

# City of Detroit

Janice M. Winfrey  
City Clerk

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.	2025-017
Name of Petitioner	Detroit 300 Conservancy/Downtown Detroit Partnership
Description of Petition	Petition request to hold the "Grand Circus Park Opening Day Party 2025" on April 4 <sup>th</sup> , 2025 from 8:00 AM to 6:00 PM the same day at Grand Circus Park East. Set-up will begin at 8:00 AM on April 2 <sup>nd</sup> , 2025 and be completed by 8:00 AM on April 4 <sup>th</sup> , 2025. Tear down will begin at 5:00 PM on April 4 <sup>th</sup> , 2025 and be completed by 6:00 PM on April 5 <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	Alex Fields 1000 Woodward Ave, Suite 380 Detroit, MI 48226 P: (313) 617-8408 <a href="mailto:Alex.fields@downtowndetroit.org">Alex.fields@downtowndetroit.org</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:** 1/22/2025

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:** Grand Circus Park Opening

**Event Date:** 4/4/2025

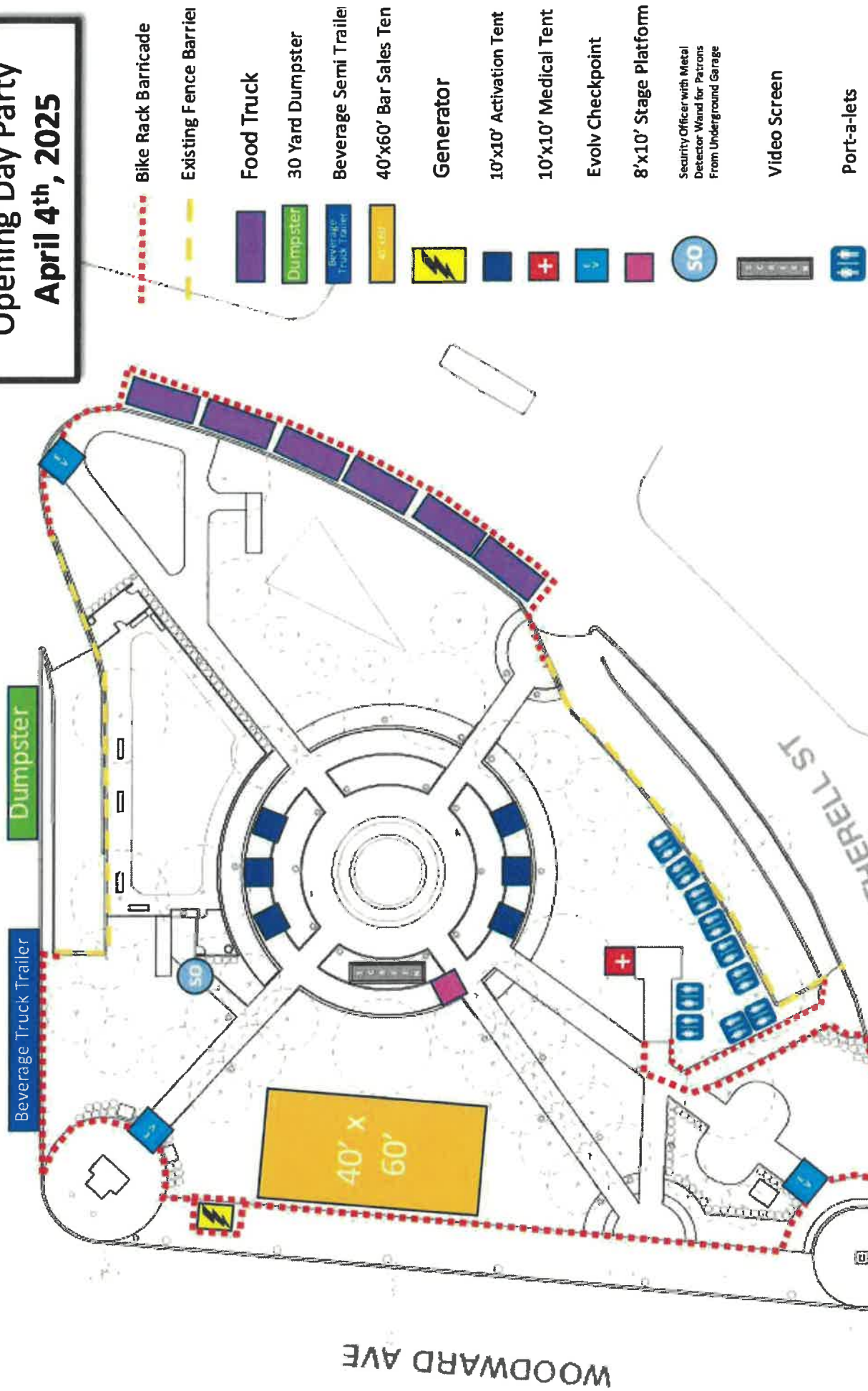
**Event Organizer:** Detroit 300 Conservancy/Do

**Applicant Signature:**



**Date:** 1/22/2025

# Grand Circus Park Opening Day Party April 4th, 2025



## **Grand Circus Park Opening Day Party 2025: Event Communication & Community Impact Plan**

**We will employ our DDP community and stakeholder small business outreach process to make businesses and tenants aware of the event and curbside-lane closure against Grand Circus Park East as well as impact of sound amplifications and increased foot traffic.**

# Security, Emergency & Clean Up Plan

## Grand Circus Park Opening Day Party 2025

**Grand Circus Park East**

**Detroit, MI**

**Friday, April 4<sup>th</sup>, 2025**

**(Rain Date: Saturday, April 5<sup>th</sup>, 2025)**

### **Response Protocols**

The DDP & D300 will make use of our established emergency and security response team and communication network in event of medical, safety, security or weather events. Evacuation plans for Cadillac Square guide event goers to One Campus Martius or the First National Building.

### **Security**

The Downtown Detroit Partnership & Detroit 300 Conservancy will employ the services of Liberty Security Group for event security. The event will be open to the public and utilize EVOLV magnetometers for secure entry. Bike rack style barricades will be used to enclose the event perimeter with 3 total entry points into the park. A security officer with a handheld, wand metal detector will secure pedestrians entering the park from the underground parking garage exit.

Liberty Security Group will utilize an estimated 26 security personnel to operate the EVOLV magnetometers, secure the event perimeter and provide security inside the event. Security personnel will be employed for event load in, event hours and load out.

### **Medical**

The DDP & D300 will employ the services of MedStar with an EMT team on site in a designated medical tent.

### **Clean Up**

The DDP & D300 will employ Block by Block Clean Detroit Ambassadors for event load in, event and event load out clean up. There will be an estimated 6 Ambassadors employed for the event hours along with 12 temporary trash bins.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Grand Circus Park Opening Day Party 2025

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

**Petitioner Name / Organization:** Detroit 300 Conservancy/Downtown Detroit Partnership

**Event Location:** Grand Circus Park East

**Event Date(s) and Time(s):** 04/04/25 8:00 AM **to** 04/04/25 6:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Alex Fields
alex.fields@downtowndetroit.org
+1 (313) 617-8408

<b>Submission Date:</b>	01/23/25 6
<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 Reviewed- Ready for Council	DHD Reviewed- Ready for Council

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

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

**Date:** Februray 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? Street, Sidewalk, Park

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

## Event Description

Brief Event Purpose & Description:

Tigers Opening Day pre-game gathering and game watch party. Beer & seltzer sales, sponsor activations, food trucks, video screen to show the Tigers game and a DJ and music, lawn games.

Estimated Peak Attendance: 500

Estimated Total Attendance: 1500

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? No

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: Detroit 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward Ave, Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Laura Dean
alex.fields@downtowndetroit.org	Laura.Dean@downtowndetroit.org
	+1 (313) 720-7714

Organization Type: Nonprofit

Organization Website: www.downtowndetroit.org

## Event Setup & Breakdown

Begin Setup: 04/02/25 8:00 AM

Complete Setup: 04/04/25 8:00 AM

Setup Location(s): Grand Circus Park East

Event Start: 04/04/25 8:00 AM

Event End: 04/04/25 6:00 PM

Begin Tear Down: 04/04/25 5:00 PM

Complete Tear Down: 04/05/25 6:00 PM

Number of Trash Containers: 18 Number of Recycling Containers: 8

Cleaning Service Vendor: Block by Block (Detroit BIZ Ambassadors)

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:

Nearby parking lots

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 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? Liquor, Beer

Day(s) and time(s) alcohol will be served: 4/5/25 - 8:00am - 6:00pm

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? Yes

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

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

Tent Contractor: Wahl Tent

What other structures will your event include? Truss system for large video screen

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? Off-site, prior to arrival

Generator contractor: M.A.D. Power

Will additional wiring be installed? Yes

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: Liberty Security Group

Number of private personnel per shift: 28

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: MedStar

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 Downtown Detroit Partnership to host "Grand Circus Park Opening Day Party 2025" (2025-017) to be held on April 4, 2025, at Hart Plaza, Detroit, MI from 8:00 AM to 6:00 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 Health Department inspections; 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.