

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.	2025-041
Name of Petitioner	Congress of Communities and Detroit Creative Society
Description of Petition	Petition request to hold the "Pieces of Detroit" on April 26, 2025 from 1:00 PM to 5:00 PM the same day. Event will be located at Mexican Community Development located at 2826 Bagley St., Detroit, MI 48216. Set-up will begin on April 26, 2025 at 9:00 AM and be completed by 1:00 PM the same day. Tear down will begin on April 26, 2025 at 5:00 PM and be completed by 7:00 PM on April 26, 2025.
Type of Petition	Special Events
Submission Date	03/06/25
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	Jennie Weakley 4870 St Hedwig Detroit, MI 48210 P: (313) 753-0114, (248) 231-2412 jennie@cocswdetroit.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

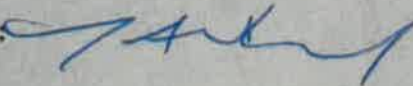
(313) 224 - 3260 | Fax: (313) 224 - 1466

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:

2/14/25

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: Pieces of Detroit

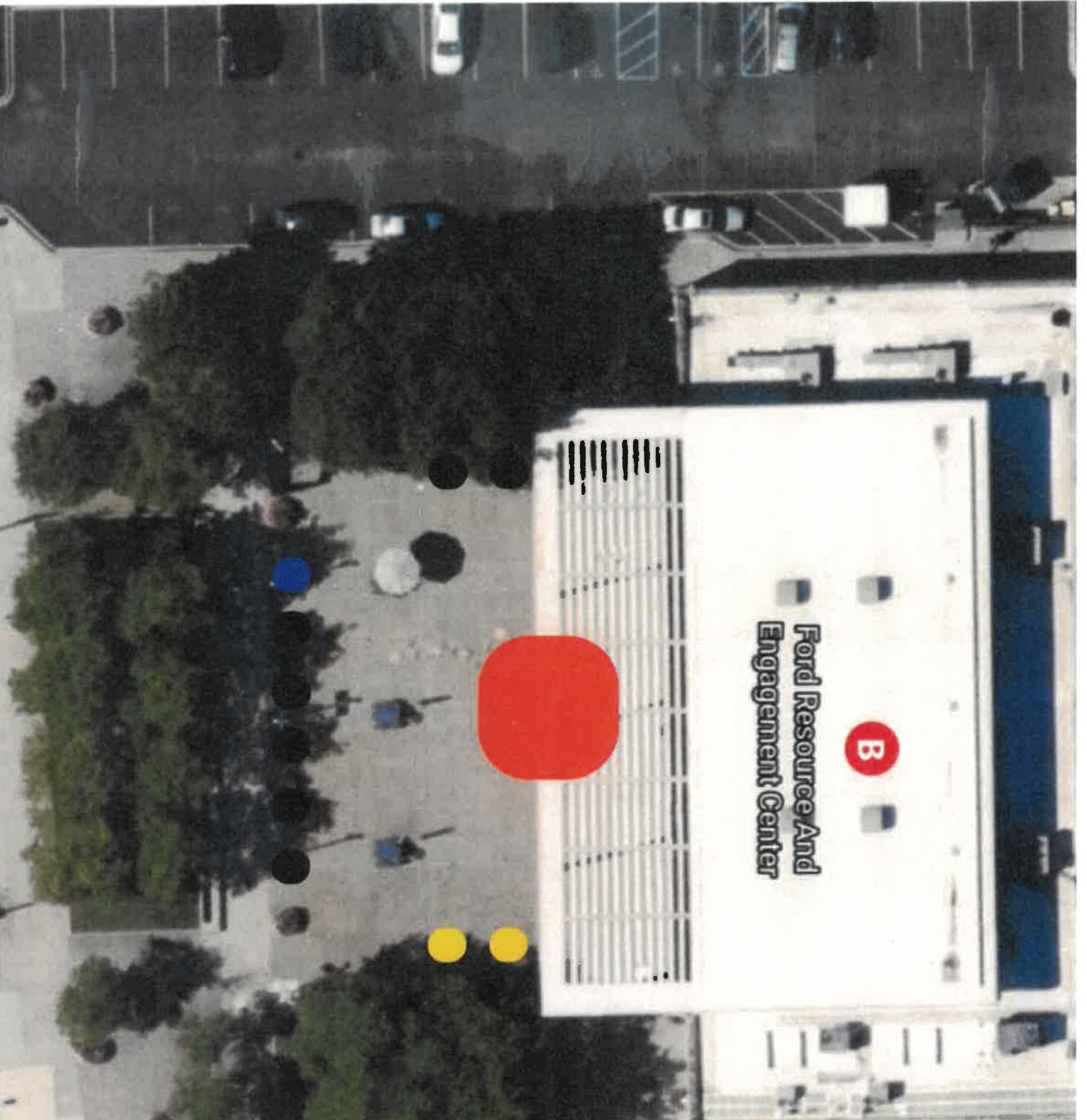
Event Date: 4-26-2025

Event Organizer: Congress of Communities


Applicant Signature:



Date: 2-14-2025



Key:

-  Registration Table
-  Free food Distributic Area
-  Performance Area (NO STAGE)
-  Community Resourc 10x10 Tents

Congress of Communities Emergency Plan for Indoor and Outdoor Events and Programming

Event Location: 2826 Bagley St. Detroit MI 48216 and the surrounding outdoor area

This document contains safety and emergency plans for the staff of Congress of Communities and Detroit Creative Society in different emergency situations

FIRE / EVACUATION / RELOCATION PLAN

- Immediately upon discovery of any kind of fire in the building, or upon hearing the fire alarm/smoke detector this plan will begin to go in motion. Other reasons for starting this plan in motion include smoke, chemical spill, gas leak, or other hazard to people in the building.
- The senior staff member in the building at the time will quickly gather all other participants, staff, children or youth in the building and provide instructions for how to safely exit the building either through the front or back door depending on the location of the danger.
- Senior staff member, will grab the sign in attendance log at the fronts, and the emergency backpack. (If there is a second staff member, consider assigning this task to them.) (If there are other staff members)
- Senior staff member will assign someone to check the facility for any other people that might have hidden or have been inadvertently left behind.
- Senior staff member will take everyone along with the attendance log and their cell phone, out through the closest, safe exit.
- Once everyone is evacuated, Senior Staff will assign someone to call 911 to report the fire. (If they are the only adult then they will call 911)
- Once at the designated meeting place, Senior Staff will instruct everyone to wait quietly while roll is taken using the daily sign in sheet. If any staff, participant, or youth is unaccounted for, Senior Staff will notify fire department personnel immediately upon their arrival.
- RE-ENTERING A BURNING BUILDING/HOME IS STRONGLY DISCOURAGED.
- If it becomes necessary to move farther away from the building/home due to excessive heat, inclement weather, fire department activities, or any other reason, we will go to the Academy of the Americas School for shelter.

TORNADO EMERGENCY PLAN

- Upon learning of a tornado watch in the area, senior staff will immediately turn on the radio to a local weather station, or check online for weather updates.
- Senior staff will monitor weather conditions until the weather watch is canceled or until the facility is closed and everyone has left the building
- If a tornado warning is issued, CCSM #1 will immediately take all participants, staff and youth, attendance records, a cell phone, to the designated shelter location.

SERIOUS ACCIDENT OR INJURY PLAN

- Senior Staff (or staff who witnesses the accident or injury) will immediately call 911 and report the emergency (as needed) or they will assign someone to call 911.
- Senior staff will remain with the sick or injured child and administer emergency first aid as necessary:
 - Ensure and maintain an open airway.
 - Control any bleeding with direct pressure.
 - Ensure proper circulation as necessary (CPR).
 - Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care. This is done if conditions warrant notification of emergency personnel. If you have to accompany the person to the hospital, make sure there is a plan in place with another adult staff member staying with any remaining participants or youth
- Once the injured person is stabilized, Senior staff will provide quiet activities away from the injured child, but still within sight and/or hearing distance, to keep the remaining participants calm.

CRISIS MANAGEMENT PLAN - Intruder / Active Shooter

- In the event of an intruder or active shooter, senior staff will call 911 and report the emergency.
- Senior staff will reassure the people and keep them calm and quiet until the emergency has passed. We will work with local authorities to develop a plan for how you will know our building is secure.
- Senior staff will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat inside the building or if someone is injured.

MINOR ACCIDENT OR INJURY PLAN

- If a program participant or staff have a minor injury like a small cut or bruise they will be given the appropriate first aid to deal with their minor injury.
- The first aid kit will be located at the registration table. The first aid kit should not be moved from that location unless it is currently in use and it should be returned to its location so that it can be easily found in the future.
- Every six months the first aid kit will be reviewed by senior staff to ensure that there is enough product to support potential minor injuries and to replenish used items. If a staff member notices when using the first aid kit that certain items are getting low (for example band aids) they will alert the office manager to order more supplies.

BOMB THREATS / GUN THREATS

- As soon as a credible threat is identified senior staff will engage other staff to start to follow the Evacuation/Relocation Plans.
- If it is a phone call: The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible: Ask what time the bomb is set to go off. Ask questions regarding the specific location of the bomb. Ask about the appearance of the bomb package. Listen for background noise, e.g., radio, other people, traffic sounds, etc. Was the caller calm or hysterical? Was the caller's voice young or old? Senior staff will notify authorities and call 911 to report the incident or assign someone to do it.

- If it is an in-person threat: Senior staff will encourage all to start the EVACUATION PROCEDURES in a calm manner immediately. Senior staff will attempt to talk with the person with the weapon to get their attention away from everyone else. Senior staff will notify authorities and call 911 to report the incident or assign someone to do it.
- Senior staff will follow Relocation Plans for safely evacuating and relocating everyone with support from other staff in attendance.

LOST CHILD

- During large events it is likely that a child will get separated from their parents and become distressed.
- Any adult in charge: Immediately upon discovery of a lost child take the child to the registration table which is the location for lost children. Make an announcement on the main speakers every 5 minutes until the family is reunited with the child. The announcement could include the child's name, family members names, and that the child is lost. Also it will direct the family members to go to the main registration table where the lost child is located. It will also include directions of where to go.
- If a distressed parent comes to a staff member looking for a child but the child has not yet been found then an announcement will be made on the main speakers every 5 minutes until the child is found. The announcement could include the child's name and that their family is looking for them and directing them to go to the main registration table. It will also include directions of where to go.
- Once in the beginning of the event and every two hours there will be an announcement made to explain the lost child procedure so that other adults can be aware if they notice a lost child in distress.
- Once the child and family are reunited the senior staff will alert the main stage that they no longer need to make the announcements about the lost child.

Pieces of Detroit Communication and Community Impact Plan

Communication

The Pieces of Detroit is built to be an annual event. Last year in 2024, the event did not take place. Community members are already asking about when it will be held again. We are in the process of finalizing an official flier. Once the flier is finalized we will be sharing it on social media, and through email and text messages. We plan to place a flier in the neighborhood so they are fully aware of the Pieces of Detroit event date.

Community Impact

Pieces of Detroit is a free arts & culture festival for the community which will include Earth Day activities for all ages. In general, we hope that neighbors will attend and enjoy the Pieces of Detroit activities. The event will allow local community resource vendors a chance to share information with participants. The event will end at 5 pm so we will stay well within the city guidelines of playing music after hours.

Parking

We know that one potential negative impact on the community could potentially be increased demand for parking. Participants will be encouraged to use street parking and local public parking lots.

Pieces of Detroit Clean-up Plan

BEFORE THE EVENT

Before the event members of the Detroit Creative Society and event organizers will recruit at least 15 staff and volunteers to perform clean up after the event is finished. Those volunteers will come from the Congress of Communities (CoC) staff, Detroit Creative Society (event organizer), program participants and volunteers lists.

Before the event necessary supplies will be purchased including garbage bags, extra trash cans, gloves and more.

DURING THE EVENT

During the event one volunteer will be assigned the task to walk around and ensure that the trash cans are not overflowing and replace trash bags in them.

During the event extra garbage cans with liners will be placed around the area to encourage attendees to take care of their own trash.

AFTER THE EVENT

After the event 15+ volunteers and staff will clean up the entire property and bring it back to what it was before the event started. This includes picking up trash, and putting away temporary structures such as tents.

All trash will be put away in sturdy trash bags and placed in the correct containers to be removed.



Mexicantown Community Development Corporation

General Contract Agreement

Date: February 27, 2025

Agreement Number: 00002

This Agreement is made between Mexicantown Community Development Corporation and the Detroit Creative Society.

MexicantownCDC agrees that it will:

Provide access to the Detroit Creative Society for the Second Annual Pieces of Detroit Festival from 1:00 pm to 5:00 pm to the MexicantownCDC Mercado Plaza at 2826 Bagley Detroit, Michigan 48216 on Saturday April 26, 2025, The set-up is to take place beginning at 11:00 am and the event clean-up from 5:00 to 7:00 pm. Access to the MexicantownCDC Mercado bathrooms will also be provided. The organization will also abide by the attached building rules (Exhibit A).

This is the entire agreement. Both parties agree on what is stated above, and both realize that this is a binding contract between the parties, their successors, and personal representatives.

Raymond Lozano

03/05/2025

Raymond Lozano
Executive Director
Mexicantown CDC
2835 Bagley, Suite 895
Plaza Del Norte Building
Detroit, Michigan 48216

Date:

Alexis Escoto

3/5/25

Alexis R. Escoto
Detroit Creative Society
4870 St. Hedwig Street
Detroit, Michigan 48210

Date:

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Pieces of Detroit

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

Petitioner Name / Organization: Congress of Communities and Detroit Creative Society

Event Location: Mexican Community Development 2826 Bagley St., Detroit MI 48216-1759

Event Date(s) and Time(s): 04/26/25 1:00 PM to 04/26/25 5:00 PM

Type of Event: Festival, Other

Applicant Contact:
Jennie Weakley
jennie@cocswdetroit.com
+1 (248) 231-2412

Submission Date:	02/16/25
Date of Clerk's Office Referral:	3/5/25
Date of City Departments Sign Off:	3/5/25
Date Referred to Council:	3/7/25

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 Reviewed- Ready for Council	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED
BSEED Reviewed- Ready for Council

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

Date: March 7, 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? Private Facility

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

Event Description

Brief Event Purpose & Description:

The Pieces of Detroit event will include a showcase of art through local artists, giving out food, and hosting local musicians to showcase different cultures that define Detroit. Additional activities will include an Earth Day celebration and local free community resource vendors. This event is free and open to the public.

Estimated Peak Attendance: 300

Estimated Total Attendance: _____

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: Congress of Communities and Detroit Creative Society

Mailing Address: 4870 St Hedwig

Detroit MI 48210

Primary Contact:	Secondary Contact:
Jennie Weakley	Dionna Garcia-Martin
jennie@cocswdetroit.com	detroitcreativesociety313@gmail.com
+1 (313) 753-0114	+1 (313) 458-3968

Organization Type: Nonprofit

Organization Website: https://www.congressofcommunities.com/the-detroit-creative-soc

Event Setup & Breakdown

Begin Setup: 04/26/25 9:00 AM

Complete Setup: 04/26/25 1:00 PM

Setup Location(s): Ford Resource and Engagement Center // 2826 Bagley St., Detroit MI

Event Start: 04/26/25 1:00 PM

Event End: 04/26/25 5:00 PM

Begin Tear Down: 04/26/25 5:00 PM

Complete Tear Down: 04/26/25 7:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 5

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:
There is an available parking lot located on site, there is also street parking.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

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

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: 20

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 Congress of Communities and Detroit Creative Society. to host "Pieces of Detroit" (2025-041) on April 26, 2025 from 1:00 PM to 5:00 PM at 2826 Bagley.

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

PROVIDED, that there will be DFD 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.