

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*

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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.

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Petition No.	2024-400
Name of Petitioner	Trivium Racing
Description of Petition	Petition of Trivium Racing (#2024-400), request to hold "Run 313" at Palmer Park on August 23 <sup>rd</sup> , 2025 from 8:30AM to 1:00PM. Set up to begin August 23 <sup>rd</sup> at 3:00AM and completed by 8:00AM with tear down to begin August 23 <sup>rd</sup> , at 12:00PM and completed by 3:00PM
Type of Petition	<b>Special Event</b>
Submission Date	12/5/2024
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	Hannah Gaffner Trivium Racing (616) 634-6581 <a href="mailto:hannah@triviumracing.com">hannah@triviumracing.com</a>

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:** Hannah Gaffner

**Date:** 11/19/2024

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.

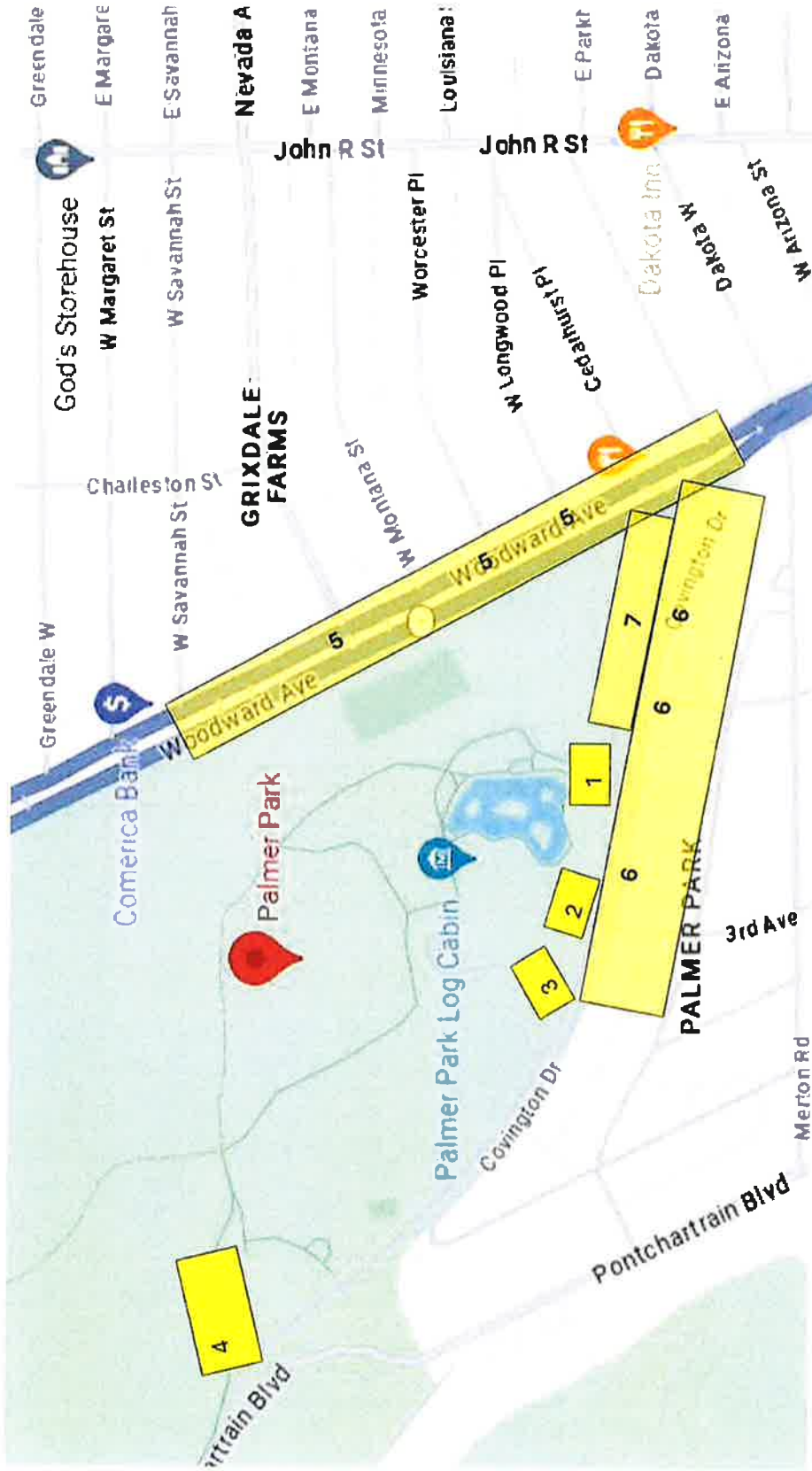
**Event Name:** Run the 313

**Event Date:** 08/23/2025

**Event Organizer:** Trivium Racing

**Applicant Signature:** Hannah Gaffner

**Date:** 11/19/2024



**Area 1:** This area has about 30 parking spots but will be closed well before the race starts and will not open until after the course is clear. It will also be used almost exclusively for Volunteers and race staff. Available spots may be used by athletes.

**Area 2:** This area has about 20 parking spots and is a very short walk to Race registration.

**Area 3:** This narrow lot near the training building can be used for parking and has about 25 additional spots.

**Area 4:** This much larger lot is .45 miles from the registration area. There is a path directly from this lot to registration and the start line. It will also be the easier lot to exit from after the race. This lot contains 125+ parking spots.

**Area 5:** This area is BY FAR the easier to park in and will have some of the spots closest to registration. This is parking on Woodward. There are hundreds of spots on both sides of the street. If you park near the tennis courses, you will be extremely close to registration.

**Area 6:** This area is neighborhood parking south of the Start/Finish area. There is a lot of parking on these streets, especially Covington. Please be respectful of the neighbors on race day.

**Area 7:** We have gotten permission to park cards on the North side of Merrill Plaisance BEHIND the finish line. This is normally a no parking zone, but parallel parking during the race is allowed. Please only pull up as far as the cones, and the no parking signs. Anyone parking here can only stay until after awards. If you are staying for yoga or the picnic do not park here or you may find a ticket when you return.

# Athlete Guide



**In Coordination with We Run 313**

# Race Day Schedule

- Packet Pick Up & Race Day Registration
  - 7:00 am - 8:15 am
- Race Start Time
  - 8:30 am
- Awards
  - 9:35 am
- Course Closes
  - 9:40 am



# Parking

There is plenty of parking for this event. Most runners will end up using street parking on Covington and the surrounding side streets, but there also will be plenty of lot parking nearby. The earlier you arrive, the closer you will be able to park to the start/finish.

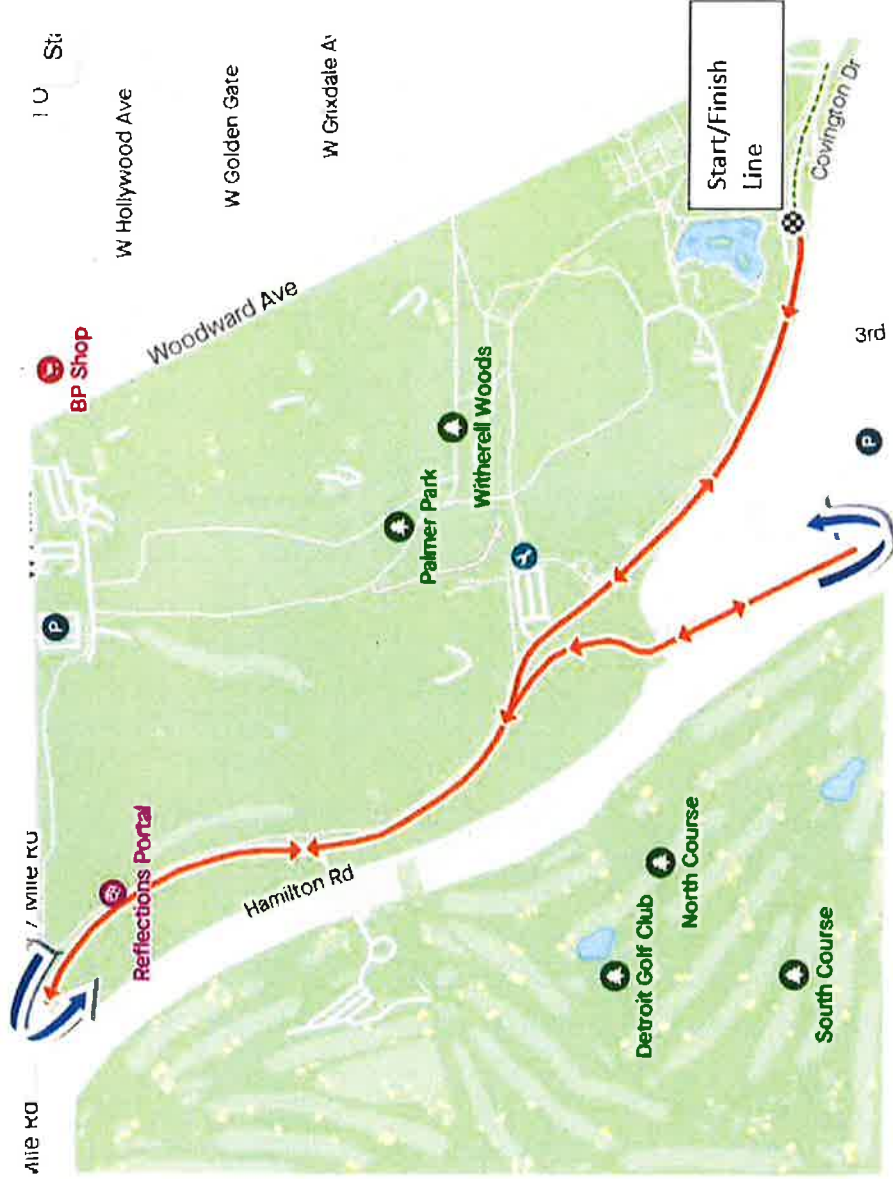




# Course Map (Link)

This year's course is a USATF Certified 5k!

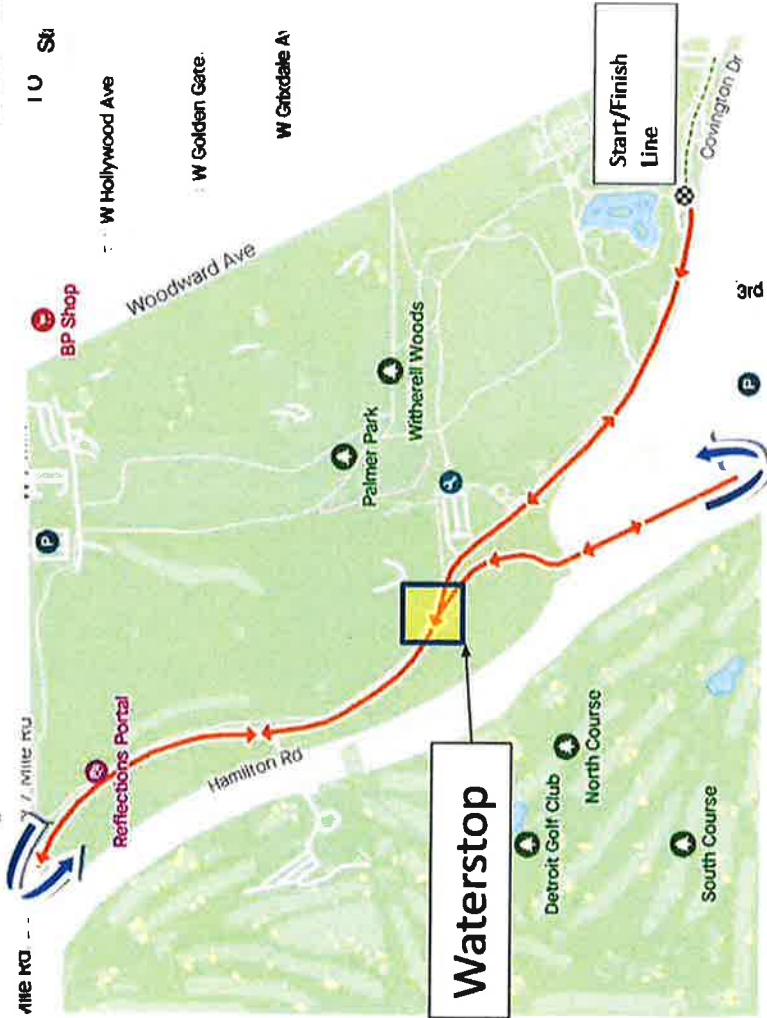
This is a gorgeous run through the Palmer Park area. The race is not only beautiful, but it is a FAST with a total of 17 feet of elevation gain!





# Waterstops

Athletes will come upon ice cold water at Mile 0.6 and Mile 1.8



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Run the 313

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

**Petitioner Name / Organization:** Trivium Racing

**Event Location:** Palmer Park

**Event Date(s) and Time(s):** 08/23/25 8:30 AM to 08/23/25 1:00 PM

**Type of Event:** Run/Marathon

<b>Applicant Contact:</b>
Hannah Gaffner
hannah@triviumracing.com
+1 (616) 634-6581

<b>Submission Date:</b>	11/19/24 1
<b>Date of Clerk's Office Referral:</b>	12/6/24
<b>Date of City Departments Sign Off:</b>	12/4/24
<b>Date Referred to Council:</b>	12/11/24

**Department Approvals**

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
Pending DPD Review <small>Reviewed-Ready for Council</small>	DFD Reviewed-Ready for Council	EMS Reviewed-Ready for Council	GSD-Reviewed Ready for Council	DDOT Reviewed-Ready for Council	MPR-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:** December 11, 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://runsignup.com/Race/MI/Detroit/Runthe313>

Which spaces will be used? Street, Park

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

## Event Description

Brief Event Purpose & Description:

A community based 5k race. F

Estimated Peak Attendance: 700

Estimated Total Attendance: 800

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: Trivium Racing

Mailing Address: 11348 Tower Road

Byron Michigan 48418

Primary Contact:	Secondary Contact:
Hannah Gaffner	
hannah@triviumracing.com	

Organization Type: Corporation

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

**Event Setup & Breakdown**

Begin Setup: 08/23/25 3:00 AM

Complete Setup: 08/23/25 8:00 AM

Setup Location(s): Palmer Park

Event Start: 08/23/25 8:30 AM

Event End: 08/23/25 1:00 PM

Begin Tear Down: 08/23/25 12:00 PM

Complete Tear Down: 08/23/25 3:00 PM

Number of Trash Containers: 1 Number of Recycling Containers: 1

Cleaning Service Vendor: \_\_\_\_\_

Other Waste Elements: \_\_\_\_\_

**Street Closures & Parking**

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

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

1. Merril Plaisance St 08/23/25

Pontchartrain Blvd and Woodward Ave 7:00 AM 10:00 AM

2. Pontchartrain Blvd 08/23/25

Merton Rd and W 7 Mile Rd 7:00 AM 10:00 AM

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:  
See parking plan attached.

**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: 0

## 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: 5

Number of tents larger than 10' x 10': 0

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

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

Will your event use any grills? Yes

What kind of grills? Propane

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? Gas and/or Electrical

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? No

Will you be providing Port-a-johns? Yes



## Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: \_\_\_\_\_

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: TBD

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 **Trivium Racing** to host "**Run 313**" **(2024-400)** on **August 23, 2025**, from **8:30 AM to 1:00 PM** at **Palmer Park, Detroit, MI**.

**PROVIDED**, that there will be DPD Assisted Event; and partner with private contractor 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 DPW Barricades & Road Closure Signage Required; and be it further.

**PROVIDED**, that there will be BSEED Permits Required for Tents and Generators; 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.