

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.	2025-056
Name of Petitioner	Mexican Patriotic Committee of Metro Detroit
Description of Petition	Petition request to hold the "Annual Cinco de Mayo Parade & Fiesta" on May 3, 2025 from 12:00 PM through May 4, 2025 8:00 PM in Southwest Detroit, W. Vernor Hwy. Set-up will begin at 9:00 AM on May 3, 2025 and be completed by 12:00 PM the same day. Tear down will begin at 7:00 PM on May 4, 2025 and be completed by 9:00 PM the same day.
Type of Petition	Special Events
Submission Date	03/27/25
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	Alma Cruz 7752 W. Vernor Detroit, MI 48210 P: (313) 495-0228 alma.f.cruz@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:



Date: 10/25/24

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: Annual Cinco de Mayo Para

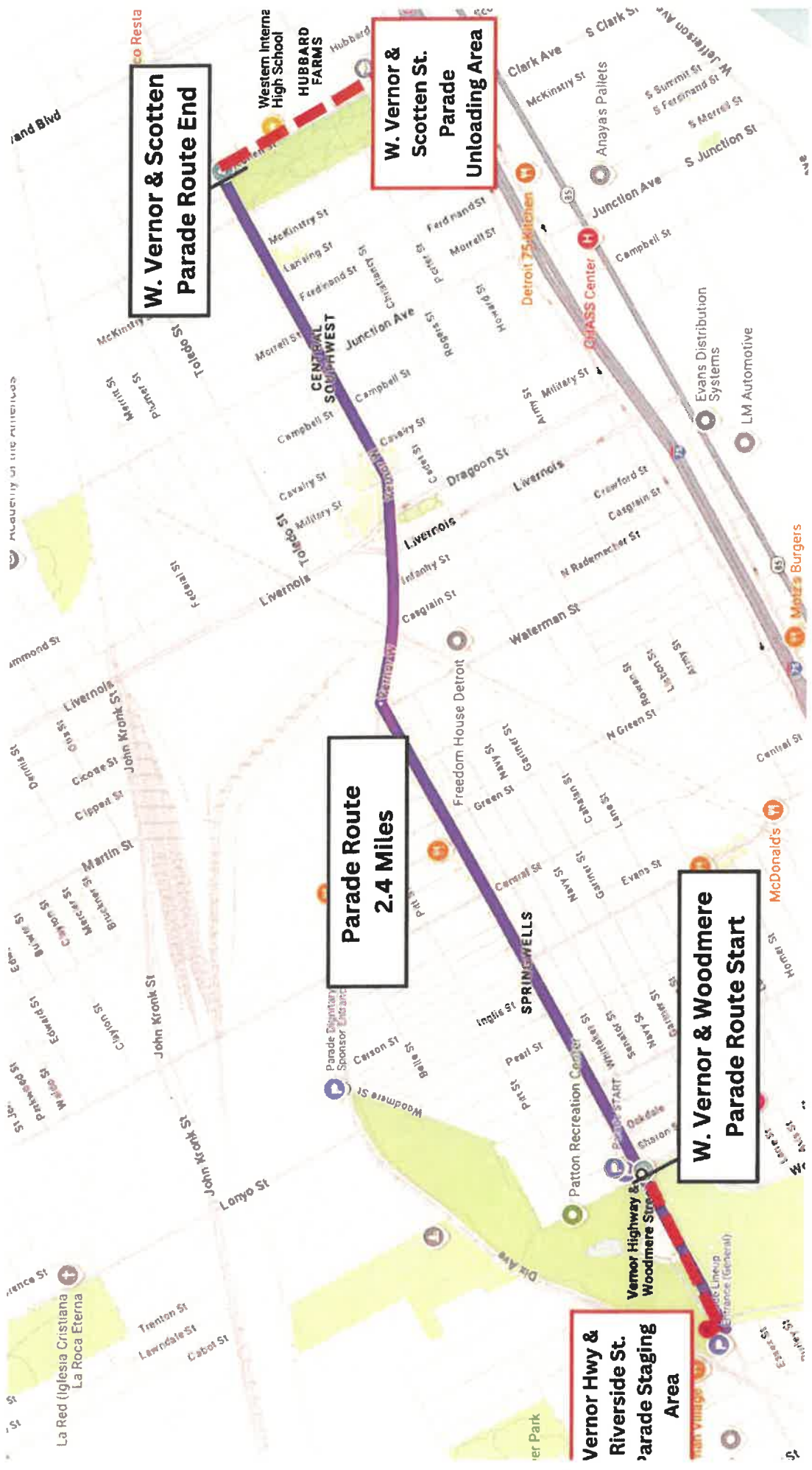
Event Date: 05/03/24

Event Organizer: Mexican Patriotic Committee

Applicant Signature:



Date: 10/25/24



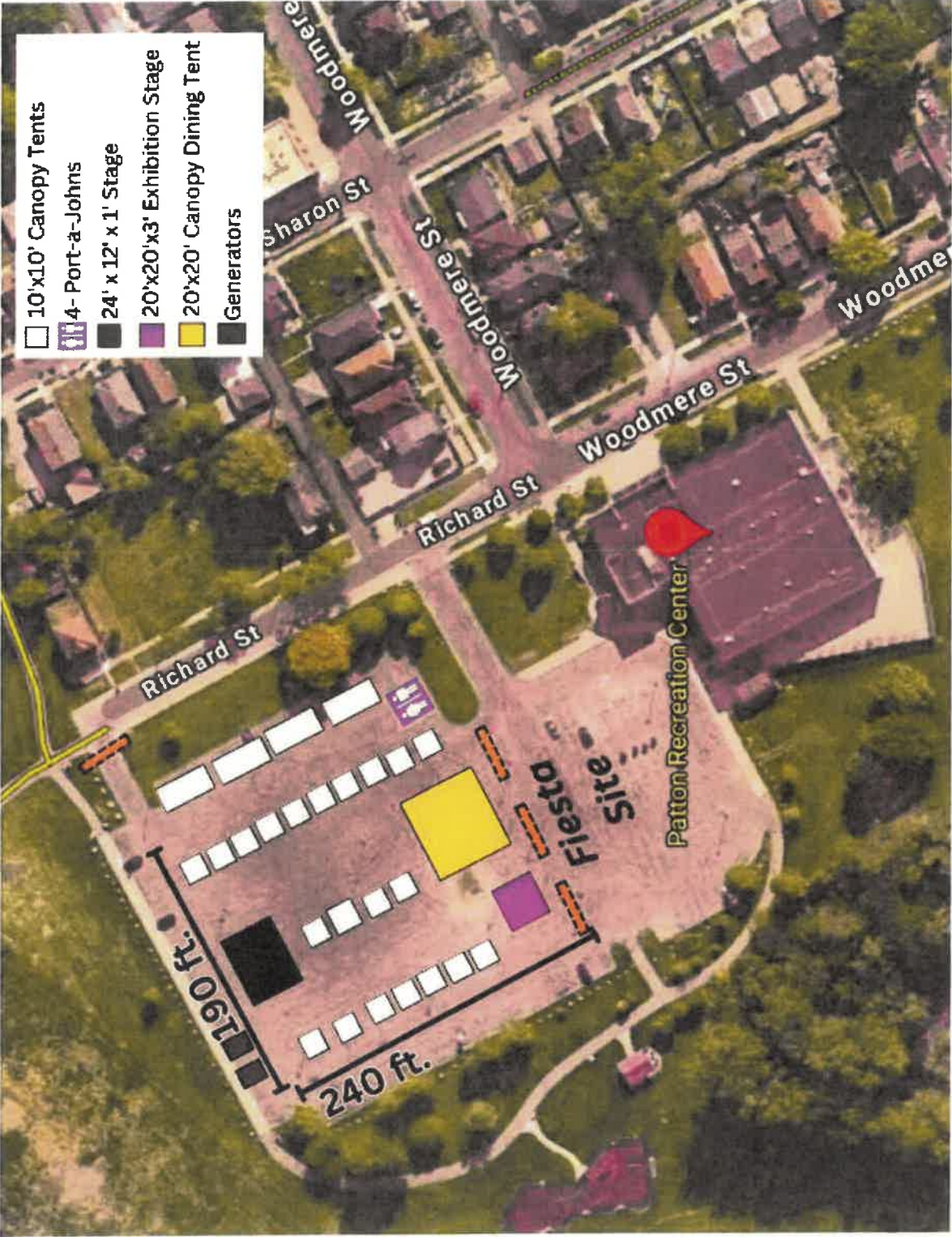
**W. Vernor & Scotten
Parade Route End**

**W. Vernor &
Scotten St.
Parade
Unloading Area**

**Parade Route
2.4 Miles**

**W. Vernor & Woodmere
Parade Route Start**

**Vernor Hwy &
Riverside St.
Parade Staging
Area**





Cinco de Mayo Communications & Community Impact Plan

Last Updated: 02/2025

Community Collaboration

1. Submitting Special Events application
 - a. ROW Permit
 - b. Stage Permit
 - c. Vendor Permits
 - d. Architectural Drawings
2. Coordination with 4th Precinct Detroit Police Department
3. Review Parade Rules
4. Engage Sheriff Auxiliary Force and Equestrian division
5. Enlist color guard for banner from Western International HS
6. Enlist Parade Cleanup by the BID (SDBA)
7. Organizing meetings with Patton Park Recreation Center monthly
8. Partnership meetings with Community Agency partners: Councilwoman for the district, District 6 Manager, Southwest Detroit Business Association, Congress of Communities

Parade Procession Participant Communications

1. Details of the event on the Applications
2. Mail out the applications via email and regular mail
3. Registrations open for in-person service throughout the week and weekend in April 2024
4. Pick-up registrations from drop-off locations
5. Emails will sent out to confirm parade registration
6. Car Authorization Placard will be assigned to identify participants

Parade Procession Volunteer Communications

1. Orientation to review the Emergency Action Plan & Security plan for participants not in adherence to parade rules
2. Volunteer leads will have walkie-talkies
3. Coordination with the 4th Precinct
4. T-shirts and badges are assigned to identify volunteers
5. Day-of check-in and coordination of volunteers by Volunteer Chairperson

Parade Procession Public Notice & Communications

1. Parade poster will communicate and identify the parade route
2. Create Press Releases and manage PR Sponsor, Max Layne Co.
3. Canvas the posters/communication at all the businesses along the parade route
4. Coordinate with the Detroit Police Department 4th Precinct for public notices

Fiesta Communications & Collaboration

1. Engage community agencies to hold a resource table
2. Work with the Venue Manager to ensure a safe weekend of events
3. Work with the Venue Manager to communicate any disruption in regular programs.

BOBS SANITATION SERVICE, INC

27940 WICK RD.
SCOTTY'S POTTIES
ROMULUS, MI, 48174

Ph: (734) 421-1400

Email: emailus@scottypotties.net

PROPOSAL

Billing Address	Customer #
MEXICAN PATRIOTIC COMM. OF DETROIT 3041 W VERNOR HWY DETROIT , MICHIGAN, 48209	MEXICANPA1

Service Address	Site #
MEXICAN PATRIOTIC COMM. OF DETROIT 3041 W VERNOR HWY DETROIT, MICHIGAN, 48209	35530

Phone: 0

Contact: JUAN CARRION

Phone: 0

Contact: JUAN CARRION

Cust #	Date	Terms	Proposal P.O.#	Proposal #
MEXICANPA1	05/01/2025	NET10		309156

#	Description	WO #	Rate	Qty	Amt	Sur.	Tax	Tax%	Total
1.	SN# WS 0012 Charge Date: 12/18/2024 WASH STATION THIS IS A SINK STATION WITH TWO FOOT PUMP STYLE WATER SPOUTS, PAPER TOWEL, AND SOAP DISPENSERS RENTM Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	250.0000	1.0000	250.00	0.00	0.00	0.000	250.00
2.	SN# SP2012 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
3.	SN# SP2019 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
Total:					1555.00	0.00	0.00		1555.00

4.	SN# SP2031 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
5.	SN# SP2034 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
6.	SN# SP2035 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
7.	SN# SP2037 Charge Date: 12/18/2024 SPECIAL EVENT UNIT Event Unit Rental Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	100.0000	1.0000	100.00	0.00	0.00	0.000	100.00
8.	SN# 146 Charge Date: 12/18/2024 PHYSICALLY CHALLENGED UNIT RENTM Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	150.0000	1.0000	150.00	0.00	0.00	0.000	150.00
9.	SN# 16 Charge Date: 12/18/2024 PHYSICALLY CHALLENGED UNIT RENTM Start Date: 05/02/2025 End Date: 05/08/2025 Surcharges: 0.00%	261296	150.0000	1.0000	150.00	0.00	0.00	0.000	150.00
10.	SN# - Charge Date: 05/02/2025 IF SERVICE IS NEEDED THE FEE WOULD BE 45 PER UNIT PER SERVICE Surcharges: 0.00%	261297	45.0000	9.0000	405.00	0.00	0.00	0.000	405.00
Total:					1555.00	0.00	0.00		1555.00

Invoices more than 30 days old are charged a late fee of 1.5% per month or 18% per year. We accept VISA _ M/C _DISCOVER _AMEX

Payment History

No payment history.

Please detach here and return the bottom portion with your payment.

Div: A Cust #: MEXICANPA1 Site #: 35530 Proposal #: 309156

From MEXICAN PATRIOTIC COMM. OF DETROIT
3041 W VERNOR HWY
DETROIT , MICHIGAN, 48209

To BOBS SANITATION SERVICE, INC
27940 WICK RD.
SCOTTY'S POTTIES
ROMULUS, MI, 48174

Do we have your correct email? CARRIONIL432@YAHOO.COM
If not, please write your correct email here:

VISA MC DISC AMEX (fee)		<input type="checkbox"/> Check Enclosed
If paying by Credit Card, please fill out below		Balance 1555.00
Card Number		Previous Balance WIP
Exp. Date	CVC Code	Total Due 0.00
Choose One: <input type="checkbox"/> 1 Time Charge <input type="checkbox"/> Charge Monthly		
Signature		Amount Paid

If credit card address different from billing address above, please write in below.

All invoices more than 30 days old are charged a late fee of 1.5% per month or 18% per year

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)

5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10416

Quote #: 1

Event: Cinco De Mayo Parade and Festival

Start: Sunday, May 4, 2025

End: Sunday, May 4, 2025

Customer

Mexican Patriotic Committee of
Metro Detroit

3041 W. Vernor Hwy

Detroit Michigan 48216

ATTN: Juan Carrion

Description

V1

This is to confirm that Hart EMS Medical Services PLLC (HMEMS) will provide on-site medical services for the above indicated Event and Venue. The following itemized services and items will be provided.

Vernor and Woodmere Detroit MI

Service	Position	Date	Start	End	Dur.	Rate	Qty	Total
Life Support Ambulance		5/4/25	11:00 AM	3:00 PM	4.00	\$225.00	1	\$900.00
Life Support Ambulance		5/4/25	11:00 AM	3:00 PM	4.00	\$225.00	1	\$900.00
Supervisor		5/4/25	11:00 AM	3:00 PM	4.00	\$75.00	1	\$300.00

Total Services \$2,100.00

Services \$2,100.00

Items \$0.00

Total \$2,100.00

Discount \$0.00

Sub Total \$2,100.00

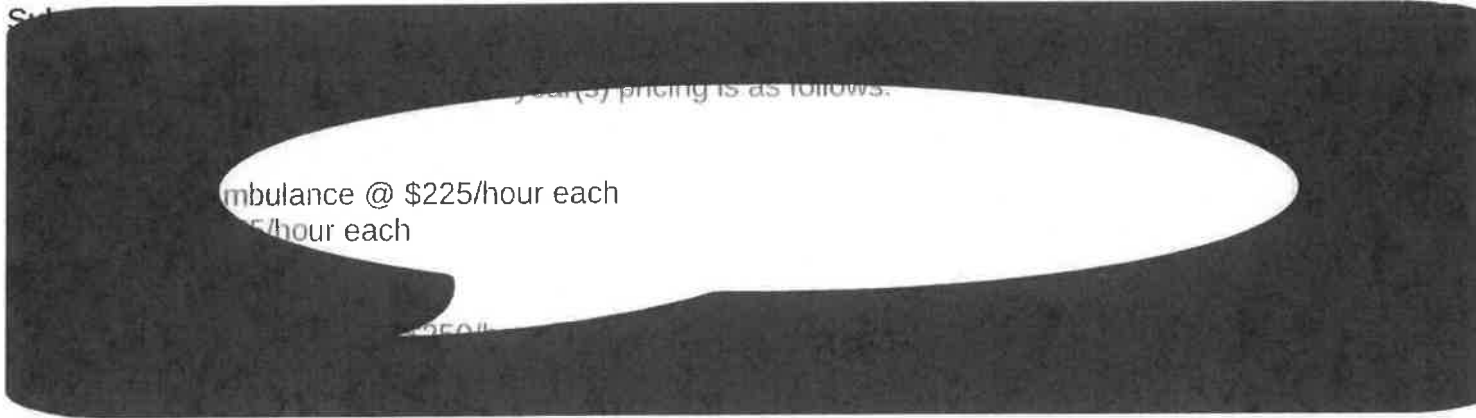
Tax 0.00% \$0.00

Grand Total \$2,100.00

Deposit \$0.00

Deposit Terms:

Payment Terms: Payment due in full upon completion of event



Service Agreement

Hart EMS Medical Services PLLC (HMEMS)
5201 Rosa Parks Blvd

Detroit MI 48208

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

Job #: 10416

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Customer

Mexican Patriotic Committee of
Metro Detroit

3041 W. Vernor Hwy

Detroit Michigan 48216

ATTN: Juan Carrion

Description

V1

It is understood that all on-site medical facilities and ambulances have a limited capacity and should other emergency resources be called in by mutual agreement of both HMEMS and Mexican Patriotic Committee of Metro Detroit that HMEMS will be held harmless for any overtaxing of its resources and will not be held responsible for other costs incurred. It is further understood that the request for services is as outlined above and designed by Mexican Patriotic Committee of Metro Detroit. HMEMS assumes no responsibility for the planning and accuracy of it. Should the request for transport result in overtaxing of resources contracted for, HMEMS will at its' discretion, call for transport via city or private provider. HMEMS assumes no responsibility for availability or response capabilities of outside ambulance services. It is understood by the parties that HMEMS is held accountable for medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical provision. HMEMS its staff, and agents shall be held harmless for any incidents arising from this event. Furthermore, any treatment provided by other contracted, volunteer agencies or employees will not be the responsibility of HMEMS and will be held harmless for any liability resulting in treatment by other agencies, either contracted or volunteered. Premature termination of the event shall not result in discount or refund of any kind from Event Medical Services.

Mexican Patriotic Committee of Metro Detroit understands that per City of Detroit procedures, and Detroit East Medical Control Authority and State protocols, Hart EMS is required to transport patients with life-threatening conditions to an Emergency Medical Facility. Hart EMS will attempt to replace the mobile ambulance unit with a second unit if available, but Hart EMS will not be held responsible if another unit is not available.

Mexican Patriotic Committee of Metro Detroit will provide the following:

- Location for ambulance parking with appropriate egress
- Parking area and/or parking passes for HMEMS staff vehicles (If no parking area or passes are provided, a \$25 reimbursement will be required for each HMEMS staff vehicle)
- Temperature controlled location with adequate lighting for first aid
- Any necessary credentials
- Contact person name and information
- Ice & water for patient use

Service Agreement

Hart EMS Medical Services PLLC (HMEMS)
5201 Rosa Parks Blvd

Detroit MI 48208
Phone 313-366-4278
Fax 313-216-1771

Email: adam@hartems.com

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Mexican Patriotic Committee of
Metro Detroit
3041 W. Vernor Hwy
Detroit Michigan 48216
ATTN: Juan Carrion

Description

V1

By signing below, Client agrees to all terms of this contract. Client also agrees to not release the information enclosed to any entities outside their organization. Once signed, HMEMS will provide Client with a Proof of Service agreement that they may present to any external entities.

This contract is not valid unless signed by both parties.

Authorized Signature

Hart EMS Medical Services
PLLC (HMEMS)

Date

Authorized Signature

Mexican Patriotic Committee of
Metro Detroit

Date



West Vernor & Springwells
Business Improvement District

Clean, Safe and Working for You!

February 16, 2025

Re: Cinco de Mayo Parade Cleanup Plan

To Whom it May Concern,

The W. Vernor & Springwells Business Improvement District (WVSBID) will sponsor the costs for our cleaning contractor, Southwest Lawns, to follow behind the Cinco de Mayo Parade on Sunday 5/4/2025 and pick up litter and horse droppings. Southwest Lawns will supply five people between 11am-3pm to ensure everything is cleaned up properly.

Sincerely,

Jon Barth
Executive Director, W. Vernor & Springwells BID

7752 W. Vernor Hwy
Detroit, MI 48209
313.842.0986
bid@southwestdetroit.com

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Annual Cinco de Mayo Parade & Fiesta

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

Petitioner Name / Organization: Mexican Patriotic Committee of Metro Detroit

Event Location: Southwest Detroit, W. Vernor Hwy.

Event Date(s) and Time(s): 05/03/25 12:00 PM to 05/04/25 8:00 PM

Type of Event: Festival, Parade

Applicant Contact:
Alma Cruz
alma.f.cruz@gmail.com
+1 (313) 495-0228

Submission Date:	02/28/25 1
Date of Clerk's Office Referral:	3/27/25
Date of City Departments Sign Off:	3/26/25
Date Referred to Council:	3/28/25

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 Reviewed-Ready for Council	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: *Gaksima Fife*

Date: March 28, 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: mpcdetroit.org

Which spaces will be used? Street, Park

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

Event Description

Brief Event Purpose & Description:

The Mexican Patriotic Committee of Detroit has been preserving Hispanic traditions in Southwest Detroit for 95 years and this year is the 60th Anniversary of the Cinco de Mayo Parade which plays a crucial role in maintaining community identity and fostering cross-cultural understanding. The overall purpose the Cinco de Mayo Parade & Festival is to celebrate culture but also stimulate the local economy by featuring local entertainment, business vendors, and partnerships with corporations. These events contribute to the economic and social sustainability of the local area.

Estimated Peak Attendance: 10000

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? Yes

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: Mexican Patriotic Committee of Metro Detroit

Mailing Address: 7752 W. Vernor

Detroit MI 48210

Primary Contact:	Secondary Contact:
Alma Cruz	Juan Carrion
alma.f.cruz@gmail.com	carrionjl432@yahoo.com
+1 (313) 614-7836	+1 (313) 633-7319

Organization Type: Nonprofit

Organization Website: mpcdetroit.org

Event Setup & Breakdown

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

Complete Setup: 05/03/25 12:00 PM

Setup Location(s): Parade: Woodmere St. & Vernor Hwy. Fiesta: Patton Park Rec Cente

Event Start: 05/03/25 12:00 PM

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

Begin Tear Down: 05/04/25 7:00 PM

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

Number of Trash Containers: 6 Number of Recycling Containers: 2

Cleaning Service Vendor: Business Improvement District (Southwest Detroit Business Association

Other Waste Elements: n/a

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:

Patton Park Recreation Center parking lot as well as street parking as ordinarily used by the Recreation Center for events.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 5 Number of non-truck food vendors: 15

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? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 2

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 15

Number of tents larger than 10' x 10': 1

Tent Contractor: _____

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: Generators

How will generators be fueled? Fire Safety Cans - Gas Cans

Generator contractor: Mauro Cruz-Individual

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: Nicholas Phillips - Consultant

Number of private personnel per shift: 1

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 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 checked="" 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 checked="" 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 Mexican Patriotic Committee of Metro Detroit to host "Annual Cinco de Mayo Parade & Fiesta" on May 3, 2025 to May 4, 2025 at Southwest Detroit W. Vernor Hwy and Patton Park from 12:00 PM to 8:00 PM

PROVIDED, that there will be DPD Assisted Event; Contracted with Private Security to Provide Service; and be it further

PROVIDED, that there will be DFD Pending Inspections w/ Private EMS Medical to Provide Service; and be it further

PROVIDED, that there will be DPW Barricades & Road Closure Signage Required; and it be further

PROVIDED, that there will be BSEED Permits Required for Temporary Use, Stages, Tents, and be it further

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

PROVIDED, that there will be a Business License Required obtained following City Council approval; 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.