

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.	2025-010
Name of Petitioner	United Irish Societies
Description of Petition	Petition of United Irish Societies (#2025-010), request to hold "67 <sup>th</sup> Detroit St. Patrick's Parade" at Michigan Ave., Corktown on March 16 <sup>th</sup> , from 1:00 PM to 5:00 PM. Set- up to begin March 15 <sup>th</sup> , 3:00 PM and completed by March 16 <sup>th</sup> , 10:00 AM with tear down to begin March 16 <sup>th</sup> , at 3:00 PM completed by 5:00 PM.
Type of Petition	<b>Special Event</b>
Submission Date	1/21/25
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	Michael Kelly United Irish Societies (313) 475-4675 <a href="mailto:mikek@teamemem.com">mikek@teamemem.com</a>

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

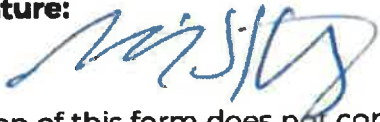
(313) 224 - 3260 | Fax: (313) 224 - 1466

# 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:**



**Date:**

12-5-24

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:**

67<sup>TH</sup> DETROIT ST. PATRICK'S PARADE

**Event Date:**

3/16/25

**Event Organizer:**

UNITED IRISH SOCIETY

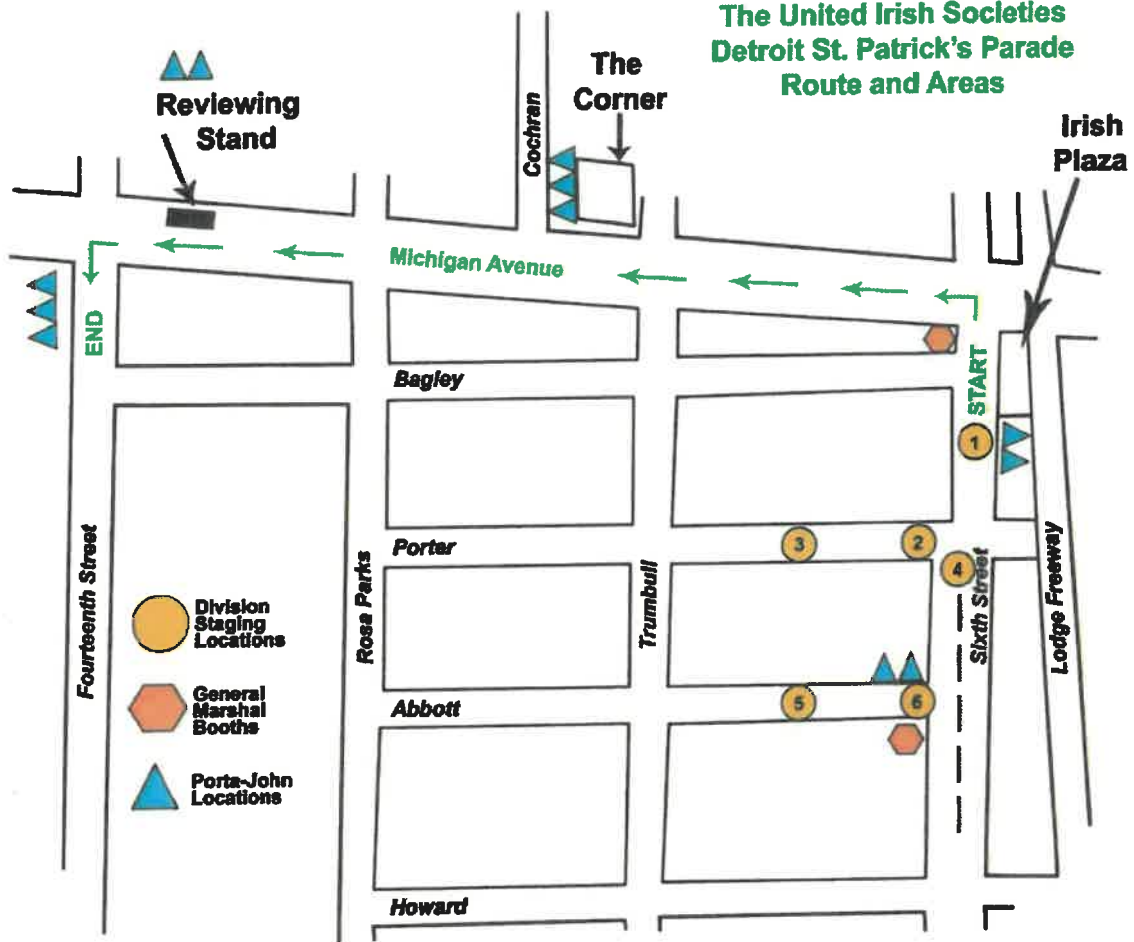
**Applicant Signature:**



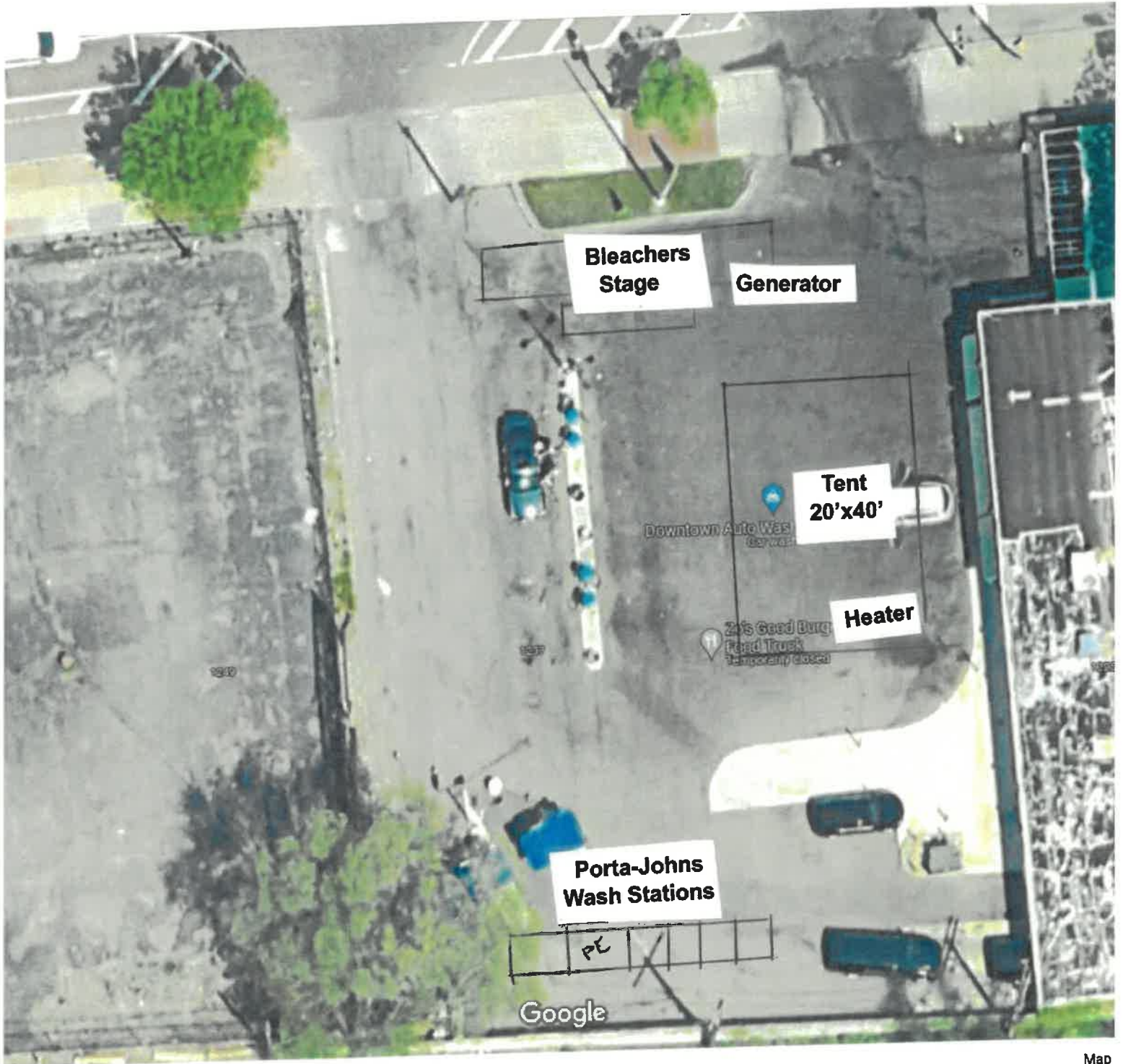
**Date:**

12-5-24

**The United Irish Societies  
Detroit St. Patrick's Parade  
Route and Areas**



# 1217 Michigan Ave. - St. Patrick's Parade Fun Zone Site Plan & Generator Placement w/ Barricades



## Parade Safety Guidelines 2025

Most of the guidelines were created by Road Runners Club of America and the Parade Committee

**Key Parade Personnel and the Parade Company** Connect with key personnel ahead of the event to allow for proper coordination and planning.

**Examples of key Parade personnel include: (see descriptions on page 3)**

- Parade and Operations Directors
- Police Team
- Medical Director
- EMS
- Lead Parade Marshall
- Volunteer Coordinator
- Start/Finish Director
- Float Team
- Staging Team

### Review Parade Route:

- Be knowledgeable of the route should an accident occur somewhere on the parade route
- Know where aid stations and medical will be on the course
- Know where parade marshals and other volunteers are on the route

### The Event Alert System, or EAS

- Color-coded method of quickly communicating to participants the potential for adverse weather conditions that can affect the parade. A series of color codes is used to indicate the increasing severity of adverse conditions per the chart attached.

ALERT LEVEL	EVENT CONDITIONS	RECOMMENDED ACTIONS
EXTREME	EVENT CANCELLED/EXTREME AND DANGEROUS CONDITIONS	PARTICIPATION STOPPED/FOLLOW EVENT OFFICIAL INSTRUCTIONS
HIGH	POTENTIALLY DANGEROUS CONDITIONS	SLOW DOWN/REVERSE COURSE CHANGES/FOLLOW OFFICIAL INSTRUCTIONS/CONSIDER STOPPING
MODERATE	LESS THAN IDEAL CONDITIONS	SLOW DOWN/BE PREPARED FOR WORSENING CONDITIONS
LOW	GOOD CONDITIONS	ENJOY THE EVENT/BE ALERT

### Traffic Control

- **Police** – Be able to respond to parade route issue reported by police
- **Traffic Barriers** – Be able to respond to barrier issues that affect marching groups, pedestrian, and traffic
- **Parade Marshals** – Be able to respond to issues reported by Police or parade marshals

**A reliable communication system is essential to the coordination of all aspects of a parade in progress.**

### Communication Systems

- Your communication system should connect key parade personnel, police, aid stations and medical personnel throughout the event. Ensure your communication devices can work in ALL weather.
- Communicate effectively, keep chatter to a minimum
- **Radio Operations.** All personnel connected with the parade, in any capacity, should know where the radios are located and where the radio operators are stationed. All persons using the communication system should be made familiar with its operation prior to the start of the event. The radios should be tested and the power supplies checked in advance of the parade date.
- **Cell phones** can be a great way to communicate before and after a parade, but should not be relied upon as a primary means of communication during a parade.
- **Route Operations** should have contact with the pre-sweep, lead vehicle.

## Participant and Spectator Control

- **Spectator Barriers.** Fencing/bike barricades will be needed to keep spectators off the parade course and out of the flow of traffic, especially at the start and finish areas. It's best to have a solid barrier that cannot be inadvertently moved by persons leaning up against it.
- **Parade Finish Area.** The finish area is most likely to encounter larger crowds. Allocate sufficient barricades and flagging for use in this area. Manage spectators so they don't crowd the finish line area. Don't allow spectators to hop in at the end to run in with family and friends. It may impede other on course preventing them from freely crossing the finish line. Develop a finish line chute where family/friends can see runners finish and then meet up with them away from the finish area where there is space for people to congregate.
- **Volunteer Instruction.** Volunteers should wear some type of identification, such as an orange safety vest, or special t-shirt, so they can be easily identified by spectators and participants. Consider providing credentials that can hang on a lanyard if you have limited access areas that only certain parade personnel can access. This is particularly help for managing people in the start/finish area.
- **Police.** For larger parades, having police present at the start and the finish, where the crowd will be the biggest, can help gain the attention of spectators who fail to heed the barriers and requests of the volunteers.
- **Start/Finish Set ups.** Work with equipment vendors for guidelines on how equipment is set up and torn down with vendor employees, parade organizers and volunteers to insure the safety of everyone including participants. City permits should also be part of the requirements.
- **Tents and Heating units.** Work the tent companies to insure tents are set up and torn down with safety in mind. Make sure any heating units follow fire marshal safety requirements. Info sent to fire marshal

## When to Cancel/Postpone/Modify a Parade due to Adverse Weather Conditions

- **Heat and Humidity** - The dew point is 80F or above at the start time. The American College of Sports Medicine (ACSM) recommends canceling or modifying a road parade when it's above 82F.
- **Lightening is present.** Send runners home if there is not adequate safe shelter for everyone to wait out the storm. Remember, trees are not safe shelter and lightning can strike up to 10 miles away.
- **Hazardous footing on a parade route, caused by ice, snow, mud, etc.** Detour the parade route from these areas.
- **Snow-storms.** Many runners will want to run. Get input from local police. As mentioned above, it's not just hazardous footing. There is significant danger from vehicles and snow removal equipment if the course is shared with traffic. Visibility and safety of volunteers should also be considered.
- **Cold.** When the combined temperature and wind chill is below 5F, there is the risk of flesh freezing and hypothermia.

## Working with the Medical Director:

- Help outline the safety plans including on sight medical assistance for the event.
- Make timely and direct contact with the person(s) involved in the incident and witnesses.
- Assure any injured person that they will receive proper medical or other required attention.
- Remain with or arrange for persons associated with the event to remain with the injured person, to ensure that the injured person receives proper attention.
- If not already contacted, to contact medical personnel to attend to the insured person.
- Gather necessary information to report the incident to the police, and if necessary, to the insurance carrier. The information to be gathered should include details as to how, where, when and why the incident occurred, names, addresses and phone numbers of the injured parties and witnesses, and if possible, photographic documentation of the scene.
- Use parade database if unable to get name of injured or the name of contact in case of injury.

The Medical Director should be accessible via the parade communication systems at all times during the event and positioned so that s/he may be contacted immediately upon the occurrence of an incident, accident, or injury, and then be able to go directly to the scene or provide guidance to other parade officials.

All parade volunteers should be instructed that in the event of a medical incident, the Medical Director should be among those persons to be contacted immediately.

- **PARADE SITE (Point of Impact) - Injured/Medical problem with participant**
- Request on site medical assistance if an incident occurs
- Identity of person involved
- Send to local ER or designated medical tent as needed

- Identify/contact on site medical volunteers who assisted
- Designate **ONLY** one key contact in critical situations to control the narrative. (Select someone other than the parade director who has many other duties on parade day)
- Talk with parade volunteers to document statements about what happened to the injured/distressed party and actions taken to assist them.
- Avoid making comments to the media or family about an incident on parade day
- **IMMEDIATE AFTER-ACTION STEPS (First 24-48 hours)**
- Have all senior key parade officers meet next day
- Confirmed identify and download/pull registration details, including signed waiver of the individual
- Advise Board & other key parade officials about the incident if they were unaware on parade day
- Have one key parade official monitor social media posts & advise if comments are made regarding an incident
- Ensure that **NO ONE** replies to any social media post other than an appointed spokesperson for the event
- Use social media to identify primary & secondary witnesses to the incident for possible future need
- As needed, provide the media with general information only. Do not identify the person or their family members
- Assign a key parade official to reach out to the individual or family members to make a general inquiry about the person's well-being.
- Ensure no one makes a statement accepting blame or fault for an incident
- Create an incident report file that includes documented statements taken from volunteers/parade officials on parade day, the registration details with signed waiver, and other documentation needed for filing an incident report
- Appoint person responsible for completing the incident report to submit to the insurance company.
- **AFTER-ACTION STEPS (72+ hours)**
- Only allow a small group to review the incident report to protect the person's identity and information. File the report with the insurance company
- Schedule a follow-up meeting with senior club officers/event officials to review parade actions & procedures in place
- Monitor the emotional health of the Parade Director & others directly involved in an incident
- **Key Takeaways for After-Action Meeting**
- Update written procedures for managing medical issues on course
- Provide additional training, as needed, for volunteers (various levels)

### **Responsibilities**

- **Parade Director/Safety Captain:** Communication Central - Be available by walkie talkie, phone, text, shadow with ability to solve issues as they happen. Hold binder with contact information to be able to respond appropriately.
- **Police Team:** Secure the course for safety; know which vehicles are allowed and not allowed on course. Ensure vehicles and course support are identified; Respond to accidents.
- **Medical Director:** Identify who is called in emergencies. List protocols for possible medical situations. Work with parade team when deciding if weather conditions require delaying or canceling the event.
- **EMS practitioners** provide prehospital emergency medical care. EMS is used for an accident or participants are experiencing a medical emergency, including heart attack, difficulty breathing, a fall or accident, cardiac arrest, stroke, or acute illness. EMS may provide both basic and advanced medical care at the scene of an emergency and en route to a hospital.
- **Lead :** Confirm route is secure to be able to start parades. Ensure course support and give safety directions to marshals prior to parade.
- **Volunteer Coordinator:** Identify needs and address shortfalls. Ensure volunteers understand safety protocols.
- **Start/Finish Director:** Ensure all equipment is set up and torn down following safety protocols. Ensure these areas are set up with the safety of runners in mind. I.e. Safe entry and exit at both start and finish.
- **Equipment Team:** Load and unload trucks in safe fashion, no rush. Pay attention to forklift and pallet jack safety. Set up equipment with appropriate, safe tools.
- **Staging Team:** Work with equipment vendors to ensure safety protocols are followed.



**Corktown Business Association, Inc.**

**PO Box 32310  
1401 W. Fort St  
Detroit, MI 48232**

**Yakeima Fife  
City of Detroit  
Office of Special Events**

**Re: Corktown Parade and Race – Public Engagement**

**Ms. Fife,**

**The United Irish Societies (UIS) have done an outstanding job with public engagement surrounding the St. Patrick's Day Parade. The Fraternal Order Of United Irishman (FOUI) have done an equally outstanding job with public engagement for the Corktown Race.**

**Both organizations have been a pleasure to work with. They have made themselves available and are quick to respond. Both organizations have sent representatives to multiple business association meetings, we have received numerous email updates and they have provided detailed maps of both the parade and race routes.**

**The UIS has allowed for CBA to provide input on approving vendors and we have all worked together along with other Corktown stakeholders to ensure adequate parking.**

**In fact, the CBA has also agreed to have a float in the parade!**

**Respectfully submitted,**

**Bob Roberts  
President**

**www.corktowndetroit  
.biz**



## **PGA - DETROIT ST. PATRICK'S PARADE Clean-Up Program**

- Parade to take place on Michigan Ave. b/t 6<sup>th</sup> St. and 14<sup>th</sup> Street. (Dumpster at 15<sup>th</sup> Street & Michigan Ave.
- Pedestrians will have access to the sidewalk and one (1) lane of vehicular traffic on each side of Michigan Ave. (closed)
- Parade takes place Sunday March 16, 2025 from 1:00pm-3:00pm.
- Additional cleaning will take place on Monday Morning, March 17, 2025 at 6:00am.

### **SCOPE OF WORK**

- Saturday, March 15, 2025, Clean-Michigan Ave. sidewalks and street along curbs on both sides of the street prior to Sunday's Event. Please clean Downtown Carwash Lot. We'll be setting up Fun Zone Saturday at 3:00pm
- Sunday, March 16, 2025, Pick-up bags/trash at Staging Area lots 6<sup>th</sup> & Porter & Abbott
- As soon as the Parade passes start Removing litter/trash bags along public right of way and in one (1) lane of vehicular traffic on both sides of Michigan Ave which will be closed from 6<sup>th</sup>- Roosevelt Park until 4:00pm.
- Remove trash bags from Corktown Races staging area at Roosevelt Park.
- Monday, March 17, <sup>2025</sup>~~2024~~, 6:00am, Clean same area as necessary after Sunday Night Festivities. THANKS

**Mike Kelly 313.475.4675**

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** 67th Detroit St. Patrick's Parade

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

**Petitioner Name / Organization:** United Irish Societies

**Event Location:** Michigan Ave., Corktown

**Event Date(s) and Time(s):** 03/16/25 1:00 PM to 03/16/25 5:00 PM

**Type of Event:** Parade

<b>Applicant Contact:</b>
Michael Kelly
mikek@teameme.com
+1 (313) 475-4675

<b>Submission Date:</b>	12/06/24 3
<b>Date of Clerk's Office Referral:</b>	1/21/25
<b>Date of City Departments Sign Off:</b>	1/21/25
<b>Date Referred to Council:</b>	1/22/25

### 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:** *Jakeima Fife*

**Date:** January 22, 2025

## 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: www.detroitpatricksparade.com

Which spaces will be used? Street, Sidewalk

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

## Event Description

### Brief Event Purpose & Description:

The UIS working in conjunction with the Parade Company hosting the 67th Annual Detroit St. Patrick's Parade with 3,000 participants on Michigan Ave, Corktown. This Family Friendly Event celebrates the charitable contributions of the Detroit Irish Community and Irish Heritage, including the Family Fun Zone. Participants include City and State Officials, Charity/Civic Groups, City of Detroit HS Marching Bands, Pipe Bands, Detroit Fire Clown Team and UIS Member Groups

Estimated Peak Attendance: 45000

Estimated Total Attendance: \_\_\_\_\_

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: United Irish Societies

Mailing Address: 2068 Michigan Ave.De

Detroit MI 48216

Primary Contact:	Secondary Contact:
Michael Kelly	Mike Henahan
mikek@teameme.com	mhenahan56@aol.com
+1 (313) 791-2600	+1 (248) 561-7589

Organization Type: Nonprofit

Organization Website: www.detroitstpatricksparade.com

## Event Setup & Breakdown

Begin Setup: 03/15/25 3:00 PM

Complete Setup: 03/16/25 10:00 AM

Setup Location(s): 6th Street Parking Lots, Downtown Car Wash, Michigan Ave from 6th St

Event Start: 03/16/25 1:00 PM

Event End: 03/16/25 5:00 PM

Begin Tear Down: 03/16/25 3:00 PM

Complete Tear Down: 03/16/25 5:00 PM

Number of Trash Containers: 100 Number of Recycling Containers: 0

Cleaning Service Vendor: PGA Associates handle all waste, street clean-up immediately after the

Other Waste Elements: 40 yard dumpster staged for all trash pick-up

**Street Closures & Parking**

How many streets will be closed: 4

Will you be closing any part of Woodward Avenue? No

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

1. Michigan Ave 03/16/25

6th Street - 14th Street 9:00 AM 5:00 PM

2. 6th Street 03/16/25

6th Street - Howard 10:00 AM 3:00 PM

3. Porter St. 03/16/25

6th Street to Trumbull 11:00 AM 3:00 PM

4. Abbott Street 03/16/25

6th Street to Trumbull 11:00 AM 3:00 PM

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:  
UIS rents Parking Lots from Owner for the lots on Porter St & Abbott St for Parade Staging

**Food & Beverage**

Will food be served? No

Will food be prepared on site? \_\_\_\_\_

Number of food trucks: \_\_\_\_\_ Number of non-truck food vendors: \_\_\_\_\_

## 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? 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: 0

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

Tent Contractor: Party Dreams Wedding & Event Rentals

What other structures will your event include? Bleachers in the Family Fun Zone and City of Wyandotte Showmobile sound stage at reviewing stand

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? (3) small Honda EM 5000 portable generators. Gas powered

Generator contractor: Party Dreams Wedding & Event 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: NAIAS Security Services

Number of private personnel per shift: 5

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 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 United Irish Societies to host "67<sup>th</sup> Detroit St. Patrick's Parade" (2025-010) to be held on March 16, 2025, at Michigan Ave., Corktown Detroit, MI from 1:00 PM to 5:00 PM.

**PROVIDED,** that there will be DPD Assisted Event; Contracted Private Security 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 for Tents, Generators and be it further

**PROVIDED,** that there will be DPW Road Closure Permits Required; and be it further

**PROVIDED,** that there will be Health Department inspections; and be it further

**PROVIDED,** that there will be a Business License Required obtained following City Council approval; 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.