

# 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.	2024-329
Name of Petitioner	Grace Community Church
Description of Petition	Petition request to hold "Grace Community Church Trunk-or-Treat" at 21001 Moross Rd, Detroit, MI 48208 on October 27 from 4:00 PM to 7:00 PM. Set-up to begin on October 27 <sup>th</sup> at 1:00 PM and completed by 3:00 PM the same day. Tear down will begin on October 27 <sup>th</sup> at 7:00 Pm and be completed by 8:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	09/12/24
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	Doug Cann Grace Community Church 21001 Moross Rd Detroit, MI 48236 (313) 936-1525 <a href="mailto:dcann@gracewired.com">dcann@gracewired.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:**

9/12/2024

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:** TRUNK OR TREAT

**Event Date:** 27 Oct 2024

**Event Organizer:** JEN ECKENWALDER

**Applicant Signature:**



**Date:**

9/12/2024



## Trunk or Treat, 2024

### CATEGORIES

[All Church Event](#) [Children's Ministries](#) [Connection Event](#) [GraceKids](#) [Student Ministry](#)

### UPCOMING DATES

Oct 27, 2024  
4:30–6:30pm

### LOCATION

Grace Community Church - Detroit  
21001 Moross Rd  
Parking Lot  
Detroit, MI 48236

[Show map](#) [Get directions](#)

### Details

Put on your Halloween costumes and join us for family fun!

Trunk or Treat is a free, family-friendly evening that provides a safe and fun trick-or-treating experience. Last year we had over 2,400 people attend, and this year we expect it to be even bigger and better!

You'll get the chance to show off your costume, collect treats from every trunk, and just enjoy a fun night out. It's a party in the parking lot! Don't miss it.

*For the safety of our kids, dogs and other pets are not allowed at this event, with the exception of service animals.*

**Parking & Directions:**

Guests should enter the event area on foot from our church gate on Kingsville.

Since our parking lot will be full of Trunks for your trunk-or-treating pleasure, we invite all guests to park behind Family Foods, at Peace & Goodwill Baptist Church, and at Discovery Academy, all of which can be accessed from the Edsel Ford Freeway Service Drive (NB Harper Ave). Handicap parking will be available in the main church lot off Moross. Parking Assistants will provide guidance.



## **Memorandum of Understanding**

This Memorandum of Understanding (MOU) is entered into on 12 August 2024, by and between Covenant Community Care, hereinafter referred to as Covenant, and Grace Community Church hereinafter referred to as GCC. This agreement will be valid for one calendar year and must be renewed or terminated on or before 12 August 2025. This document is not legally binding; it is a signed commitment from the parties to work together in a specified way. The MOU is not valid until both/all parties have signed.

### **I) PREAMBLE**

Together, Covenant and GCC acknowledge the following: Both parties work within the community to serve those which have a need for our services.

### **II) GOAL OF THE COLLABORATION**

Covenant and GCC are committed to the overarching goal of this collaboration: to work strategically to integrate Covenant's clinical services with GCC's outreach events and services.

GCC will provide all first aid supplies, including an Automated External Defibrillator, while Covenant provides the properly trained and licensed medical professionals for the Trunk or Treat Event.

### **III) EXPECTED OUTCOMES OF COLLABORATION**

This collaboration is expected to lead to strengthened engagement of community and clinical cadres who together will create a more comprehensive package of services. All services will actively engage beneficiaries and their households to promote active involvement in their own health and well-being and overall enable communities to holistically thrive. Furthermore, this collaboration is expected to result in sharing of knowledge and learning opportunities for all parties regarding physical, mental, and spiritual health from both clinical and community perspectives, thus, preparing them to better serve future beneficiaries.

### **IV) PURPOSE OF THE MOU**

A commitment to provide needed physical, mental, and spiritual services to the community at the annual GCC Trunk or Treat Event. This event has grown exponentially, and we now expect to serve more than 2500 people this year. This increased attendance calls for a dedicated first aid presence.

### **V) CONFIDENTIALITY**

All parties will hold information considered to be sensitive and agree to take reasonable actions to maintain this information securely at all times, in order to protect the privacy of the beneficiaries engaged in services. Sensitive information includes individuals' medical history such as HIV diagnosis, financial status, legal status, key population identity, sexual orientation, and any other information that can be used to harm or unfairly treat the individual or their acquaintances. Any information provided by one party to the other(s) will be treated as confidential unless stated otherwise and only used for the party's role and responsibilities outlined in this MOU.

By signing this agreement, all parties accept the obligations to securely maintain sensitive data and protect confidentiality. This agreement shall remain in force and effect notwithstanding the expiry or termination of this agreement.

**VI) DURATION AND VALIDITY**

This MOU takes effect the day that all parties sign the document. This agreement will continue until 12 August 2025. The agreement may be renewed if all parties agree to continue, and a new MOU is signed.

**VII) AMENDMENT**

This agreement may be amended if all parties agree to modifications. Any modifications should be proposed in writing, agreed upon and signed by all parties within three weeks of the proposed amendment, thereby constituting an amendment to this MOU.

**VIII) TERMINATION**

Any party may terminate this MOU by providing written notice to the other party(s) 60 days or more before the proposed date of termination.

**IX) SIGNATURES**

By signing this agreement, each party agrees to engage in the synergistic strategic collaboration outlined and to abide responsibly by the terms stated in this MOU.

Signed on behalf of Covenant:

Printed Name: *Joslyn M. Petty*

Organization, Title: *CEO*

Organization Address: *559 W. Grand Blvd. Detroit, 48216*

Signature: *Joslyn M. Petty*

Date: *8/29/24*

Witnessed by:

Witness Printed Name: *Caro Peeler*

Witness Title: *Executive Assistant*

Witness Signature: *Caro M Peeler*

Date: *8/29/24*

Signed on behalf of GCC:

Printed Name: *DOUGLAS CAVN*

Organization, Title: *SECURITY COORD.*

Organization Address: *21001 MOROSS*

Signature: *[Signature]*

Date: *9/10/2024*

Witnessed by: *Jennifer Eckenwiler*

Witness Printed Name: *Jennifer Eckenwiler*

Witness Title: *NextGen Marketing Coord*

Witness Signature: *Jennifer Eckenwiler*

Date: *9/10/2024*



Trunk or Treat Cleanup Plan

8 August 2024

Grace Community Church—Event to be held 27 October 2024

It is our intention and plan to ensure all public (and private) property used during this event to be completely cleaned from trash immediately following the end of said event. We have staff and volunteers who will be provided with trash bags and gloves and will stay after the event ends to do a coordinated trash pickup throughout our property and the surrounding public property including streets, sidewalks, and easements. We have trash and cardboard recycling dumpsters on site.

Respectfully,

A handwritten signature in black ink, appearing to read "Eroll Muller", is written over a light blue horizontal line.

Eroll Muller  
Facilities Coordinator  
Grace Community Church  
313-936-1506  
[emuller@gracewired.com](mailto:emuller@gracewired.com)



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Grace Community Church Trunk-or-Treat

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

**Petitioner Name / Organization:** Grace Community Church

**Event Location:** 21001 Moross Rd, Detroit, MI 48208

**Event Date(s) and Time(s):** 10/27/24 4:00 PM to 10/27/24 7:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Doug Cann
dcann@gracewired.com
+1 (313) 936-1525

<b>Submission Date:</b>	09/12/24 1
<b>Date of Clerk's Office Referral:</b>	9/18/24
<b>Date of City Departments Sign Off:</b>	9/18/24
<b>Date Referred to Council:</b>	9/25/24

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

**BSEED**  
BSEED Reviewed-Ready for Council

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

**Date:** September 25, 2024



## 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? No

Is this an annual event? Yes

Event Website: www.gracewired.com/events

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

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

## Event Description

### Brief Event Purpose & Description:

Families are invited to dress up to trick-or-treat in our parking lot. Church member will decorate cars and hand out candy and other treats.

Estimated Peak Attendance: 1200

Estimated Total Attendance: 2400

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? 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: Grace Community Church

Mailing Address: 21001 Moross Rd.

Detroit

MI

48236-2029

Primary Contact:	Secondary Contact:
Doug Cann	Jen Eckenwiler
dcann@gracewired.com	jeckenwiler@gracewired.com
	+1 (313) 936-1509

Organization Type: Nonprofit

Organization Website: www.gracewired.com

## Event Setup & Breakdown

Begin Setup: 10/27/24 1:00 PM

Complete Setup: 10/27/24 3:00 PM

Setup Location(s): 21001 Moross Rd.

Event Start: 10/27/24 4:00 PM

Event End: 10/27/24 7:00 PM

Begin Tear Down: 10/27/24 7:00 PM

Complete Tear Down: 10/27/24 8:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 0

Cleaning Service Vendor: n/a

Other Waste Elements: n/a

## Street Closures & Parking

How many streets will be closed: 3

Will you be closing any part of Woodward Avenue? No

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

1. Edgefield St. 10/27/24

Moross Rd to Kingsville 2:00 PM 7:00 PM

2. Kingsville St 10/27/24

Edgefield St to Alstead St. 2:00 PM 7:00 PM

3. Alstead St 10/27/24

Kingsville St to Moross Rd. 2:00 PM 7:00 PM

4. \_\_\_\_\_

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

We have permission from 3 local business to use their parking lots for this event. Family Foods at 19230 Harper Ave, Harper Woods, Peace and Goodwill Baptist Church at 20955 Bournemouth St, Harper Woods, and Discovery Creative Pathways at 19360 Harper Ave, Harper Woods. We will have people serving as parking assistants, directing people to the best available parking.

## 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? No

How many stages will be used? \_\_\_\_\_

Do any of the stages have a canopy? \_\_\_\_\_

Number of tents 10' x 10' and smaller: 4

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

Tent Contractor: n/a

What other structures will your event include? none

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? Yes

Name of emergency medical services contractor: Covenant Community Care

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 checked="" 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 **Grace Community Church** to host "**Grace Community Church Trunk-o-Treat**" (2024-329) on **October 27, 2024**, from **4:00 PM – 8:00 PM** at **21001 Moross Rd., Detroit MI**.

**PROVIDED**, that there will be DPD Assisted Event; 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; and be it further

**PROVIDED**, that there will be DPW Permits Required; 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.