

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.	2024-389
Name of Petitioner	People of Palmer Park
Description of Petition	Petition of People of Palmer Park (#2024-389), request to hold "Palmer Park Art Fair" on May 31 st , 2025, from 10:00 AM to 5:00 PM. Set-up to begin May 30 th , 8:00 AM and completed by May 31 st 9:00 AM with tear down to begin June 1 st , at 5:00 PM and completed by 10:00 PM.
Type of Petition	Special Events
Submission Date	11/22/2024
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	People of Palmer Park Mark Loeb 734-216-3958 Mark@integrityshows.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:



Date: 10/29/25

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: Palmer Park Art Fair

Event Date: 5/31-6/1, 2025

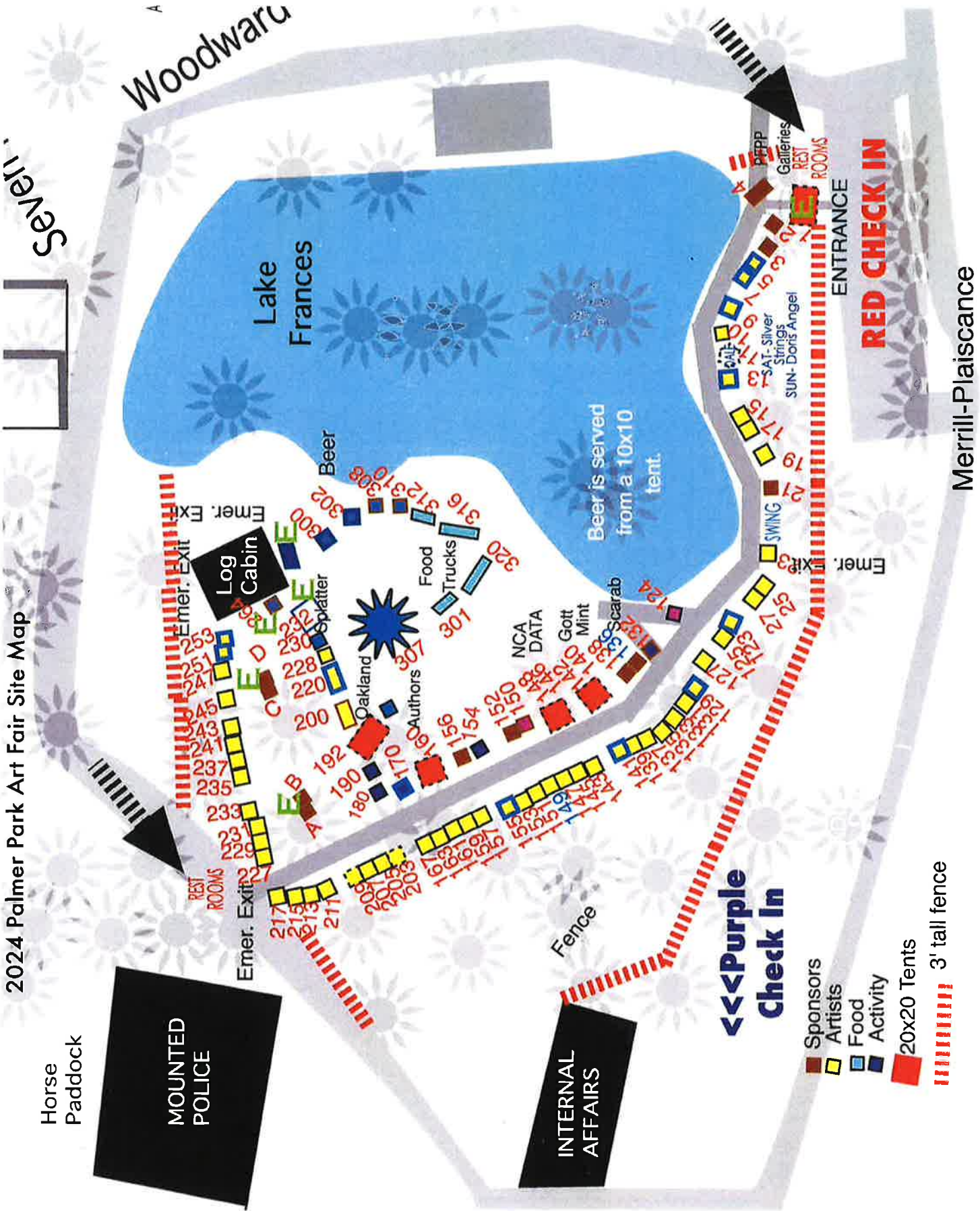
Event Organizer: People for Palmer Park

Applicant Signature:



Date: 10/29/2025

2024 Palmer Park Art Fair Site Map



Severn

Woodward

Lake Frances

Beer is served from a 10x10 tent.

RED CHECK IN

Purple Check In

Merrill-Plaisance

- Sponsors
- Artists
- Food
- Activity

20x20 Tents

3' tall fence

MOUNTED POLICE

INTERNAL AFFAIRS

Horse Paddock

Log Cabin

Fence

ENTRANCE

REST ROOMS

Emer. Exit

Emer. Exit

Emer. Exit

Emer. Exit

REST ROOMS

Galleries

pppp

SUN-Doris Angel

SAT-Silver Strings

SWING

19

1715

1710

1705

1700

1695

1690

1685

1680

1675

1670

1665

1660

1655

1650

1645

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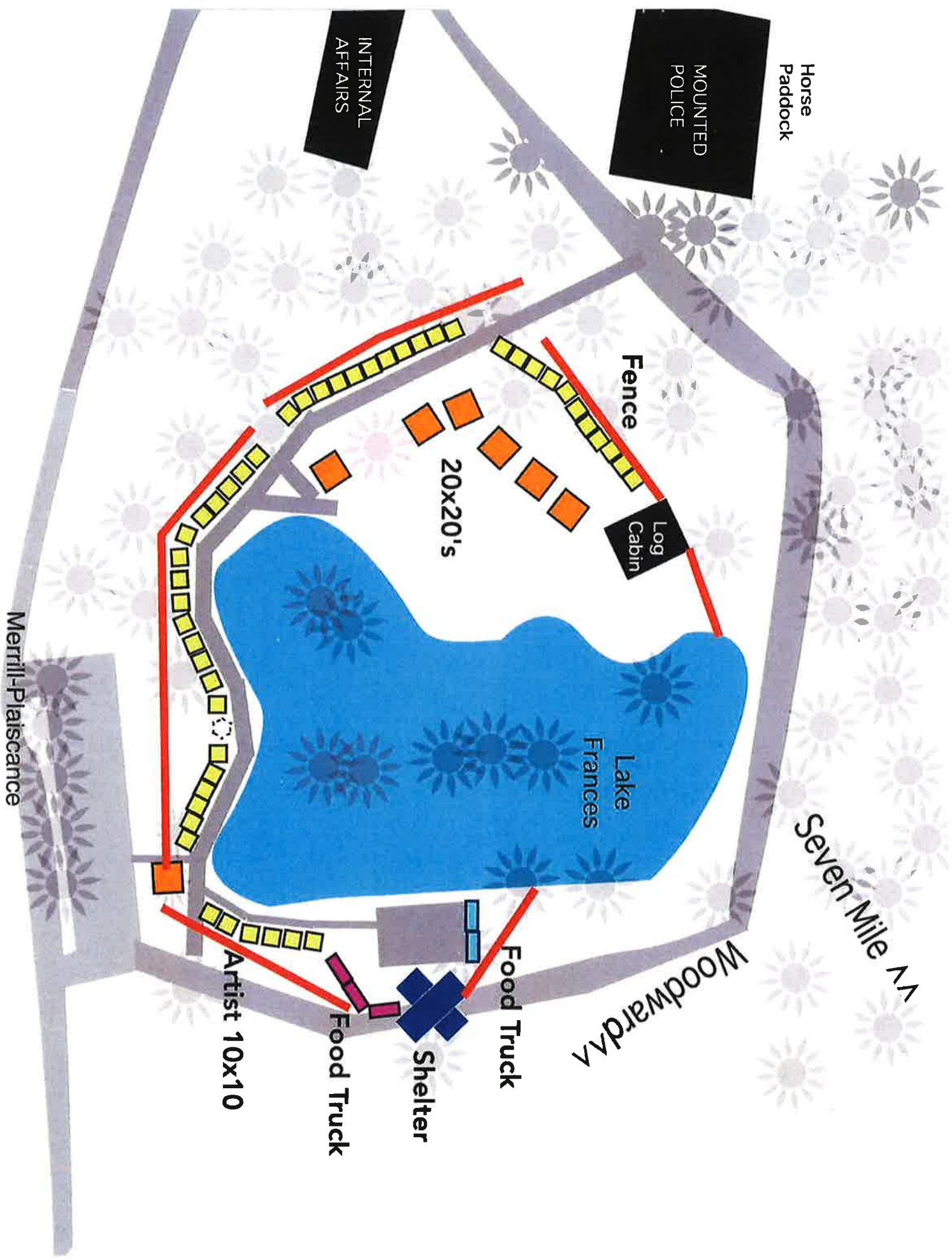
405

400

395

390

385



Horse Paddock

MOUNTED POLICE

INTERNAL AFFAIRS

Fence

Log Cabin

20x20's

Lake Frances

Merrill-Plaisance

Seven Mile

Woodward

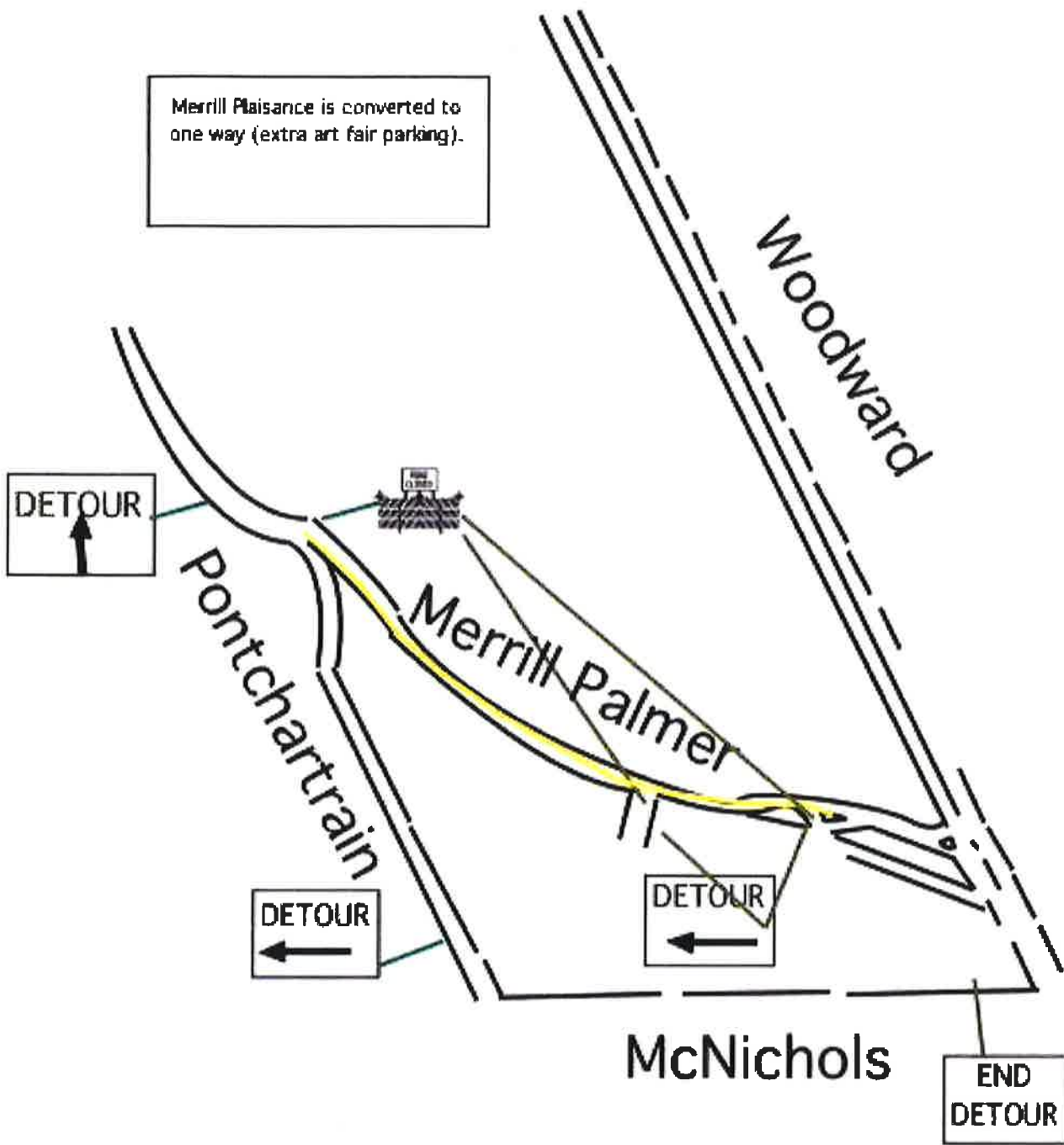
Food Truck

Shelter

Food Truck

Artist 10x10

Merrill Plaisance is converted to one way (extra art fair parking).



Set Up Time Line Palmer Park Art Fair

FRIDAY

8:00	Distribute truck	
8:00	Tent company starts	
8:00	Tent Crew One	
8:00	Tent Crew A	
8:30	Close Gate at Chess Row	
9:00	Move Picnic Tables	
10:00	Pick up and set stage	
10:00	Set up check in area	
10:00	Santana sets up Red Check In	
10:00	Chess Row Parking Lot	
11:00	Lunch	
11:30	Trip to house OR Community Building	
11:30	Distribute Remaining Tables and Chairs	
12:00	Denise Arrives	
12:00	Finish setting the mesh, tables, chairs	
13:00	Some Crew Leaves	
13:00	Artists Move-in starts	
14:00	Watch Horse Gate	
14:00	100's	
14:00	200-300's	
15:00	Group Move In Starts	
18:00	Sidewalls As Needed	
18:00	Security Arrives	
18:00	Finish fence	
20:00	Move In Over	
Unknown	Beer Delivery	
SHOPPING	Ice	

SATURDAY

6:00	Pack snacks and other supplies	
6:30	Crew Returns	
6:30	Set up any remaining tents or mesh	
6:30	Purple Check In	
6:30	Red Check in and set	
6:30	Check Parking Signs	

7:30	Community House- sound and Crazy Cats	
8:00	Set up sound system	
8:30	Focus on entry tent	
9:00	Stage and beer areas set	
9:00	Overnight security leaves	
10:00	Show Opens	
12:00	Artists Snacks	
15:00	Artists Snacks	
19:00	Security arrives	
19:00	Check out Gallery	

SHOPPING	OJ, Cream Cheese, fruit, Ice	
SUNDAY		
9:00	Overnight security leaves	
9:00	Crew call	
8:30	Pick up at Bagels	
10:15	Gallery arrives	
11:00	Show Starts	
12:00	Artists Snacks	
15:00	Artists Snacks	
17:00	Show Ends	
17:00	Check out Gallery and settle	
18:00	Security Leaves	
18:00	Take down tents as emptied	
19:00	First loads to Community Building	

COMMUNITY IMPACT PLAN:

People for Palmer Park regularly communicate with neighborhood groups, churches, and schools. As an established event, many people eagerly anticipate it annually. In addition to eblasts, newsletters, posters, and fliers we place signs in the neighborhood to ensure that everyone knows when the event is coming. We invite groups to participate in a variety of ways. We also remain sensitive to noise levels and disruptions.

There are many park users from beyond our core area so we also visit people at the park in the days leading up to the event to ensure they feel welcome.

EVENT CLEAN UP PLAN:

Volunteers and paid staff help to keep the site clean during and after the event. We anticipate that the parks department will again lend us trash cans and dumpsters. We schedule our park clean up days around the event to assure that the park is at its best.

ABOUT THE ATTACHMENTS:

- The map reflects last year's site plan and will have some changes.
- The traffic plan is from when we were diverting Southbound traffic to add more parking for the event. We request permission to again do so.
- The timeline will be adjusted and is accurate for last year.

REGARDING EMS / MEDICAL:

- Our crew members are required to keep up to date on Red Cross first aid and are the first responders for any incident. Art Fairs are much more calm and relaxed than most types of events. We have never had to contact EMS or an ambulance

SPECIAL EVENTS PETITION

Petition No: 2024-389

Event Name: Palmer Park Art Fair

Event Status: In Review- City Council (Step 4 of 6)

Petitioner Name / Organization: People for Palmer Park

Event Location: Palmer Park between the log cabin and Lake Francis

Event Date(s) and Time(s): 05/31/25 10:00 AM to 06/01/25 5:00 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
Mark Loeb
mark@integrityshows.com
+1 (734) 216-3958

Submission Date:	10/29/24 1
Date of Clerk's Office Referral:	11/22/24
Date of City Departments Sign Off:	11/20/24
Date Referred to Council:	12/5/24

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
Pending DPD Review	Pending DFD Review	Pending EMS Review	GSD Reviewed-Ready for Council	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed-Ready for Council	DHD Reviewed-Ready for Council

BSEED
Pending
BSEED
Review

Mayor's Office Special Events Signature: *Gaksima Fife*

Date: December 5, 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: palmerparkartfair.com

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

The Palmer Park Art Fair is in its twelfth year. It features a national juried visual art fair as well as local groups of artists. This mixture allows for a high-quality event and also maximizes local participation.

In addition to the visual arts, we program literary and music presentations. Add in a few food trucks and a beer tent and we have one of the most beautiful inclusive art fairs. Saturday 10-7 and Sunday 11-5.

Estimated Peak Attendance: 300

Estimated Total Attendance: 3200

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? Yes

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: People for Palmer Park

Mailing Address: PO Box 43735

Detroit MI 48243

Primary Contact:	Secondary Contact:
Mark Loeb	Stacy Varner
mark@integrityshows.com	shvarner5@gmail.com
	+1 (313) 590-4161

Organization Type: Nonprofit

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

Event Setup & Breakdown

Begin Setup: 05/30/25 8:00 AM

Complete Setup: 05/31/25 9:00 AM

Setup Location(s): Palmer park between the log cabin and Lake Francis, connecting with

Event Start: 05/31/25 10:00 AM

Event End: 06/01/25 5:00 PM

Begin Tear Down: 06/01/25 5:00 PM

Complete Tear Down: 06/01/25 10:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 6

Cleaning Service Vendor: Volunteers and paid crew will keep the area clean and make sure all tra

Other Waste Elements: NA

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 have been directing people to park at the churches in the Apartment district. When we first started the fair we received permission to change Merrill Plaisance to one way heading north, which allowed for safe parking on both sides, with a wide lane for emergency vehicles. We would like this to be reconsidered and approved for this year.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 3 Number of non-truck food vendors: 3

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: Show hours Sat. 10-7, Sunday 12-5 Note service starts at

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: 60

Number of tents larger than 10' x 10': 6

Tent Contractor: S and R

What other structures will your event include? NA

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

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: Prostar

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 checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input checked="" 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 **People of Palmer Park** to host “**Palmer Park Art Fair**” (2024-389) on **May 31, 2025, from 9:00 AM – 5:00 PM and June 1, 2025 from 10:00 AM – 5:00 PM at Palmer Park, 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.