

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.	2025-022
Name of Petitioner	Detroit Wayne County Port Authority
Description of Petition	Petition request to hold the "Sail Detroit" on August 7th, 2025 from 8:00 AM to 10:00 PM on August 10th, 2025 at Detroit Wayne County Port Authority & Detroit Riverwalk starting at tunnel and ending at Renaissance Dr W. Set-up will begin at 8:00 AM on August 4th, 2025 and be completed by 5:00 PM on August 6th, 2025. Tear down will begin at 6:00 AM on August 11th, 2025 and be completed by 11:00 PM the same day.
Type of Petition	Special Events
Submission Date	02/18/25
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	Mark Schrupp 130 Atwater St Detroit, MI 48226 P: (313) 318-9642 mschrupp@portdetroit.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.

Detroit/Wayne County Port Authority
Applicant Signature: *Mark Schupp* Date: *11/14/24*
Mark Schupp
Executive Director

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:

Event Date:

Event Organizer: *Detroit/Wayne County Port Authority*

Applicant Signature: *Mark Schupp* Date: *11/14/24*
Mark Schupp
Executive Director



Sail Detroit

AUGUST 7 - 10, 2025

1. EMPIRE SANDY - 203'
2. PRIDE OF BALTIMORE - 157'
3. ERNESTINA MORRISSEY - 156'
4. LETTIE G. HOWARD - 125'
5. WHEN AND IF - 65'
6. ALLIANCE - 105'
7. FAIR JEANNE - 110'
8. INLAND SEAS - 77'
9. ST. LAWRENCE II - 72'
10. WONDER - 82'
11. LIBERTY CLIPPER - 125'

TICKETED AREA
NON-TICKET FLOW
GATES/ENTRANCES

FESTIVAL AREA

SPONSOR BOOTHS

STAGE

FOOD AND BEVERAGE

SITE PLAN



Sail Detroit Communication & Community Impact Plan

Event description:

Sail Detroit 2025 will be a family-friendly festival open to all ages, showcasing the majesty of Tall Ships and celebrating the vibrant maritime history of Detroit from August 7–10. With private and public tours of these majestic vessels, on-land events, and multiple vantage points to view the ships, the festival promises to be a highlight for locals and visitors alike. In addition to the majesty of the tall ships, guests will enjoy a wide selection of food, beverage, and novelty sales, providing ample opportunities for brands to engage with attendees.

Audience segmentation:

Local Residents: Families, community groups, students, and Detroiters who are interested in local cultural events and educational opportunities.

Regional Tourists: Visitors from Michigan, Ohio, Illinois, and surrounding states interested in cultural and outdoor events.

National & International Tourists: Sailing enthusiasts, history buffs, and cultural tourists from outside the U.S.

Educational Community: Schools, universities, and educational organizations, with a focus on STEM programs and environmental education.

Communication channels:

Website and Social Media: A dedicated event website and active social media platforms (Facebook, Instagram, X, TikTok) to provide real-time updates, ticket sales, and behind-the-scenes content.

Media Outreach: Press releases and media partnerships with local TV stations, newspapers, and radio stations, as well as national outlets.

Email Communication: Regular updates and exclusive content for ticket holders, partners, and those who sign up for information.

Community Outreach: Engagement through schools, local businesses, and community events to drive local participation.



The Tall Ships Are Coming!

Sail Detroit 2025 Cleanup Plan

- Ample trash & recycling containers & signage
- Hire third party waste management vendor to supply dumpster(s), dispose of waste (vendor TBD)
- Engage with municipal custodial staff/public works staff to assist
 - Detroit Riverwalk Conservancy
 - Downtown Detroit Partnership
 - Detroit Port Authority

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-022

Event Name: Sail Detroit

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

Petitioner Name / Organization: Detroit Wayne County Port Authority

Event Location: Detroit Wayne County Port Authority & Detroit Riverwalk starting at tunnel and ending at Renaissance Dr W

Event Date(s) and Time(s): 08/07/25 8:00 AM to 08/10/25 10:00 PM

Type of Event: Festival

Applicant Contact:
Mark Schrupp
mschrupp@portdetroit.com
+1 (313) 318-9642

Submission Date:	11/14/24 8
Date of Clerk's Office Referral:	
Date of City Departments Sign Off:	02/12/25
Date Referred to Council:	

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: _____

Date: _____

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? No

Event Website: To be created

Which spaces will be used? Sidewalk, City Facility, Private Facility

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

Event Description

Brief Event Purpose & Description:

Sail Detroit 2025 will be a family-friendly festival open to all ages, showcasing the majesty of Tall Ships and celebrating the vibrant maritime history of Detroit from August 7–10.

With private and public tours of these majestic vessels, on-land events, and multiple vantage points to view the ships, the festival promises to be a highlight for locals and visitors alike. In addition to the majesty of the tall ships, guests will enjoy a wide selection of food, beverage, and novelty sales, providing ample opportunities for brands to engage with attendees.

Estimated Peak Attendance: 10000

Estimated Total Attendance: _____

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? Yes

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 Wayne Country Port Authority

Mailing Address: 130 Atwater St

Detroit MI 48226

Primary Contact:	Secondary Contact:
Mark Schrupp	
mschrupp@portdetroit.com	

Organization Type: Government

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 08/04/25 8:00 AM

Complete Setup: 08/06/25 5:00 PM

Setup Location(s): Detroit Wayne County Port Authority, ~~Police Parking Lot~~, & Detroit River

Event Start: 08/07/25 8:00 AM

Event End: 08/10/25 10:00 PM

Begin Tear Down: 08/11/25 6:00 AM

Complete Tear Down: 08/11/25 11:00 PM

Number of Trash Containers: 100 Number of Recycling Containers: 50

Cleaning Service Vendor: To be determined

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:

Encourage guests to use public transportation & walk. There is parking at nearby garages.

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? Beer

Day(s) and time(s) alcohol will be served: 8/7-8/10 12-pm-10pm

Will ice be used in any served beverages? Yes

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': 3

Tent Contractor: _____

What other structures will your event include? _____

Will your event use any grills? Yes

What kind of grills? TBD

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? TBD

Generator contractor: TBD

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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: TBD

Number of private personnel per shift: 10

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: TBD

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 Detroit Wayne County Port Authority to host "Sail Detroit" (2025-022) on August 7 - 10, 2025 from 8:00 AM -10:00 PM at Detroit Wayne County Port Authority & Detroit Riverwalk.

PROVIDED, that there will be DPD Assisted Event with 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 Stages, Tents, Generators and be it further

PROVIDED, that there will be Health Inspections and Licenses; and be it further

PROVIDED, that there will be DPW permits for road closures; and it be further

PROVIDED, 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 event.