

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.	2025-018
Name of Petitioner	Apex Events, LLC
Description of Petition	Petition request to hold the "Shamrock Fest 2025" on March 15th, 2025 from 12:00 PM to 11:00 PM the same day at 401 Gratiot, Detroit, MI 48226. Set-up will begin at 5:00 PM on March 12 <sup>th</sup> , 2025 and be completed by 8:00 AM on March 15 <sup>th</sup> , 2025. Tear down will begin at 11:00 PM on March 15 <sup>th</sup> , 2025 and be completed by 9:00 AM on March 17 <sup>th</sup> , 2025.
Type of Petition	<b>Special Events</b>
Submission Date	02/06/25
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	Andrus McDonald 18 W. Adams Detroit, MI 48226 (248) 219-4941 <a href="mailto:andrusm@me.com">andrusm@me.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:** *Andrus McDonald* **Date:** 01/17/2025

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.

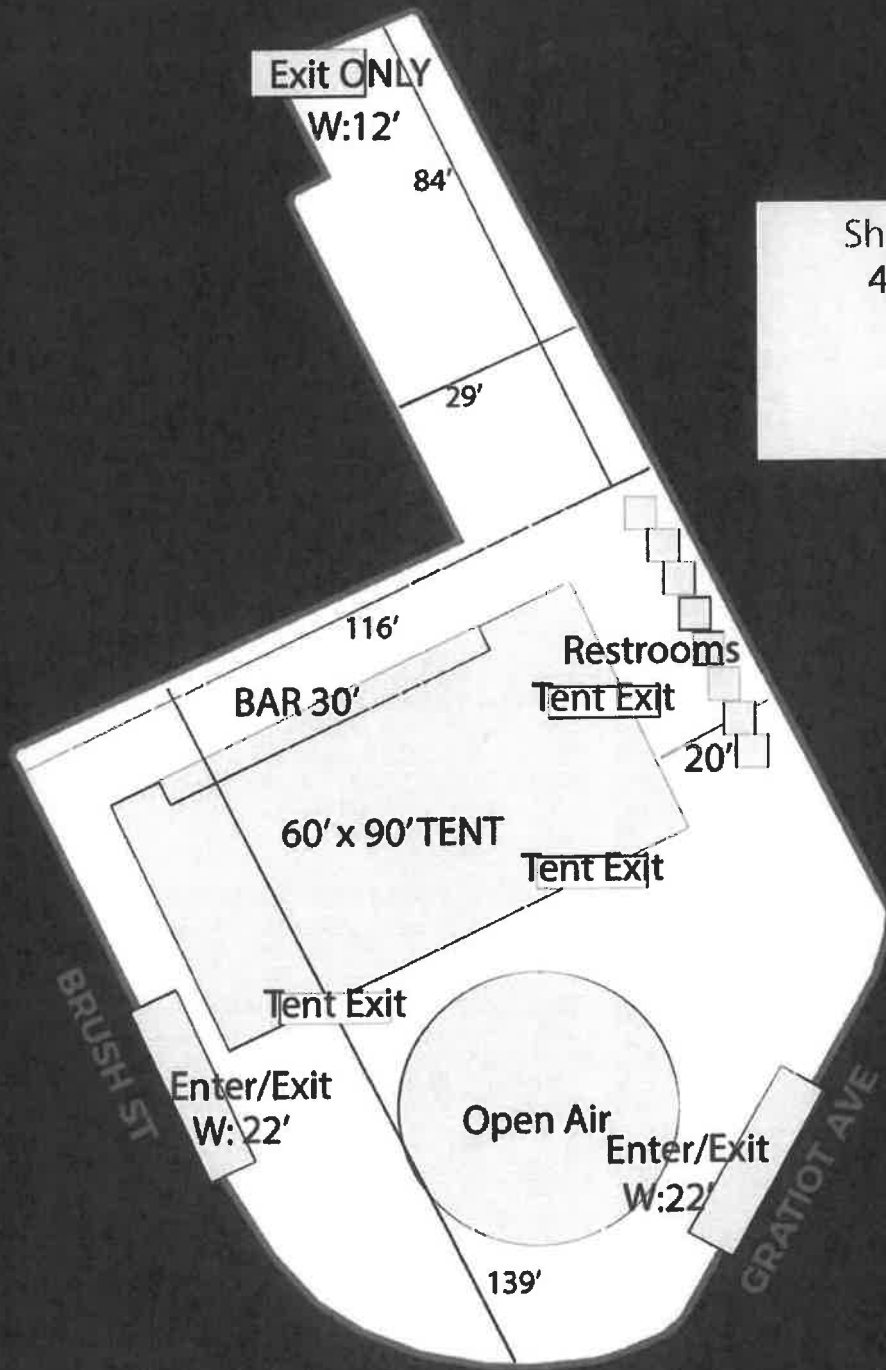
**Event Name:** Shamrock Fest 2025

**Event Date:** March 15, 2025

**Event Organizer:** Apex Events, LLC

**Applicant Signature:** *Andrus McDonald* **Date:** 01/17/2025

Shamrock Fest  
401 Gratiot  
March 15, 2025



401 GRATIOT AVE DETROIT

**BUILD AND BREAKDOWN SCHEDULE**  
**SHAMROCK FEST 2025**  
**Saturday, March 15, 2025**

Clear parking lot Wednesday by 6:00 p.m. 3/12/25

Tent and Perimeter fencing install Thursday 3/13/25

Bar and Lights/Sound Friday 3/14/25

Full complete set up completed by EOD Friday 3/14/25

Open doors @ 2 p.m. on Saturday 3/15/25

Event End @ 2 a.m. on Sunday 3/16/25

Clean up/Tear Down Sunday 3/16/25

Completed by 9 a.m. on 3/17/25

**COMMUNICATION AND COMMUNITY IMPACT PLAN**  
**SHAMROCK FEST 2025**  
**SATURDAY, MARCH 15, 2025**  
**401 GRATIOT, DETROIT MI 48226 – PARKING LOT**

We are excited to host SHAMROCK FEST again this year on Saturday, March 15, 2025 at 401 Gratiot – Parking Lot. This will be our 4th year hosting this event and our second year at 401 Gratiot.

Our previous home, the parking lot at The Music Hall Center for Performing Arts has fully embraced our move to our new location as they make way for a new building to be erected on their existing parking lot.

Surrounding businesses, such as the Detroit Athletic Club (of which we are a member), and the surrounding bars/restaurants all embrace St. Patrick's Day celebrations. We believe that we are an integral part of the experience of coming to Detroit for this annual holiday. We do not require any street closures or alley closures and our set-up will be 100% within the fenced area of the parking lot so we will not impact any neighboring businesses operations or access.

We will circulate our marketing materials to surrounding businesses as soon as they are prepared as another form of announcing our presence for this upcoming year. We also routinely provide complimentary tickets to fellow community members if they choose to take the opportunity to entertain their staff and associates on St. Patrick's Day weekend.

Submitted

Apex Events, LLC  
Andrus McDonald

**SANITATION AND CLEAN UP PLAN  
SHAMROCK FEST 2025  
401 GRATIOT, DETROIT, MI 48226  
SATURDAY, MARCH 15, 2025**

We will have a 30 yd dumpster on site to handle all trash removal that will be picked up on Sunday evening once load out has been completed. See attached information for Blu Dumpster company.

All clean-up will be handled by event organizers and staff members/volunteers from our non-profit partner for the event. We will have 8 team members assigned to set up and tear down which includes clean-up of the site.

Apex Events, LLC  
Andrus McDonald

## VENDOR CONTACT FORM SHAMROCK FEST 2025

Bathrooms	Parkway Services	734.482.7633
Tents	Party Dreams	248-688-4640
Emergency Medical Services	Hart Medical	313.366.4278
Internet Services	Dakotech (?)	support@dakotech.net
Perimeter Fencing	National Construction Rentals	DHARRIS@RENTNATIONAL.COM / (614) 308-1100 (Columbus Office)
Sound / Lighting / Generators	Source Audio	Joe Gize 586-212-6118
Tables / Chairs	Party Dreams	See Above
Bike Rack	Regina	
Stanchions	Regina	
Tables / Chairs	Regina	
Dumpster	Blu Dumpster	313-221-4000 ; orders@bludumpster.com
Ice	Polar Ice	586-254-1030

To Whom It May Concern:

Safeway Security Services, LLC has been contracted by Apex Events, LLC / Apex Hospitality, LLC to provide security services for Detroit Shamrock Fest (formerly known as Detroit Irish Fest) on 3/16/25 at 401 Gratiot, Detroit, MI 48226.

Safeway Security Services is to provide the following security personnel at the following times:

Overnight Guards x 2 (6 p.m. to 7 a.m.) 3/14/25 and 3/15/25

Front Door Personnel x 5 (Noon to Close) 3/15/25

Main Floor Personnel x 5 (2 p.m. to Close) 3/15/25

Overnight Guards x 2 (Event Close to 8 a.m.) 3/15/25

Supervisor x 1 (Noon to Close) 3/15/25

All necessary insurance certificates will be provided prior to event date start time.

Regards,

Christopher Dorsey, President

Safeway Security Services, LLC



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Shamrock Fest 2025

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

**Petitioner Name / Organization:** Apex Events, LLC

**Event Location:** 401 Gratiot, Detroit, MI 48226

**Event Date(s) and Time(s):** 03/15/25 12:00 PM **to** 03/15/25 11:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Andrus McDonald
andrusm@me.com
+1 (248) 219-4941

<b>Submission Date:</b>	01/17/25 1
<b>Date of Clerk's Office Referral:</b>	2/5/25
<b>Date of City Departments Sign Off:</b>	02/05/25
<b>Date Referred to Council:</b>	2/6/25

## 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 Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Reviewed- Ready for Council

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

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

**Date:** February 6, 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: N/A

Which spaces will be used? Private Facility

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

## Event Description

Brief Event Purpose & Description:  
St. Patrick's day celebration

Estimated Peak Attendance: 750

Estimated Total Attendance: 1500

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? 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: Apex Events, LLC

Mailing Address: 18 W. Adams

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Andrus McDonald	Regina Stocco
andrusm@me.com	thesocialconnection@gmail.com
	+1 (248) 207-4038

Organization Type: Corporation

Organization Website: N/a

## Event Setup & Breakdown

Begin Setup: 03/12/25 5:00 PM

Complete Setup: 03/15/25 8:00 AM

Setup Location(s): 401 Gratiot, Detroit, MI 48226

Event Start: 03/15/25 12:00 PM

Event End: 03/15/25 11:00 PM

Begin Tear Down: 03/15/25 11:00 PM

Complete Tear Down: 03/17/25 9:00 AM

Number of Trash Containers: 4 Number of Recycling Containers: 4

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

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

## 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:

There are numerous parking lots in the vicinity

## 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: 0

## 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: Saturday, March 15, 2025 @ noon to Sunday, March 16,

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: 3

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

Tent Contractor: Party Dreams Rentals

What other structures will your event include? No

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? Gas

Generator contractor: Source Audio

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: Safeway Security

Number of private personnel per shift: 20

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 checked="" 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 Apex Events, LLC to host "Shamrock Fest 2025" (2025-018) on March 15, 2025 at 401 Gratiot Ave from 12:00 PM to 11:00 PM.

**PROVIDED,** that there will be DPD Assisted Event; Contracted with 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 Health Department Inspections and Licenses Required; 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.