

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.	2025-048
Name of Petitioner	St Patrick Senior Center, Inc.
Description of Petition	Petition request to hold the "St Patrick 48 th Annual Irish Festival" on May 4, 2025 from 1:00 PM to 8:00 PM on 58 Parsons St, Detroit, MI. Set-up will begin at 9:00 AM on May 3, 2025 and be completed by 12:00 PM May 4, 2025. Tear down will begin at 08:00 PM on May 4, 2025 and be completed by 9:00 PM the same day.
Type of Petition	Special Events
Submission Date	03/12/25
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	Vincent Borowski 58 Parsons St. Detroit, MI 48201 P: (248) 925-9116 vborowski@mac.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: *Antone Herman Betts*

Date: *2/25/25*

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: St Patrick Senior Center 48th

Event Date: May 4, 2025

Event Organizer: St Patrick Senior Center, Inc

Applicant Signature: *Antone Herman Betts*

Date: *2/25/25*

Build and Breakdown Schedule
St. Patrick 48th Annual Irish Festival
May 4, 2025

The large tents are erected on Saturday morning (5/3/25). The 10 x 10 tents will be erected on the day of the event 5/4/25. All of the tents will be broken down and removed from the property on 5/4/25 beginning at 8:00 pm and will be completed by 9:00 pm.

The small 100 ft² stage less than 12 inches high will be assembled on 5/4/25.

Trash from Small 42 – 55 gallon receptables will be placed throughout the site. Refuse from these containers will be regularly emptied as needed during the festival day. The contents will be disposed into a 30 yard roll off dumpster and recycle bin during the duration of the event.

Emergency Response Plan and Security Plan
St. Patrick 48th Annual Irish Festival
May 4, 2025

St. Patrick Senior Center is located at 58 Parsons in Detroit. The activities of the festival are generally centered around music venues and include both outside and inside activities entirely within our property. The property is secured by permanent fencing on 3 sides and plastic fencing along the Parsons Street front. It is described in the Site Plan and attached Description of Securing the Property submitted to the Michigan Liquor Control Commission Special License Application which is reviewed by the Detroit Police Department.

The outside activities include a 20' x 40' tent with a small 100 sq. ft., 12-inch-high stage within it for a series of volunteer musical entertainers commencing at 1:00 p.m. and continuing until 7:00 p.m. The tent has sidewalls behind the stage and to the side of the small stage. The balance of this tent is open. There is a second 20' x 40' tent with sidewalls on one side which will contain an outside bar entirely in the northwest corner of the tent. The bar backs up to the tent sidewall and has tables on the other three sides which secure and control that space. The remainder of the music tent space and the second 20' x 40' tent will both contain tables and chairs for the audience.

There is a 10' x 10' tent without sides which provides a place for sales of food and beverage tickets which can be exchanged for food at a 20' x 30' tent which has sidewalls on 3 sides.

Our experience over many years is that we never have over 200 attendees at any one time in the outside area.

We have experienced inclement weather over the years of cold and rain and snow flurries, but attendees have gone inside our building for temporary relief until acceptable conditions return.

We have Security provided by volunteers and staff who are clearly identified and help with directions and answer questions about location of services. We have a nurse on site along with medical supplies and CPR/AED/911 Access. Our Security crew is advised of the location of medical and coached to assist in securing an identified lost child and bringing them to our headquarters office for safely returning the child to a parent or adult guardian.

Both the Detroit Police Department and the Wayne State University Public Safety Department are notified of our activity.

In the event of an Active Shooter situation the Security staff will notify all to shelter in place and call 911 to notify appropriate authorities. The staff have taken FEMA IS-0907 Active Shooter training and are familiar with Run Hide Fight protocol.

A-Parkway Services, Inc.
 2876 Tyler Road
 Portable Toilets & Septic Service
 Ypsilanti, MI 48198
 (734) 482-7633
 parkwayservicesinc@yahoo.com

**We're There
 When You Gotta Go**



Invoice # I167542
 Invoice Date Feb 20, 2025
 Billing Period --
 Due Date May 2, 2025

Invoice To:

St. Patrick's
 58 Parsons
 Attn: Accts. Payable
 Detroit, MI 48201

Invoice Amount \$260.00

Customer ID STPATRICKS	PO # ---	Rental # R30797	Pay Online ID vRf06G0j	Clerk MM	Terms N
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Site: ST. PATRICKS Festival, 58 Parsons Senior Center, Detroit, MI 48201

Line #	Service	Rate	Qty.	Amount	Tax	Amount with tax
1	Event PTZ <small>(5/2/2025 - 5/5/2025) PTZ - Pt. Toilet Unit-hd.sanitizer - Standard portable toilet units for event on Sunday May 4, 2025. Includes hand sanitizer, toilet paper, delivery & pick up. Deliver Friday/Pick up Monday</small>	\$130.00	2	\$260.00		\$260.00
Invoice Subtotal						\$260.00
Invoice Total						\$260.00

Thank you!

To pay securely online, go to app.servicecore.com/payment. Enter your Customer ID: **STPATRICKS** and your Pay Online ID: **vRf06G0j** then click Submit. Enter your payment info and click Pay. That's it!

Detach and return (#9 envelope)

St. Patrick's
 58 Parsons
 Attn: Accts. Payable
 Detroit, MI 48201

Customer ID # STPATRICKS
 Invoice # I167542
 Invoice Date Feb 20, 2025
 Billing Period --
 Due Date May 2, 2025
 Invoice Total \$260.00
 Payments (\$0.00)

Remit To:

A-Parkway Services, Inc.
 2876 Tyler Road
 Portable Toilets & Septic Service
 Ypsilanti, MI 48198

Invoice Due \$260.00

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: St Patrick 48th Annual Irish Festival

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

Petitioner Name / Organization: St Patrick Senior Center, Inc.

Event Location: 58 Parsons St, Detroit, MI

Event Date(s) and Time(s): 05/04/25 1:00 PM **to** 05/04/25 8:00 PM

Type of Event: Festival

Applicant Contact:
Vincent Borowski
vborowski@mac.com
+1 (248) 925-9116

Submission Date:	02/25/25 5
Date of Clerk's Office Referral:	3/12/25
Date of City Departments Sign Off:	3/12/25
Date Referred to Council:	3/14/25

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

BSEED
BSEED Reviewed- Ready for Council

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

Date: March 13, 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 festival is an opportunity to reach out to members of the senior center, volunteers and donors to promote the services that we offer to the community and solicit their support. This annual fundraiser/fundraiser event will take place at St Patrick Senior Center, inside and on the grounds of our private facility. We estimate 750 attendees over a 7 hour time frame.

Estimated Peak Attendance: 200

Estimated Total Attendance: 300

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? Yes

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: St Patrick Senior Center, Inc.

Mailing Address: 58 Parsons St

Detroit MI 48201

Primary Contact:	Secondary Contact:
Vincent Borowski	SaTrice Coleman-Betts
vborowski@mac.com	src.betts@stpatsrctr.org
+1 (248) 925-9116	+1 (313) 833-7080

Organization Type: Nonprofit

Organization Website: www.stpatsrctr.org

Event Setup & Breakdown

Begin Setup: 05/03/25 9:00 AM

Complete Setup: 05/04/25 12:00 PM

Setup Location(s): 58 Parsons St, Detroit, MI

Event Start: 05/04/25 1:00 PM

Event End: 05/04/25 8:00 PM

Begin Tear Down: 05/04/25 8:00 PM

Complete Tear Down: 05/04/25 9:00 PM

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

Cleaning Service Vendor: not applicable

Other Waste Elements: inside drains for grey water

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:

Donated parking space in adjacent DSO parking structure on Parsons Street across from St. Patrick Senior Center and 2 additional ground level lots next to parking structure,

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

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

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? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: Sunday, May 4, 2025 between 1:00 p.m. and 7:00 p.m.

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: 2

Number of tents larger than 10' x 10': 3

Tent Contractor: Big Top Party Rentals

What other structures will your event include? none

Will your event use any grills? Yes

What kind of grills? charcoal

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? No

Will a sound system be used? _____

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 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 checked="" 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 St. Patrick Senior Center to host "St. Patrick 48th Annual Irish Festival" (2025-048) on May 4, 2025 at 58 Parsons Detroit, MI 48201 from 1:00 PM to 8:00 PM

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 there will be BSEED Permits Required for Tents, Generators and be it further

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

PROVIDED, that there will be Business License 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.