

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.	2025-058
Name of Petitioner	Charles H. Wright Museum of African American History
Description of Petition	Petition request to hold the "African World Festival" on July 18, 2025 from 11:00 AM through July 20, 2025 12:00 AM at Hart Plaza. Set-up will begin at 8:00 AM on July 14, 2025 and be completed by 11:00 AM July 17, 2025. Tear down will begin at 12:00 AM on July 20, 2025 and be completed by 10:00 PM on July 21, 2025.
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	Phillip Talbert 315 E. Warren Ave. Detroit, MI 48210 P: (313) 529-6600 pjtalbert@totalaccessinc.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: Phillip Talbert

Date:2/18/2025

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: AfricanWorldFestival

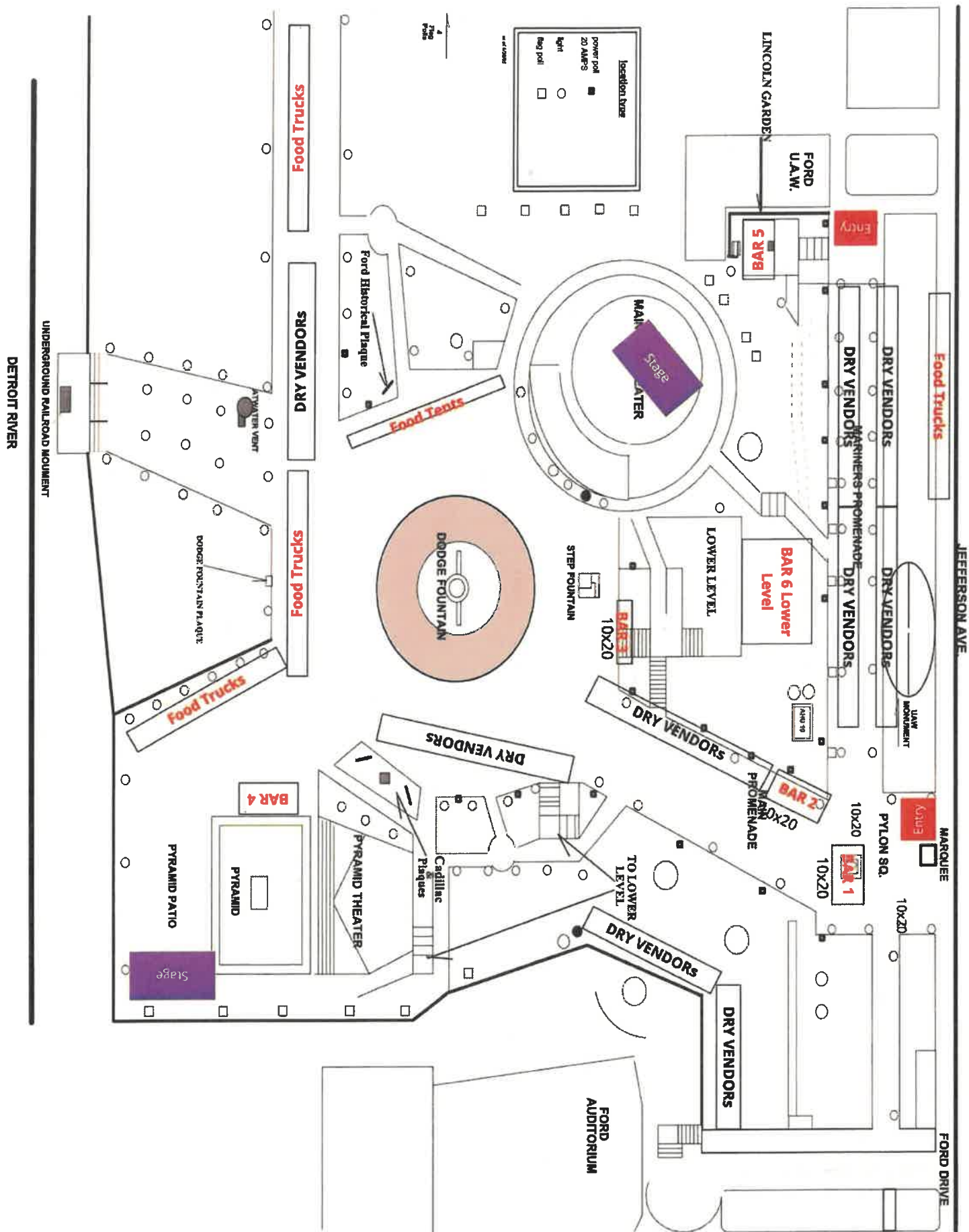
Event Date:7/18-25/2025

Event Organizer: Charles H. Wright Museum/

Applicant Signature: Phillip Talbert

Date:2/18/2025

DRAFT AFRICAN WORLD FESTIVAL MAP 2025



EVENT SCHEDULE AND ACTIVITIES

HOURS

- **JULY 18TH 2025 - JULY 20TH 2025**
- **JULY 18TH 5PM START TIME**
- **11:00 A.M. TO 11:00 P.M.; OPEN TO PUBLIC**

ACTIVITIES

- **LIVE PERFORMANCES**
- **VENDORS; FOOD AND DRY GOODS**
- **LIVE DEMONSTRATIONS**
- **COMMUNITY INFORMATION AND RESOURCES**

SET UP & BREAKDOWN DAYS

 HART PLAZA

BEGIN SET UP:

- 7/14/2025
- 8:00 A.M.

COMPLETE SET UP:

- 7/17/2025
- 11:00 A.M.

BEGIN TEAR DOWN:

- 7/20/2025
- 12 MIDNIGHT

COMPLETE TEAR DOWN:

- 7/21/2025
- 10:00 P.M.

Cleanup Plan for African World Festival:

1. Pre-Event Setup

- Coordinate with waste management vendors to place sufficient trash, recycling, and compost bins throughout the venue, especially near food areas, high-traffic spots, and exits.
- Brief staff and volunteers on waste separation protocols to minimize contamination and ensure proper disposal practices.

2. During the Event

- Assign dedicated staff or volunteers to monitor waste bins and replace bags as needed, preventing overflow and maintaining a clean environment.
- Encourage festival-goers to dispose of waste properly through signage and announcements, highlighting eco-friendly practices like recycling and composting.

3. Post-Event Cleanup

- Schedule a comprehensive waste pickup and disposal service immediately after the event, including separate collection for recyclables, compostables, and landfill waste.
- Conduct a final sweep of the venue and surrounding areas, ensuring all trash is removed, and restore the space to its original state.
- Review cleanup practices with the team to identify improvements for future events, including waste reduction and efficient disposal methods.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: African World Festival

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

Petitioner Name / Organization: Charles H. Wright Museum of African American History

Event Location: Hart Plaza

Event Date(s) and Time(s): 07/18/25 11:00 AM to 07/20/25 12:00 AM

Type of Event: Festival

Applicant Contact:
Phillip Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	02/18/25 2
Date of Clerk's Office Referral:	03/19/25
Date of City Departments Sign Off:	3/19/25
Date Referred to Council:	3/27/25

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 Reviewed-Ready for Council

BSEED
BSEED Reviewed-Ready for Council

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

Date: March 27, 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: thewright.org

Which spaces will be used? Park, City Facility

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

Event Description

Brief Event Purpose & Description:

The African World Festival is an annual festival and celebration of African culture.

Estimated Peak Attendance: 5000

Estimated Total Attendance: 15000

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? Yes

Will there be merchandise sold? Yes

Will you be taking donations? No

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: Charles H. Wright Museum of African American History

Mailing Address: 315 E. Warren Avenue

Detroit Michigan 48210

Primary Contact:	Secondary Contact:
Phillip Talbert	
pjtalbert@totalaccessinc.com	

Organization Type: Nonprofit

Organization Website: thewright.org

Event Setup & Breakdown

Begin Setup: 07/14/25 8:00 AM

Complete Setup: 07/17/25 11:00 AM

Setup Location(s): Hart Plaza

Event Start: 07/18/25 11:00 AM

Event End: 07/20/25 12:00 AM

Begin Tear Down: 07/20/25 12:00 AM

Complete Tear Down: 07/21/25 10:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 10

Cleaning Service Vendor: GSD

Other Waste Elements: Schupan

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:

Public parking lots

Food & Beverage

Will food be served? Yes _____

Will food be prepared on site? Yes _____

Number of food trucks: 15 Number of non-truck food vendors: 25

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: 7/18/2025-7/20/2025 , 11:00 a.m. - 12:00 Midnight

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? Yes

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

Number of tents larger than 10' x 10': 4

Tent Contractor: S&R Rentals

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: Generators, Utility Power

How will generators be fueled? MAD Power

Generator contractor: Mad Power

Will additional wiring be installed? No

Does the event require access to a hydrant? Yes

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? Yes

Security Contractor: TBD Angel Security

Number of private personnel per shift: 0

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

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 Charles H. Wright Museum of African American History to host "African World Festival" (2025-058) on July 18, to July 20, 2025 at Hart Plaza Detroit, MI from 11:00 AM to 11:00 PM

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

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

PROVIDED, that there will be BSEED Permits Required for Tents, Generators, temporary structures 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 there will be GSD permits; 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.