

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.	2024-318
Name of Petitioner	NAACP Detroit Branch
Description of Petition	Petition request to hold "Party at the Polls" at NAACP Detroit Branch on November 2nd, from 10:00 AM to 4:00 PM. Set-up to begin November 2nd, 8:00 AM and completed by 10:00 AM with tear down to begin November 2nd, at 4:00 PM and completed by 6:00 PM.
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	LaToya Elliott NAACP Detroit Branch 8220 Second Ave Detroit, MI 48197 (734) 550-5208 <a href="mailto:lelliott@detroitnaacp.org">lelliott@detroitnaacp.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:** 9/4/24

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:**

Party At the Poles

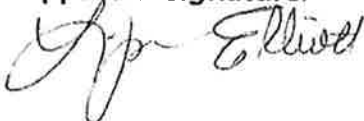
**Event Date:**

Nov. 2, 2024

**Event Organizer:**

NAACP Detroit Branch

**Applicant Signature:**



**Date:**

9/4/24



8220 2nd Ave, Detroit, MI 48202 to City of Detroit Department of Elections, 2978 W Grand Blvd, Detroit, MI 48202

Walk 0.6 mile, 13 min



via Seward Ave and 3rd Ave

13 min

0.6 mile

Mostly flat





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8220 Second Avenue – Detroit, Michigan 48202 – (313) 871-2087 phone – (313) 871-7745 fax

Rev. Dr. Wendell Anthony,  
President  
Kamilia K. Landrum,  
Executive Director

## TENTATIVE SECURITY PLAN

**ORGANIZATION:** NAACP Detroit Branch

**EVENT NAME:** Party At the Polls

**EVENT DATE:** Saturday, November 2, 2024

**EVENT TIME:** 10 a.m. to 4 p.m.

**PLAN DESCRIPTION:**

If security is required for this event, the NAACP Detroit Branch will contract with a private security company to accompany those participating in the brief march to the Department of Elections. We request information on any other areas that security may be required.



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8220 Second Avenue – Detroit, Michigan 48202 – (313) 871-2087 phone – (313) 871-7745 fax

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Kamilia K. Landrum,  
Executive Director

## EVENT CLEAN UP PLAN

**ORGANIZATION:** NAACP Detroit Branch

**EVENT NAME:** Party At the Polls

**EVENT DATE:** Saturday, November 2, 2024

**EVENT TIME:** 10 a.m. to 4 p.m.

**PLAN DESCRIPTION:**

This event does not require an outside vendor for clean-up. The NAACP Detroit Branch will utilize its staff and volunteers to clean up its property (central location of the event).

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** 2024-318

**Event Name:** Party at the Polls

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

**Petitioner Name / Organization:** NAACP Detroit Branch

**Event Location:** NAACP Detroit Branch

**Event Date(s) and Time(s):** 11/02/24 10:00 AM to 11/02/24 4:00 PM

**Type of Event:** Parade, Rally/Demonstration, Other

<b>Applicant Contact:</b>
LaToya Elliott
lelliott@detroitnaacp.org
+1 (313) 871-2087

<b>Submission Date:</b>	09/04/24 4
<b>Date of Clerk's Office Referral:</b>	09/12/24
<b>Date of City Departments Sign Off:</b>	9/11/24
<b>Date Referred to Council:</b>	9/19/24

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

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

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

**Date:** September 19, 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? Yes

Is this an annual event? Yes

Event Website: www.detroitnaacp.org

Which spaces will be used? Street, Private Facility

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

## Event Description

### Brief Event Purpose & Description:

Party at the Polls is an annual event held by The NAACP Detroit Branch. This event encourages voter engagement and early voting. The day begins on the NAACP Detroit property at 8220 Second Ave. In the past, the day has included music by a DJ, brief performance of Detroit's All-City Band, remarks and food trucks/vendor on our property. We also lead a march with the community from our location on Second Avenue down to the City of Detroit Dept. of Elections where attendees can turn in their ballots or complete an absentee ballot. This march has included the Detroit All-City Band, The Corvette Club, NAACP Detroit sound cars, golf carts (for photography, managing staff, videographer) and NAACP members and general members of the community. We are still working to secure commitments from the All-City Band and the Corvette Club. However, we are planning to include all of these elements in the 2024 event. Our route to the Dept. of Elections is as follows: leaving our bldg. on Second, we march down Seward to Third. We then take Third to Pallister and Pallister to W. Grand Blvd. where the Dept. of Elections sits. Participants walk back to the NAACP Detroit office or use the golf carts utilizing the sidewalks. 2 years ago, we used barricades to block streets. We also had police escorts. I worked with our NPO (3rd Precinct) to coordinate these efforts.

Estimated Peak Attendance: 150

Estimated Total Attendance: 200

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: NAACP Detroit Branch

Mailing Address: 8220 Second Avenue

Detroit MI 48197

Primary Contact:	Secondary Contact:
LaToya Elliott	Kamilia Landrum
lelliott@detroitnaACP.org	klandrum@detroitnaACP.org
+1 (734) 550-5208	+1 (313) 871-2087

Organization Type: Nonprofit

Organization Website: www.detroitnaACP.org

**Event Setup & Breakdown**

Begin Setup: 11/02/24 8:00 AM

Complete Setup: 11/02/24 10:00 AM

Setup Location(s): NAACP Detroit Branch Parking lot; Streets: Seward

Event Start: 11/02/24 10:00 AM

Event End: 11/02/24 4:00 PM

Begin Tear Down: 11/02/24 4:00 PM

Complete Tear Down: 11/02/24 6:00 PM

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

Cleaning Service Vendor: No vendor will be used. Staff and volunteers will be utilized to clean up.

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



## Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? No

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:  
Street parking in surrounding area will be utilized.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 2 Number of non-truck food vendors: 0

## 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? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 5

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? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: TBD

Number of private personnel per shift: 6

Which of these apply to the private security personnel? Neither

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart EMS

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 **NAACP Detroit Branch** to host **"Party at the Polls" (2024-318)** on **November 2, 2024**, from **10:00 AM –4:00 PM** at **NAACP Detroit Branch, 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 Municipal Parking Permits Required; and be it further

**PROVIDED,** that there will be DDOT Permits Required; and be it further

**PROVIDED,** that there will be DHD pending 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.