

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. 2025-029

Name of Petitioner Rodney Howell

Description of Petition Petition request to hold "The White Dinner Party" on July 26th, 2025 from 5:00 PM to 10:00 PM at Roosevelt Park at 2380 Dalzelle Street, Detroit, MI. Set-up will begin at 11:00 AM on July 26th, 2025 and be completed by 2:00 PM the same day. Tear down will begin at 10:00 PM on July 26th, 2025 and be completed by 11:00 PM the same day.

Type of Petition **Special Events**

Submission Date 02/21/25

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 Rodney Howell
22010 Lahser Road
Southfield, MI 48033
P: (313) 717-4442
rhowell154@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: Rodney Howell Date: 02/20/2025

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

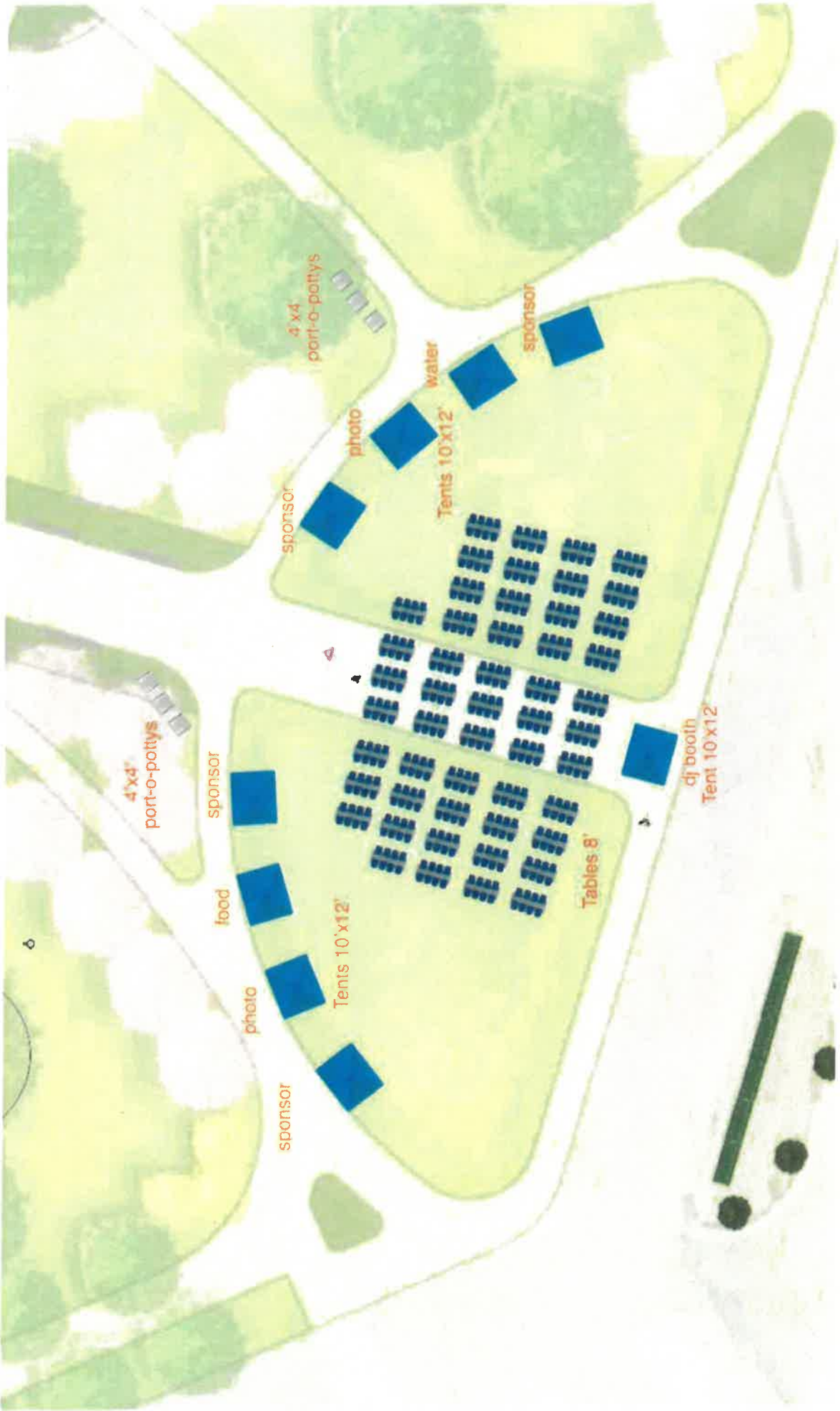
attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name:The White Dinner Party **Event Date:** July 26 2025

Event Organizer: Rodney Howell

Applicant Signature: RodneyHowell **Date:** 02/20/2025



The White Dinner Party Detroit Cleanup Plan

Event Date: Saturday July 26, 2025

Venue: [Roosevelt Park]

Objective:

To ensure a clean and waste-free environment by implementing an organized waste collection and disposal plan, leaving the venue in the same condition as it was found.

Waste Collection & Disposal Plan

Guest Responsibility:

Each guest will bring their own china and glassware, minimizing disposable waste. There will be no paper goods, or plastic cups.

Guests are required to bring their own garbage bags to collect their personal waste. Extra garbage bags will be on the premises from the professional cleaning staff.

Guests will be instructed to separate recyclables (e.g., plastic bottles) from food waste.

Waste Collection Stations:

The event will utilize existing park garbage receptacles.

Additional disposable waste containers will be provided to manage overflow.

Single-stream recycling bins will be placed throughout the venue to encourage proper recycling.

Cleanup Assistance & Final Disposal:

Elliott's Professional Cleaning will manage waste removal at the end of the event.

Waste Services staff will assist in handling the recycling and garbage collection.

All waste will be properly disposed of per city and park regulations.

The park will be left in its original condition, with no remaining debris or litter.

Conclusion:

By following this structured cleanup plan, we ensure a seamless, environmentally responsible event that maintains the beauty of the park while upholding the elegance and tradition of The White Dinner Party.

Thanks!!

Rodney Howell

The White Dinner Party – Emergency Action Plan

Event Date: Saturday, July 26, 2025

Venue: [Roosevelt Park]

Objective:

To ensure the safety and well-being of all guests by implementing a structured emergency response plan with designated personnel, resources, and procedures.

Emergency Station & Medical Personnel

- A designated Emergency Station will be set up at a central, easily accessible location.
- Four healthcare professionals, who are also event guests, will rotate shifts at the station throughout the event. Two at a time.
- The station will be equipped with an emergency kit containing first-aid supplies, bandages, antiseptics, ice packs, and other essential medical items.

Emergency Contacts & Protocols

- 911 will be on speed dial for immediate emergency response.
- The nearest emergency care facility (DMC Detroit Receiving Hospital) will be notified in advance about the event.
- Event staff and volunteers will be briefed on emergency procedures and will assist in directing guests to the station if needed.

Emergency Response Procedures

1. **Minor Injuries (cuts, bruises, dehydration, etc.):**
 - Guests will be directed to the Emergency Station for first-aid treatment.

- If further medical attention is needed, transportation arrangements will be made.

2. **Serious Medical Emergencies (unconsciousness, cardiac events, severe injuries, etc.):**

- 911 will be called immediately.
- Event staff will guide emergency responders to the location.
- The nearest emergency facility will be alerted if necessary.

3. **Evacuation Plan (Severe Weather, Fire, Security Threats, etc.):**

- Guests will be instructed on safe exits and gathering points in case of an evacuation.
- Event staff will assist in guiding guests to safety.

Communication & Preparedness

- Staff and volunteers will be briefed on emergency response protocols before the event.
- The Emergency Station will be clearly marked for easy identification.
- Walkie-talkies or mobile communication will be used among staff to ensure swift coordination.

Conclusion:

This Emergency Action Plan prioritizes the safety of all guests by ensuring quick response times, available medical professionals, and clear procedures for handling any incidents.

Thanks!!

Rodney Howell

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: The White Dinner Party

Event Status: In Review- Special Events Management Team (Step 1 of 6)

Petitioner Name / Organization: Rodney Howell

Event Location: Roosevelt Park - 2380 Dalzelle Street, Detroit, Mi

Event Date(s) and Time(s): 07/26/25 5:00 PM to 07/26/25 10:00 PM

Type of Event: Other

Applicant Contact:
Rodney Howell
rhowell154@gmail.com
+1 (313) 717-4442

Submission Date:	02/06/25 1
Date of Clerk's Office Referral:	2/20/25
Date of City Departments Sign Off:	2/20/25
Date Referred to Council:	2/24/25

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 Reviewed-Ready for Council	DDOT Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Approved

BSEED
BSEED Reviewed-Ready for Council

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

Date: Februray 25, 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? No

Is this an annual event? No

Event Website: N/A

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

This will be a seated dinner in the park with guests dressed in white. The guests will not know the location of the park until they arrive via shuttle buses.

Estimated Peak Attendance: 500

Estimated Total Attendance: _____

Is this a public event? No

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: Rodney Howell

Mailing Address: 22010 Lahser Road

Southfield Michigan 48033

Primary Contact:	Secondary Contact:
Rodney Howell	Lisa Duncan
rhowell154@gmail.com	lduncan2011@aol.com
	+1 (313) 720-5436

Organization Type: Other

Organization Website: N/A

Event Setup & Breakdown

Begin Setup: 07/26/25 11:00 AM

Complete Setup: 07/26/25 2:00 PM

Setup Location(s): 2380 Dalzelle Street

Event Start: 07/26/25 5:00 PM

Event End: 07/26/25 10:00 PM

Begin Tear Down: 07/26/25 10:00 PM

Complete Tear Down: 07/26/25 11:00 PM

Number of Trash Containers: 8 Number of Recycling Containers: 1

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:

Guests will either park at a nearby parking structure and walk or disembark via shuttle at a designated park location.

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: 8

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? Yes

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 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 Rodney Howell to host "The White Dinner Party" (2025-029) on July 26, 2025, from 5:00 pm to 10:00 PM at Roosevelt Park .

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

PROVIDED, that there will be DFD Pending Inspections w/ Contracted Private EMS; and be it further

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

PROVIDED, that there will be GSD permits issued 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.