

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.	2025-019
Name of Petitioner	FOXGLOVE
Description of Petition	Petition request to hold the "FOXGLOVE Summer Series" on April 24 th , 2025 from 5:00 PM to 11:00 PM on September 20 th , 2025 at 257 Leicester Ct. Set-up will begin at 12:00 PM on April 23 rd , 2025 and be completed by 4:00 PM on April 24 th , 2025. Tear down will begin at 12:00 AM on September 21 st , 2025 and be completed by 5:00 PM on September 21 st , 2025.
Type of Petition	Special Events
Submission Date	02/07/25
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	Erika Linenfelser 258 Kenilworth St Detroit, MI 48202 P: (313) 402-4379 Foxglove.detroit@gmail.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: 1/5/25

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: Foxglove Summer Concert Series

Event Organizer: FOXGLOVE

Applicant Signature: 

Event Date:

4/24, 5/8, 5/22, 6/12, 6/26,
7/10, 7/24, 8/14, 8/28, 9/11
9/20 & 5/24

Date: 1/5/25

FOXGLOVE

258 Kenilworth St. Detroit, MI 48202

313-402-4379 | foxglove.detroit@gmail.com | IG: @foxglove.detroit



FOXGLOVE is a non-profit membership organization (501c7) centered around vinyl culture, listening bars, urban gardening and music's power to create a sense of belonging for all peoples. FOXGLOVE aims to facilitate community building and shared learning by providing greater access to enjoy music in non-traditional environments. Our organization is committed to cultivating and celebrating rich diversity in artist bookings and encourages artists to be brave, flex their creative muscle & traverse spaces that may be unconventional for their traditional bookings.

FOXGLOVE's ongoing programing includes:

- Open decks practice time - This is a space for new and seasoned DJs alike to practice their vinyl mixing skills in a supportive community space.
- Thursday nights with local DJs - our Thursday nights offer a more intimate experience to hear local DJs perform than many traditional music venues in the city.
- Larger day parties - Our day parties offer a way to connect with music and the dance music community in a more family friendly setting than your average late night rave environment.
- Record Club Membership - our members receive access to additional perks such as discounts at local record stores, additional open decks practice time, and discounted ticket rates to our events.

As a neighborhood-based organization, many of our members and supporters live in our immediate neighborhood and have contributed to making FOXGLOVE what it is today. FOXGLOVE celebrates the long legacy of Detroit's rich musical history and provides a creative space to encourage new sounds and talents to flourish.



Hello neighbor!

We are gearing up for an exciting 2025 summer season of events and first want to say thank you for working with us to ensure a successful 2024 season. We always welcome your feedback on how to improve future events so please continue sharing your thoughts and concerns with us as we bring music & the arts to the neighborhood. We are thrilled to share some details about our 2025 season;

Thursday Night Summer Series

FOXGLOVE's Thursday night series is a vinyl education, practice, performance and community concept that features 30-min open decks slots running from 5:30-9:30, with an opening DJ and featured DJ to follow. Individuals interested in playing their vinyl records may sign up for a slot through our online lottery via the link in the bio of our instagram (@foxglove.detroit) and winners will be notified the Wednesday afternoon prior to each Thursday event.

- 4/24 - Season kick off, LADY MONIX, Peter Croce, Diego, Ameera *no open decks*
- 5/08 - Rebecca Goldberg, Marta Quezada
- 5/22 - Tammy Lakkis, Turtle Bugg, Whoodat, MX. Blaire *no open decks*
- 6/12 - DJ CENT, Laugh Cries
- 6/26 - BEIGE, Dru Allen
- 7/10 - Fusegrade, TBD
- 7/24 - Detroit Vinyl Room collaboration
- 8/14 - FATHER DUKES, Ryan Spencer
- 8/28 - Turntable Time Machine collaboration
- 9/11 - TAMMY LAKKIS, G-spot

FOXGLOVE in the Garden Movement Day Party

Saturday, May 24th (11am - 10pm) In conjunction with Detroit's Movement Electronic Music Festival, we are hosting a summer concert featuring Detroit-based DJs and a few from across the US. This all day event is family friendly and will include food options, vendors, and music from 11am - 10pm.

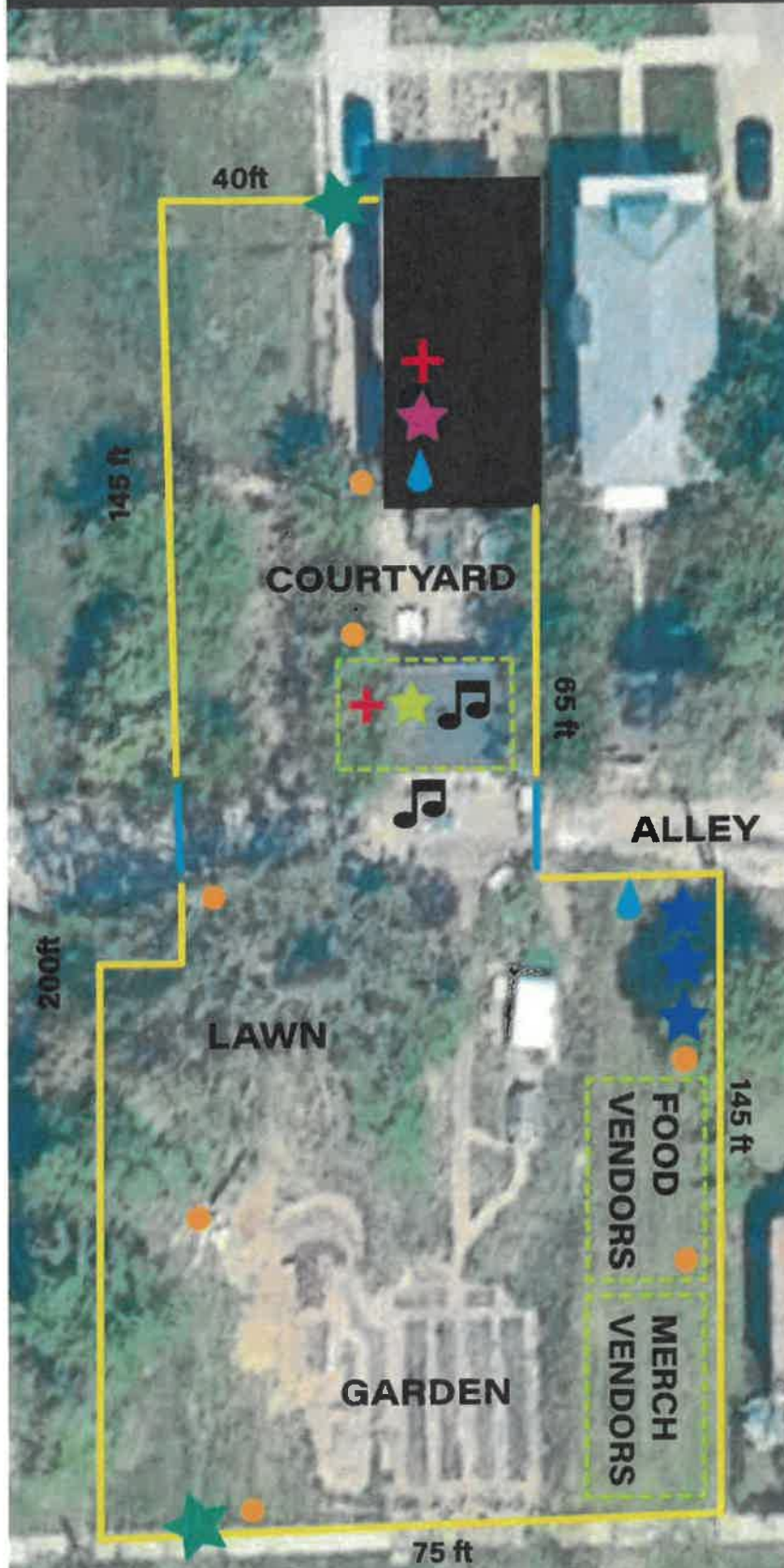
FOXGLOVE End of Summer Party

Saturday, September 20th (11am - 10pm) We will be hosting a last summer concert featuring Juan Atkins, one of the most influential figures in the Detroit techno music since the 1970s. Atkins is world famous for creating the sound of Detroit's style of techno music. This all day event is family friendly and will include food options, vendors, and music from 11am - 10pm.

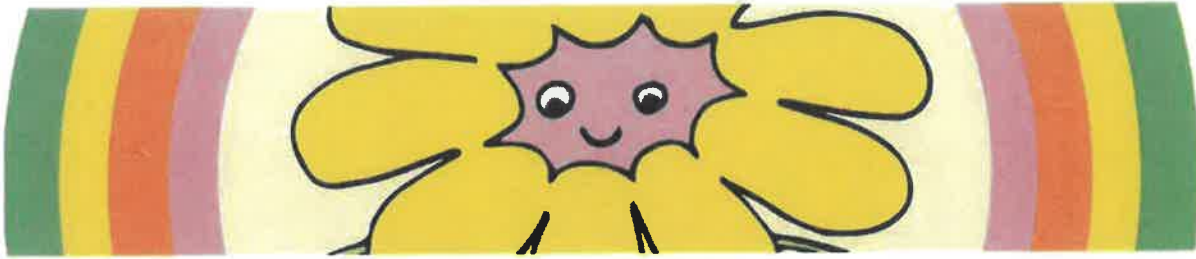
KENILWORTH ST

FOXGLOVE EVENT PLAN 257 LEICESTER

-  **FIRST AID**
-  **TRASH + RECYCLING**
-  **BAR**
Bar is located inside of structure
-  **TEMPORARY BARRIERS**
4' high wooden fence panels,
can be moved in event of emergency
-  **FENCED AREA**
4 ft high metal fence
-  **ENTRANCE / EXIT**
Security will check IDs & tickets and place a
wrist band on those over 21
-  **RESTROOM**
-  **PORTABLE RESTROOM**
1 is ADA accessible
-  **HAND WASHING SINK**
-  **DJ BOOTH** 5/24 + 9/20 DJ BOOTH is
located in alley. For all other events, it is inside
structure.



LEICESTER CT

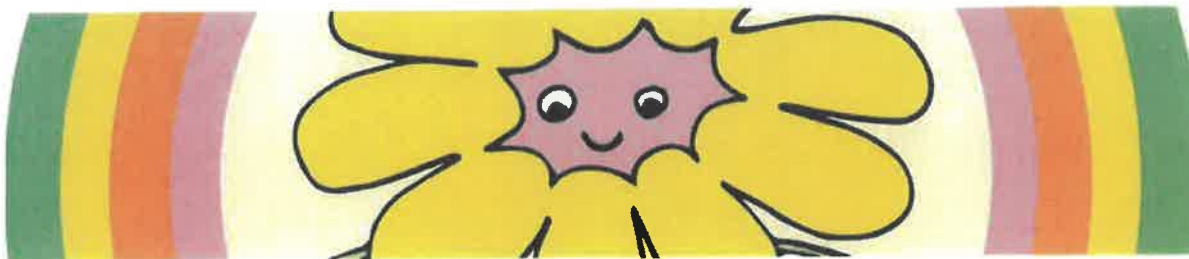


TRANSPORTATION MAP



- ★ DDOT BUS STOPS
- ★ MOGO BIKE SHARE
- ★ SECURE BIKE PARKING

- AMPLE PARKING
- ★ 30 min bike ride to HART PLAZA
15 min bike ride to MIDTOWN



FOXGLOVE

Communication & Community Impact Plan

Event Clean-up Plan

Security Plan

Special Event Application

Summer Series -

4/24, 5/8, 5/22, 6/12, 6/26, 7/10, 7/24, 8/14, 8/28, 9/11

257 Leicester Ct, Detroit MI 48202

Communication and Community Impact Plan

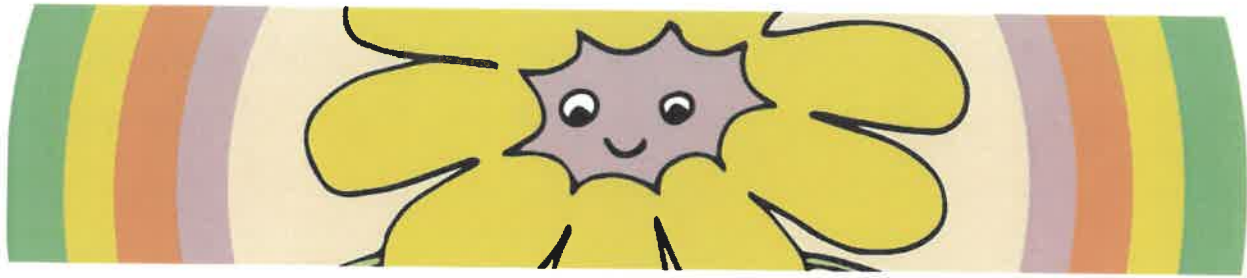
- We plan to leave flyers about our space and our event schedule for the entire 2025 summer season with our neighbors on the immediate blocks on Kenilworth and Leicester and make them aware of the details of the event times, sound carryover, parking on residential streets and sale of alcohol. We successfully hosted events last year with no neighbor complaints.
- We will provide neighbors who rely on street parking traffic cones to block street parking in front of their homes. This worked well at our events last year.

Event Clean-up Plan

- Event cleanup will primarily be handled by ourselves as the event organizers as well as residents of 258/256 Kenilworth who will be assisting with the events.
- We will perform a walkthrough of our block of Kenilworth and Leicester to clean up any trash left by attendees after each event.
- We will have four easily identifiable garbage cans and four easily identifiable recycling cans set up across the property.

Security & Safety Plan

- One security personnel from 5:30pm-12am, stationed at the entrance at 257 Leicester Ct Duties include:
 - Checking 21+ identification and wristbanding
 - Ensuring alcohol does not leave the premises
 - Assisting with any emergent situations
- In the case of an emergency, attendees can exit premises through exit/entrance or alley.
- Alley can also be used for emergency vehicles.
- A microphone will be connected to the sound system to announce an emergency.



FOXGLOVE

Communication & Community Impact Plan
Event Clean-up Plan
Security Plan

Special Event Application
September 20th, 11am - 10pm
257 Leicester Ct, Detroit MI 48202

Communication and Community Impact Plan

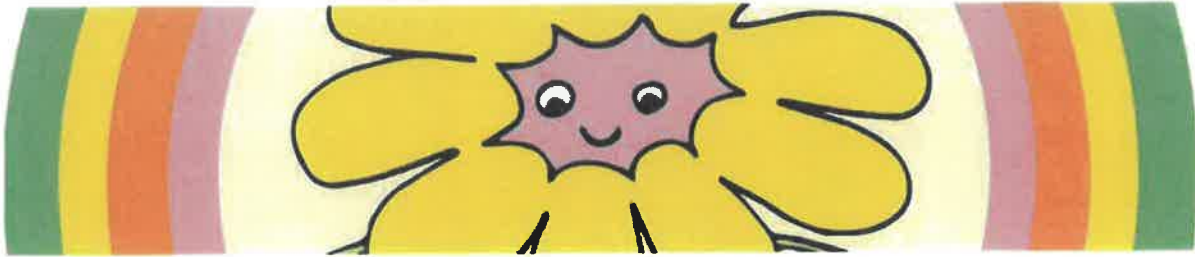
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Event Clean-up Plan

- Event cleanup will primarily be handled by ourselves as the event organizers as well as residents of 258/256 Kenilworth who will be assisting with the event.
- We will perform a walkthrough of our block of Kenilworth and Leicester to clean up any trash left by attendees.
- We will have five easily identifiable garbage cans and five easily identifiable recycling cans set up across the property.

Security & Safety Plan

- Two security personnel from 11a-11p. One stationed at the entrance at 257 Leicester Ct and one stationed at 258 Kenilworth at the exit. Duties include:
 - Checking 21+ identification and wristbanding
 - Ensuring alcohol does not leave the premises
 - Assisting with any emergent situations
- In the case of an emergency, attendees can exit premises through exit/entrance or alley.
- Alley can also be used for emergency vehicles.
- A microphone will be connected to the sound system to announce an emergency.
- We will call 911 in case of emergency
- Adrian Pyle, resident on property, is CPR trained and will be working the event.
- Emergency Contacts



- We will call 911 in case of emergency
- Adrian Pyle, resident on property, is CPR trained and will be working the event.
- Emergency Contacts
 - Erika Linenfelser, property owner, co-founder: 313-402-4379
 - Andrew Gutting, co-founder, event promoter: 734-780-6672

Parking

- Significant street parking is available on both John R, Brush and Oakland, where there are few residential structures.
- On Leicester and Kenilworth, most residents have off-street parking so these streets also provide ample street parking. We will also provide traffic cones for those residents that rely on street parking near their homes.
- As part of the event, we will provide secured bike parking for guests to encourage biking.
- To minimize impact to parking on residential streets, we will inform ticket holders to park along John R, Brush or Oakland.

General Notes

- While FOXGLOVE is located in a residential neighborhood, our lot(s) are zoned R3, a low density, multifamily residential district. By right uses of this classification include community services such as churches, non-profits, and community centers. Our immediate area already includes a wide variety of businesses such as Bryd's Cigar Lounge, Kenwood Liquor, Cafe Noir, and Oakland Avenue Farm.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-019

Event Name: FOXGLOVE Summer Series

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

Petitioner Name / Organization: FOXGLOVE

Event Location: 257 Leicester Ct.

Event Date(s) and Time(s): 04/24/25 5:00 PM to 09/20/25 11:00 PM

Type of Event: Concert/Performance

Applicant Contact:	Submission Date: 01/05/25 8
Erika Linenfelser	Date of Clerk's Office Referral: 2/6/25
foxglove.detroit@gmail.com	Date of City Departments Sign Off: 02/05/25
+1 (313) 402-4379	Date Referred to Council: 2/12/25

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 12, 2025

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? No

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:

Foxglove plans to host a summer series of events on Thursday evenings featuring local DJs running from 5pm - 11pm. The dates of these include: April 24, May 8, May 22, May 24, June 12, June 26, July 10, July 24, August 14, August 28, and September 11, September 20. These are much smaller events than our two large annual day party events.

Estimated Peak Attendance: 120

Estimated Total Attendance: 350

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? 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: FOXGLOVE

Mailing Address: 258 Kenilworth St

Detroit MI 48202

Primary Contact:	Secondary Contact:
Erika Linenfelser	
foxglove.detroit@gmail.com	

Organization Type: Nonprofit

Organization Website: N/A

Event Setup & Breakdown

Begin Setup: 04/23/25 12:00 PM

Complete Setup: 04/24/25 4:00 PM

Setup Location(s): 257 Leicester Ct

Event Start: 04/24/25 5:00 PM

Event End: 09/20/25 11:00 PM

Begin Tear Down: 09/21/25 12:00 AM

Complete Tear Down: 09/21/25 5:00 PM

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

Cleaning Service Vendor: n/a

Other Waste Elements: n/a

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:

Upon purchasing a ticket, ticket holders will receive an thank you email with parking instructions. There is ample street parking available.

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: 1

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

Day(s) and time(s) alcohol will be served: 4/24, 5/8, 5/22, 6/12, 6/26, 7/10, 7/24, 8/14, 8/28, 9/11 (5)

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? 0

Do any of the stages have a canopy?

Number of tents 10' x 10' and smaller: 1

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

Tent Contractor: n/a

What other structures will your event include? N/A

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? No

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? 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 checked="" 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 Foxglove to host "Foxglove Summer Series" (2025-019) on April 24, 2025 to September 20, 2025 from 5:00 pm to 11:00 PM at 257 Leicester Ct.

PROVIDED, that there will be DPD Assisted Event w/ Contracted Private Security; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be DHD pending inspections and licenses issued; and be it further

PROVIDED, that there will be DPW pending inspections for a ROW permit; and be it further

PROVIDED, that there will be BSEED inspections and permits for tents, generators and stage; and be it further

PROVIDED, that there will be BSEED licenses for special event vendors 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.