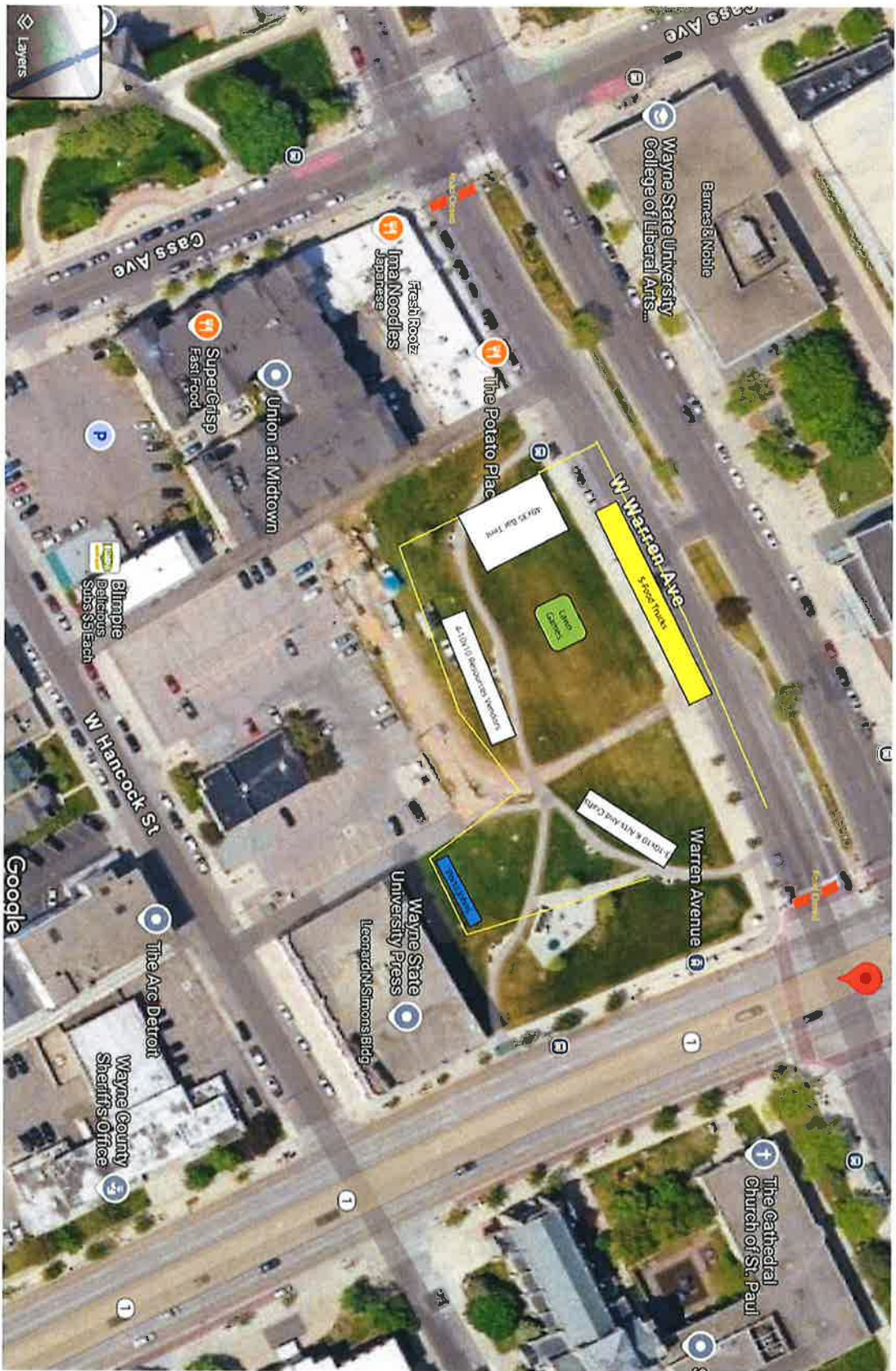
Event Name: Noel Night

Event Date: 12/7/24

Event Organizer: Midtown Detroit Inc

Applicant Signature: Mauren Stapleton

Date: 10/03/24



NOEL NIGHT

MIDTOWN INC



SET UP & BREAKDOWN DAYS

- Friday Set Up: December 6, 2024 8am
- Street Closure: Warren between Woodward

Begin: Friday December 6, 2024 8am End: Saturday October
26 11pm

- Tent load in / placement
- Equipment drop/ placement
- Vendor Load in

Saturday Breakdown: December 7, 2024 10pm

Complete by Sunday December 8, 2024 8am

Hours

Saturday December 7 (Public) Music and Activities: 9am-9pm

Noel Night is an open house of the Midtown Detroit and Cultural Center districts that celebrates diverse holiday traditions amid the state's premier arts and cultural institutions, historic churches, galleries, and a growing circle of small businesses. Noel Night provides the perfect backdrop for an evening packed with performances and other holiday experiences with family and friends—all free of charge.

FOOD VENDORS AND DRY VENDORS

All City approved Vendors from the City of
Detroit Licensed Vendor List and Licensed
Vendor thru our Vendor Program

S E R C U R I T Y & M E D I C A L

Security Team

- **DPD and Blue Line**
- **Start: Friday 12/6/24 8am**
- **End 11/7/24 11pm**
- **Detroit Police Department Evolve System**

Medical and Ambulance: Hart Medical

Noel Night 2024 Community Impact Plan

Objective: To maximize the positive impact of Noel Night on the surrounding community while minimizing any potential disruptions or negative effects. This plan will focus on fostering economic benefits, community engagement, and clear communication with residents and businesses.

1. Economic Benefit

- **Support for Local Businesses:** Partner with local shops, restaurants, and vendors to offer special promotions and packages during Noel Night, driving foot traffic and increasing revenue for the Midtown business community.
- **Vendor Opportunities:** Provide opportunities for local artisans, food vendors, and small businesses to participate in the event at affordable rates, ensuring that they benefit from the high number of attendees.
- **Sponsorship and Donations:** Encourage larger corporate sponsors to support community initiatives or make donations to local nonprofits as part of their involvement with Noel Night.

2. Community Engagement

- **Community Advisory Board:** Establish a board consisting of local business owners, residents, and neighborhood associations to give feedback on event planning and provide input on decisions affecting the community.
- **Local Artist and Performer Showcases:** Feature performances and exhibits from local artists, schools, and community groups, giving them a platform to reach a wider audience and celebrate the cultural diversity of Midtown.
- **Volunteer Opportunities:** Offer volunteer positions to community members for tasks like crowd management, information stations, and post-event cleanup, fostering a sense of ownership and involvement in the event.

3. Traffic and Accessibility Management

- **Street Closure Communication:** Notify residents and businesses well in advance of any road closures, parking restrictions, and event setup details. Provide alternate routes and parking solutions to minimize disruptions to daily life.
- **Ride-Share and Public Transport:** Encourage the use of ride-share services, public transportation, and shuttles to reduce traffic congestion and parking strain on local streets.

- **Accessible Event Spaces:** Ensure ADA-compliant access to all event zones, with clear signage and services for attendees with disabilities, and prioritize the needs of residents in planning traffic control and pedestrian pathways.

4. Noise and Safety Management

- **Noise Control:** Implement noise control measures for concerts and performances, especially in residential areas, with designated "quiet zones" and reasonable end times for loud activities.
- **Security Presence:** Work with local law enforcement to ensure a strong security presence, prioritizing community safety while maintaining a friendly and welcoming atmosphere.
- **Event Hotline:** Create a dedicated hotline or email address for residents and businesses to report concerns, provide feedback, or ask questions during and leading up to the event.

5. Post-Event Community Support

- **Community Cleanup Initiative:** Organize a community-based cleanup effort the day after the event, involving local volunteers, businesses, and cleanup crews to restore public spaces.
- **Feedback and Improvement:** Conduct post-event surveys with local residents and businesses to gather input on the event's impact, and use this feedback to improve planning for future Noel Night events.

By involving the community at every stage of planning and execution, Noel Night 2024 will not only be a successful event but also a celebration that benefits and respects the surrounding neighborhood.

Noel Night 2024 Cleanup Plan

Objective: To ensure that all event areas are promptly and efficiently restored to their original condition following Noel Night, minimizing environmental impact and maintaining good relations with the community.

1. Pre-Event Preparation

- **Waste Stations Setup:** Strategically place waste stations throughout the event with separate bins for recycling, compost, and trash. Clear signage will encourage proper disposal.
- **Cleaning Crew Briefing:** Prior to the event, all cleaning staff will be briefed on responsibilities, cleanup procedures, and assigned zones.
- **Partnership with Vendors:** Require food and merchandise vendors to manage their own waste during the event and leave their area clean. This will be part of their vendor agreement.

2. During Event Cleanup

- **Continuous Waste Collection:** A dedicated cleanup crew will be assigned to circulate throughout the event during operating hours, emptying waste bins and ensuring clean, litter-free zones.
- **Restroom Maintenance:** Staff will monitor and maintain portable restrooms and public restroom facilities, ensuring cleanliness and adequate supplies of soap and toilet paper.
- **Vendor Area Monitoring:** Ensure vendor areas are regularly checked and waste bins are accessible to minimize trash buildup.

3. Post-Event Cleanup

- **Immediate Litter Sweep:** Once the event ends, a large-scale sweep will begin across all event zones (streets, parks, vendor areas) to collect litter, waste, and recyclables.
- **Waste Collection & Disposal:** Designated teams will gather all waste and transport it to designated disposal points. Separate disposal of recyclables and compostable materials will be prioritized.
- **Restroom and Waste Bin Removal:** Portable restrooms and waste bins will be removed within 24 hours post-event, leaving the streets and public spaces in their pre-event condition.

4. Post-Cleanup Review

- **Final Inspection:** A final walkthrough of all event spaces will be conducted by the event cleanup manager to ensure no waste or damage has been overlooked.
- **Community Feedback:** Engage with local businesses and residents for feedback on the cleanup process to improve future event planning and foster positive relations with the community.

By implementing this plan, we aim to leave Midtown clean and ensure that Noel Night's environmental footprint is minimized.

Noel Night 2024 Emergency Action Plan

Objective: To ensure the safety of attendees, staff, and community members by establishing clear procedures for potential emergencies, such as medical incidents, severe weather, fires, lost persons, and security threats. This plan will outline key response actions, communication strategies, and emergency contacts.

1. Preparation and Prevention

- **Coordination with Local Authorities:** Work closely with Detroit police, fire departments, emergency medical services (EMS), and local hospitals to plan response strategies and ensure all personnel are familiar with the event layout and protocols.
- **Event Staff Training:** Provide all event staff, volunteers, and vendors with emergency training, including crowd control, first aid basics, evacuation procedures, and communication protocols.
- **Emergency Equipment:** Place first aid kits, fire extinguishers, and emergency communication devices (e.g., radios) at key points throughout the event. Clearly mark and communicate the locations of these resources to staff and security.

2. Medical Emergencies

- **On-Site Medical Stations:** Establish multiple first aid and medical stations staffed by EMTs at central and easily accessible locations. Post signage and share locations with attendees to facilitate rapid assistance.
- **Communication with EMS:** Coordinate with local EMS to ensure quick on-site response for serious medical emergencies. Provide direct access routes and maintain a designated emergency lane to avoid delays in assistance.

3. Severe Weather Contingency

- **Weather Monitoring:** Assign a dedicated staff member to monitor real-time weather updates, especially for severe conditions such as thunderstorms, high winds, or extreme cold.
- **Shelter and Evacuation Plans:** Identify indoor shelters (e.g., nearby museums or buildings) where attendees can seek cover during severe weather. Communicate these shelter locations to attendees and post clear signage.
- **Weather Communication Plan:** If severe weather requires event delays or cancellation, inform attendees promptly through event staff, social media, the Noel Night website, and public address systems.

4. Fire and Evacuation Procedures

- **Evacuation Routes and Exits:** Develop clear evacuation routes and ensure that all exits are well-marked and accessible. Review evacuation plans with staff and security in advance.
- **Fire Response Protocol:** In case of fire, the priority is safe evacuation. Assign trained staff to alert emergency services and assist in directing attendees to safe exit points.
- **Fire Suppression Equipment:** Fire extinguishers will be strategically located and accessible in all event zones, especially near high-risk areas like vendor booths and stages.

5. Lost Persons Protocol

- **Lost Child Station:** Designate a safe area, such as an information tent, as a central meeting point for lost children or separated group members. Ensure this location is clearly marked and communicated.
- **Staff Training for Lost Persons:** Train event staff and volunteers on procedures for handling lost children and reuniting lost individuals with their parties.
- **Public Announcements:** If necessary, use public address systems to help locate lost persons in a discreet and respectful manner.

6. Security Threats and Crowd Management

- **Security Checkpoints:** Implement security checkpoints at major entrances to check for prohibited items and ensure safety. Work with security personnel to monitor suspicious activity.
- **Evacuation in Case of Threats:** In case of a credible threat (e.g., bomb threat or active threat), initiate evacuation protocols, prioritizing the safety and orderly movement of attendees to predetermined safe locations.
- **Crowd Control Measures:** Use barriers, flaggers, and clear signage to manage crowd flow, especially at high-traffic areas, to prevent overcrowding and ensure emergency access.

7. Communication Plan

- **Emergency Communication Channels:** Equip key personnel with radios or walkie-talkies and ensure clear communication protocols for relaying information quickly.

- **Attendee Communication:** Inform attendees of any emergency information through loudspeakers, mobile notifications, social media updates, and the Noel Night website.
- **Post-Emergency Coordination:** After an emergency, work with local authorities to assess the situation, assist those affected, and communicate any necessary follow-up actions or information to the public.

By thoroughly preparing for various emergencies, Noel Night 2024 can ensure the safety and security of attendees and staff while effectively responding to any situation.

SPECIAL EVENTS PETITION

Petition No: 2024-373

Event Name: Noel Night

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

Petitioner Name / Organization: Midtown Detroit Inc

Event Location: 4847 Woodward Ave

Event Date(s) and Time(s): 12/07/24 9:00 AM to 12/07/24 9:00 PM

Type of Event: Festival

Applicant Contact:
Phillip Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	10/07/24 2
Date of Clerk's Office Referral:	11/7/24
Date of City Departments Sign Off:	11/7/24
Date Referred to Council:	11/8/24

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: *Gakeima Fife*

Date: November 8, 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: https://www.noelnight.org/

Which spaces will be used? Street, Park

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

Event Description

Brief Event Purpose & Description:

Noel Night is an open house of the Midtown Detroit and Cultural Center districts that celebrates diverse holiday traditions amid the state's premier arts and cultural institutions, historic churches, galleries, and a growing circle of small businesses. Noel Night provides the perfect backdrop for an evening packed with performances and other holiday experiences with family and friends—all free of charge.

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? Yes

Will you be taking donations? No

Is this a charity event? Yes

Does this event involve campers, tents and/or RVs? No

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

Contact Information

Organization / Petitioner Name: Midtown Detroit Inc

Mailing Address: 644 Selden

Detroit Michigan 48201

Primary Contact:	Secondary Contact:
Phillip Talbert	
pjtalbert@totalaccessinc.com	

Organization Type: Nonprofit

Organization Website: https://www.midtowndetroitinc.org/

Event Setup & Breakdown

Begin Setup: 12/06/24 6:00 AM

Complete Setup: 12/07/24 9:00 AM

Setup Location(s): Wayne State

Event Start: 12/07/24 9:00 AM

Event End: 12/07/24 9:00 PM

Begin Tear Down: 12/07/24 10:00 PM

Complete Tear Down: 12/08/24 8:00 AM

Number of Trash Containers: 10 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. Warren (partial) 12/07/24

Woodward & Warren 5:00 AM 11:00 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:

For Noel Night 2024, we'll partner with nearby parking garages and lots, offering discounted rates and clear pre-event communication about parking options. A shuttle service will be available from satellite parking areas, and we'll designate ride-share drop-off zones near key locations to reduce congestion. Additionally, ADA-compliant parking will be provided with on-demand shuttle services, and bike racks will be set up for eco-friendly attendees.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 4 Number of non-truck food vendors: 5

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: 12/7/24 9am-8pm

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 5

Number of tents larger than 10' x 10': 1

Tent Contractor: S&R

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? 1

Generator contractor: _____

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 Blue Line and Wayne state

Number of private personnel per shift: 6

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 checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" 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 **Midtown Detroit Inc.**, to host "Noel Night" (2024-373) on **December 7th, 2024, from 9:00 AM - 11:00 PM** at **4847 Woodward, 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 obtained following City Council approval; and be it further

PROVIDED, all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of events.