

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.	2025-069
Name of Petitioner	Detroit 300 Conservancy/DDP
Description of Petition	Petition request to hold the "DDP Parks Summer Programming" on May 26, 2025 from 9:00 AM until 9:00 PM October 05, 2025 at Campus Martius Park & Cadillac Square, Beacon Park, Grand Circus Park East. Set-up will begin at 7:00 AM on May 26, 2025 and be completed by 9:00 AM the same day. Tear down will begin at 9:00 PM on October 5, 2025 and be completed by 11:00 PM on the same day.
Type of Petition	Special Events
Submission Date	04/11/25
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	Alex Fields 1000 Woodward Ave, Suite 380 Detroit, MI 48226 (Ph) 313-617-8408 alex.fields@downtowndetroit.org

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: 3/26/25

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: DDP Summer in the Parks 2

Event Date: June - September

Event Organizer: Detroit 300 Conservancy

Applicant Signature:



Date: 3/26/25

DETROIT 300 CONSERVANCY

SUMMER IN THE PARKS 2025

FOR THE FOLLOWING PARKS:

CAMPUS MARTIUS PARK/CADILLAC SQUARE

GRAND CIRCUS PARK

CAPITOL PARK

BEACON PARK

CAMPUS MARTIUS PARK AND CADILLAC SQUARE 2025 SUMMER PROGRAMS:

Saturday Beach Parties | Campus Martius | Sat. June 28, July 19, August 16, September 13 | 6pm – 10pm

Movie Nights in the D | Campus Martius | Fridays June 13 – August 22 | 7pm – 9pm

Market Thursdays | Cadillac Square | Thursdays June 11 – August 22 | 11am – 3pm

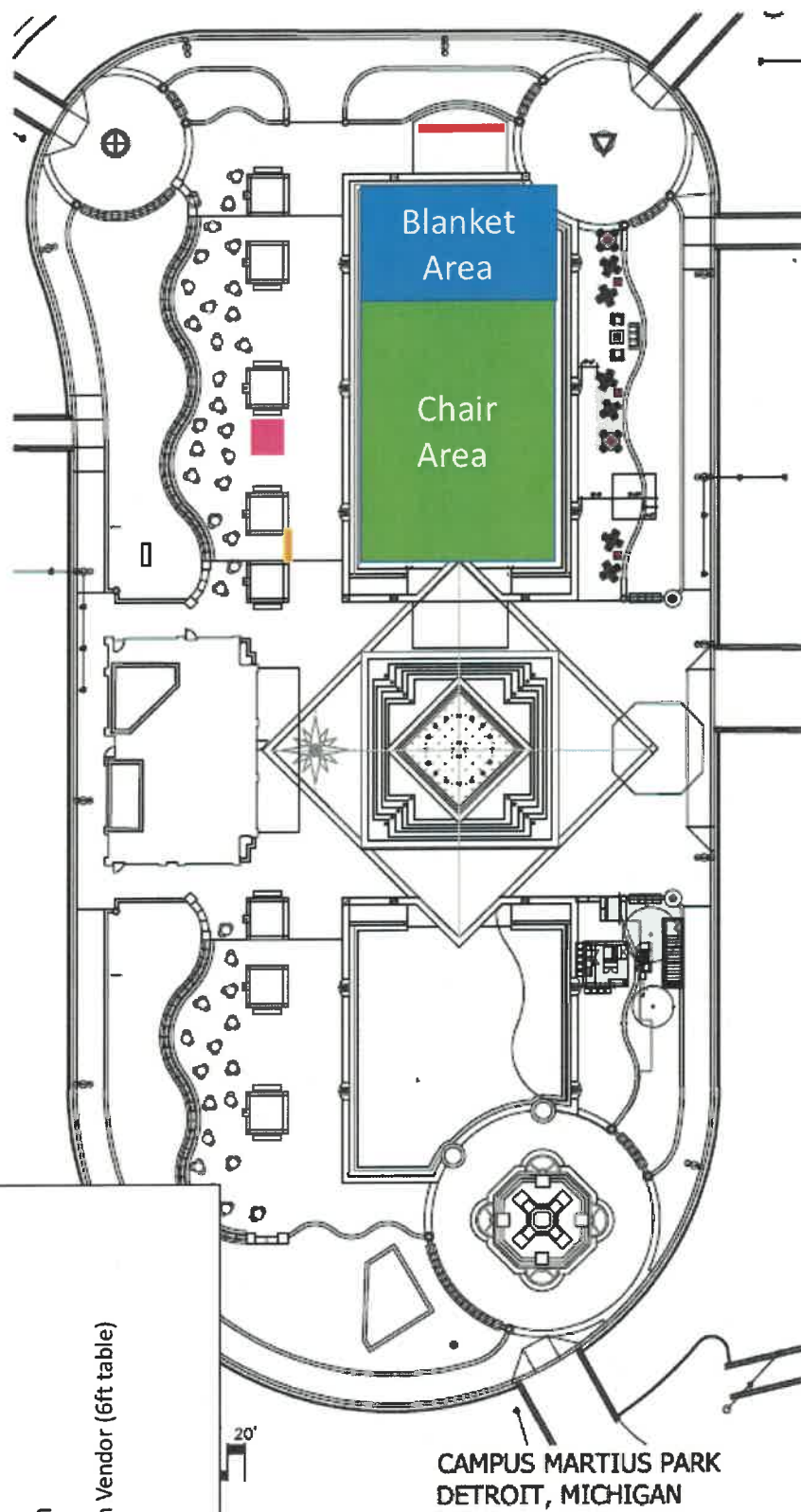
Campus Kids Days | Campus Martius | Sunday | July 13, August 17, September 21, October 5 | 1pm - 5pm

Campus Martius Beach | June - September





Pilates in the Park | July 22 – September 26 | Fridays | 11am – 1pm

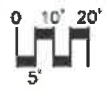
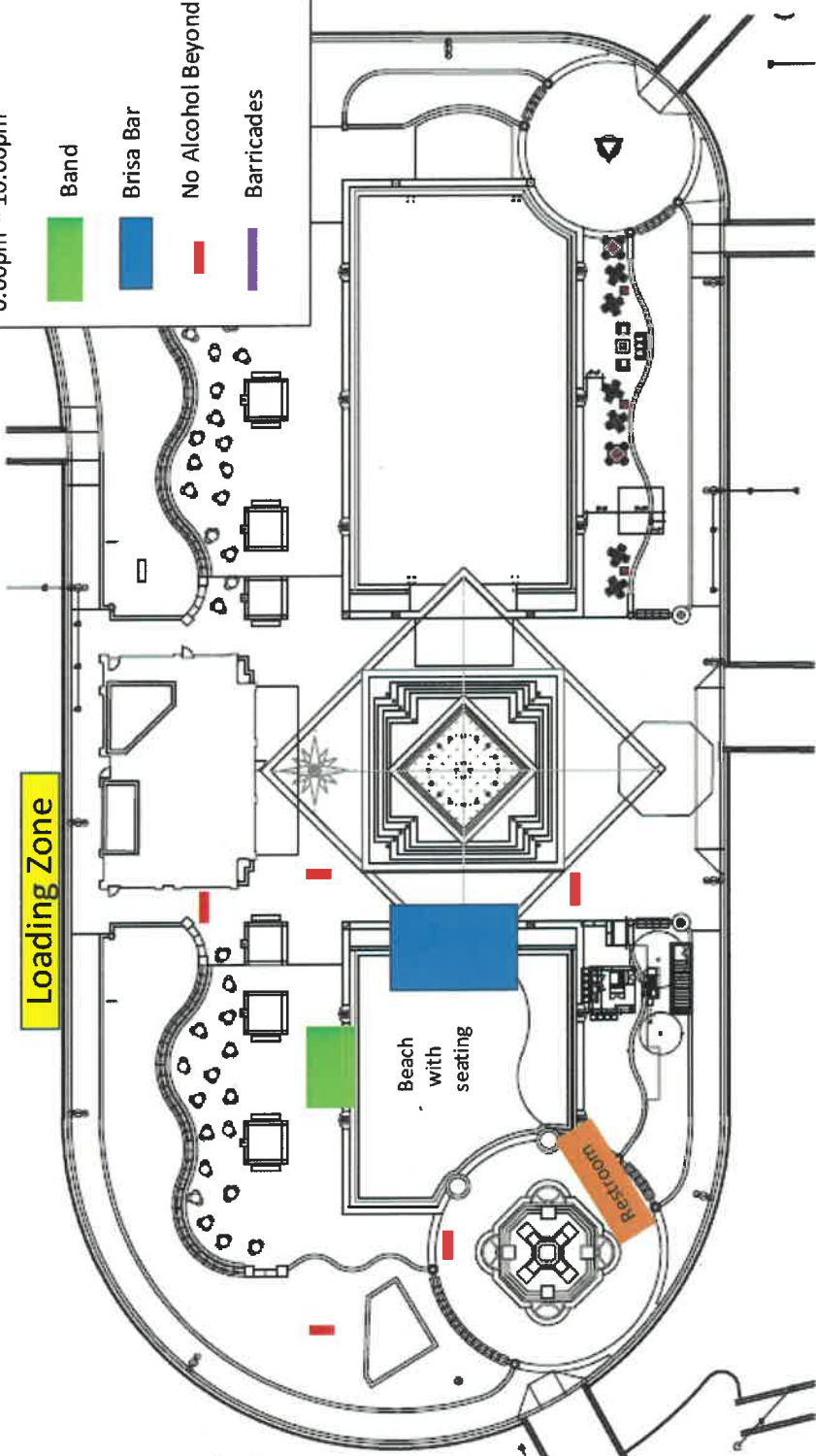
Movie Nights In the D
 Fridays
 7p – 10p

	Screen
	Popcorn Vendor (6ft table)
	Bar



Beach Party
Saturdays
 6:00pm – 10:00pm

	Band
	Brisa Bar
	No Alcohol Beyond this Point Signs
	Barricades



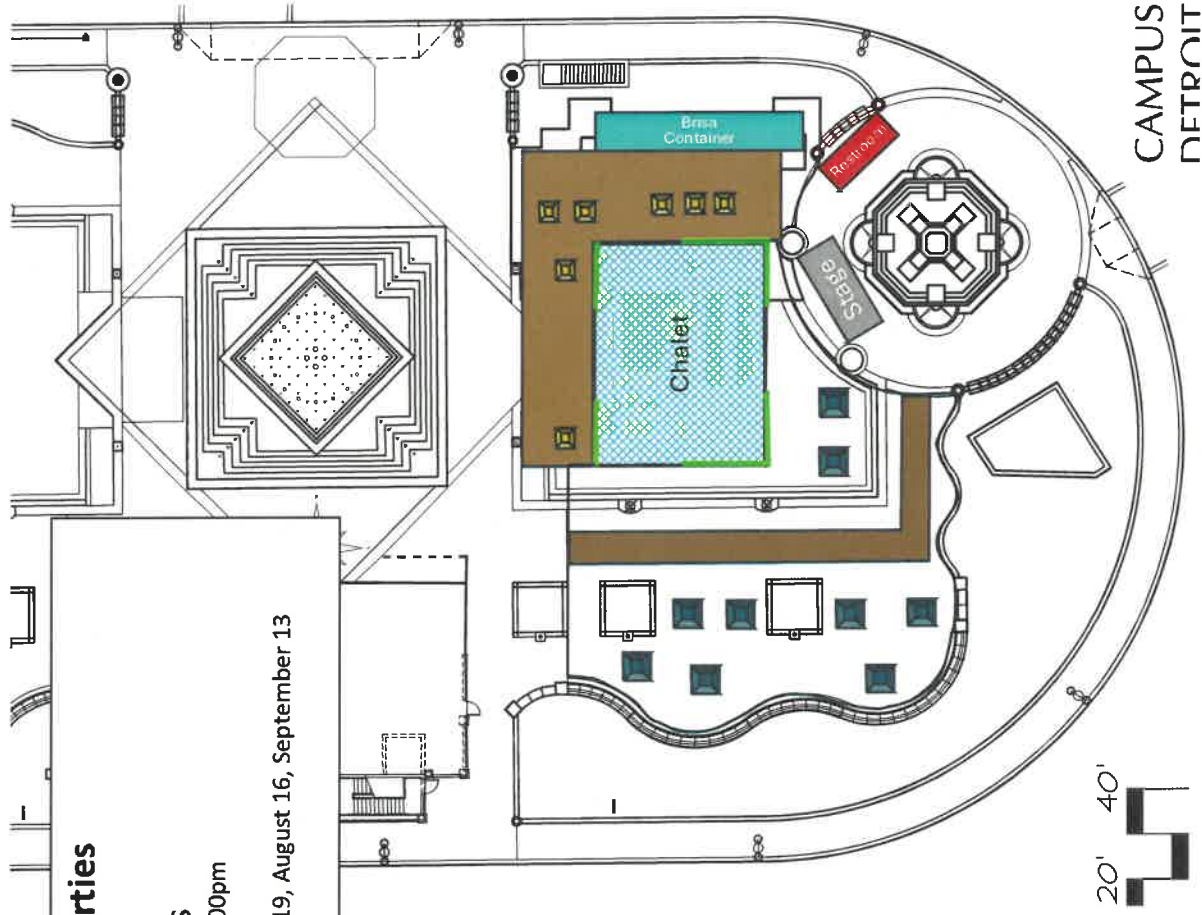
CAMPUS MARTIUS PARK
 DETROIT, MICHIGAN

Beach Parties

Saturdays

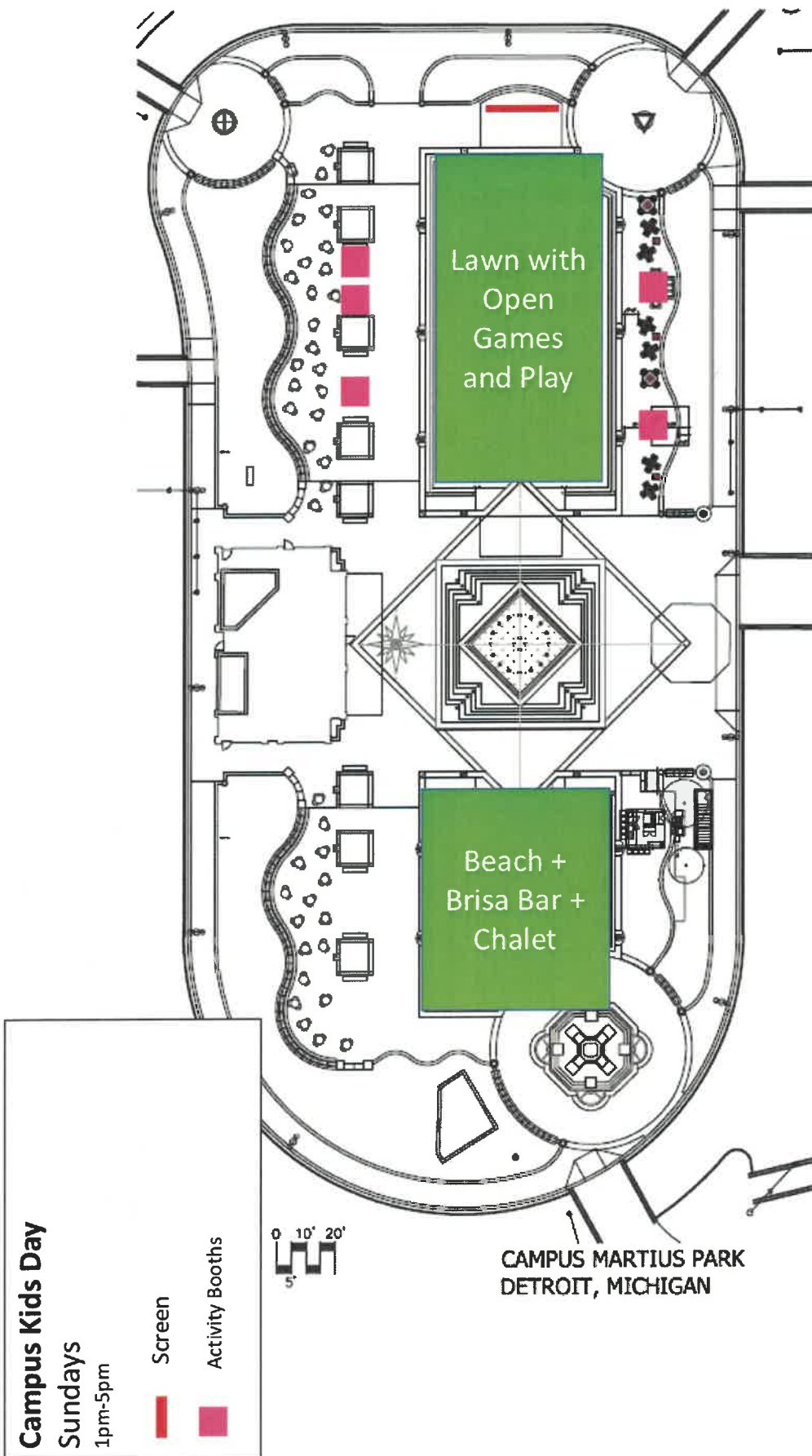
6:00pm – 10:00pm

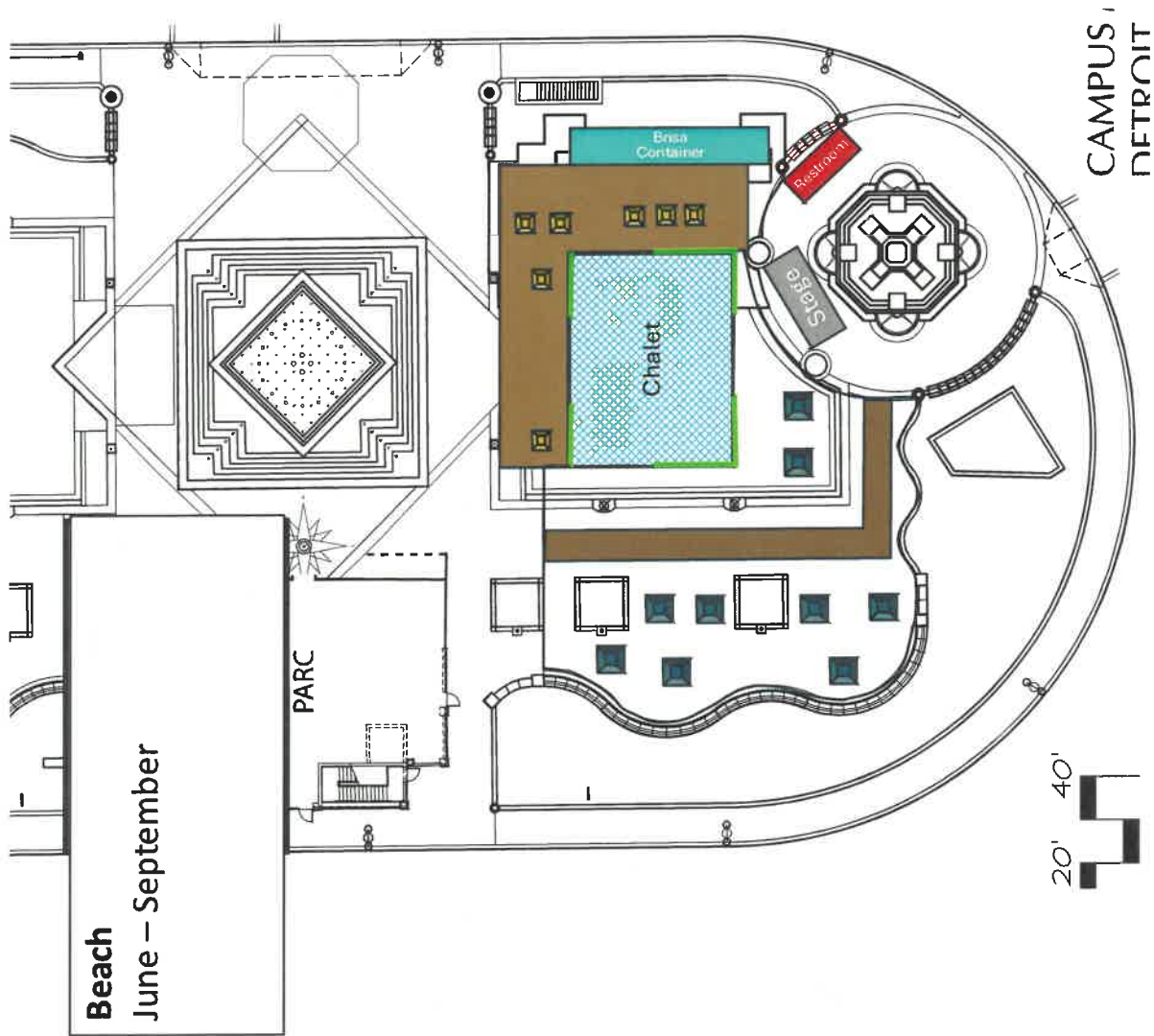
June 28, July 19, August 16, September 13



Tuesday – Thursday 11am - 3pm

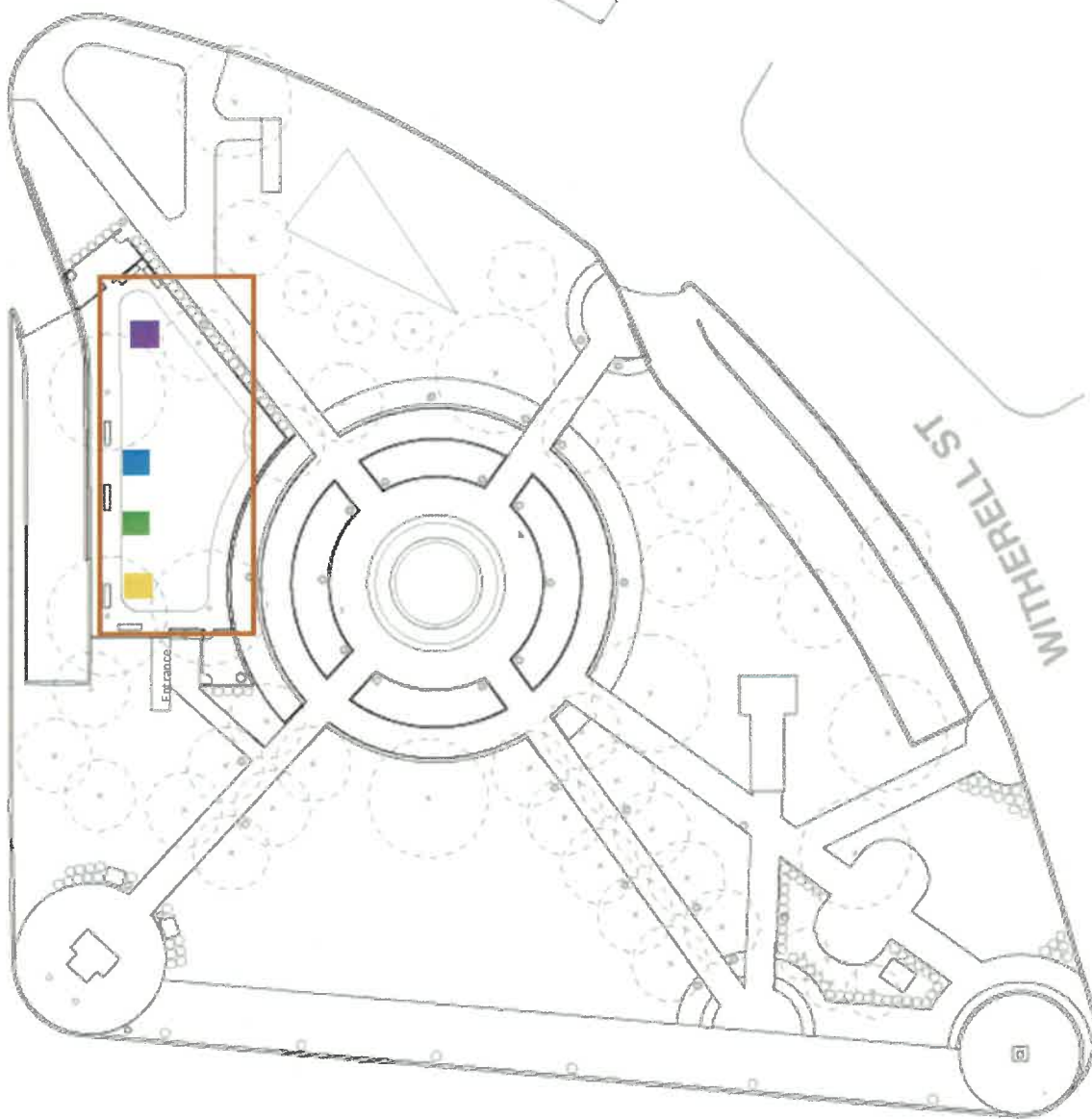






GRAND CIRCUS PARK 2025 SUMMER PROGRAMS:

- GRAND CIRCUS DOG PARK EVENTS, MONTHLY, Saturday, July 26, August 23, September 27, October 25 | 2pm – 4pm



Grand Circus Park Dog Events

- Sponsor
- Sponsor
- DJ Booth
- Activity Booth

Dog Park

Please leave 2 extensions cords.

BEACON PARK SUMMER PROGRAMS:

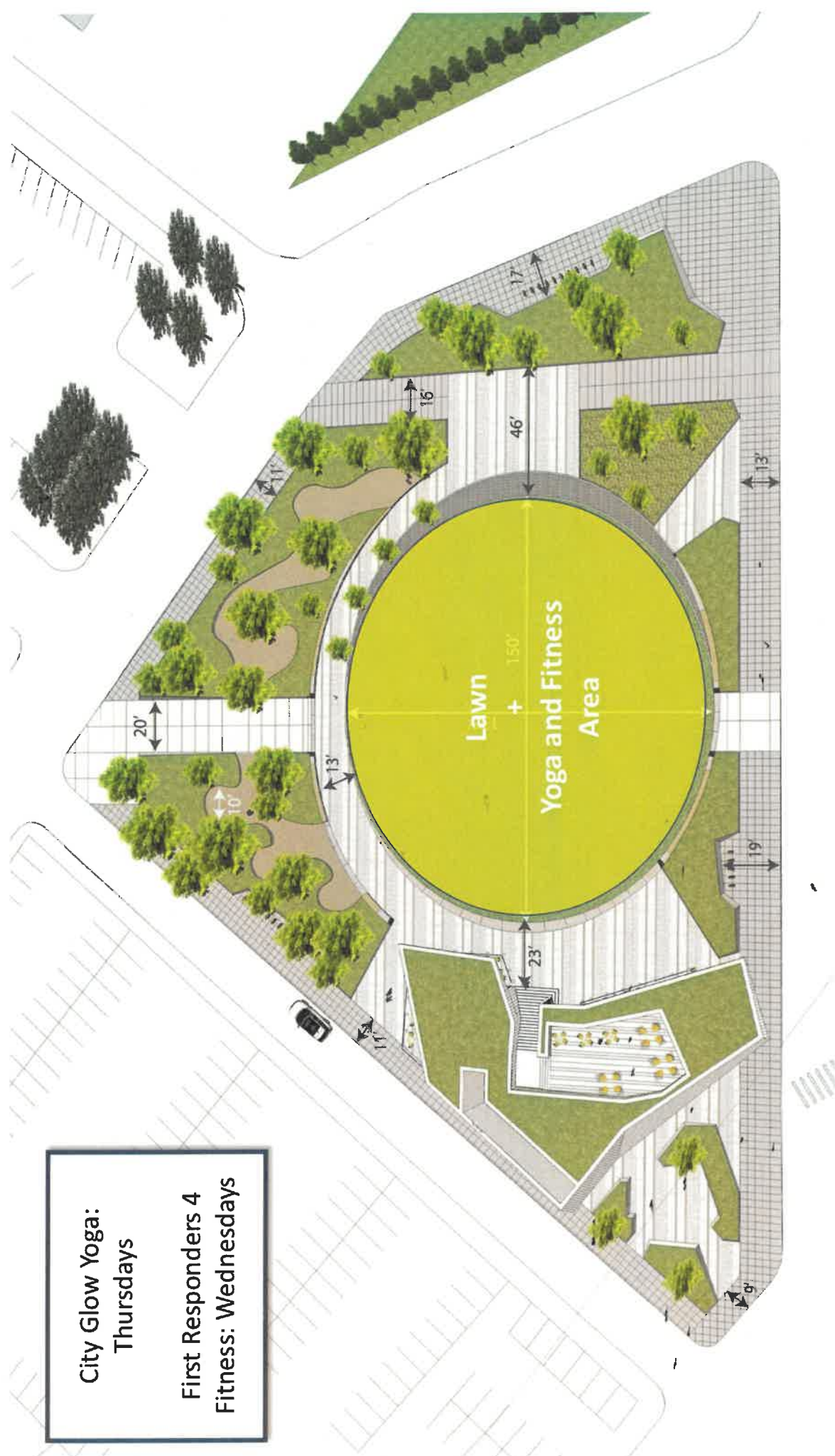
Energy and Fitness |

- First Responders 4 Fitness - Workout Wednesdays, June 18 – August 20 | 5pm + 6pm
- City Glow Yoga – Every other Thursday, June 19 – August 21 | 5pm-8pm

Family Fun Days | Sunday | June 16, July 14, August 11, September 15, October 13 | 11am – 3pm

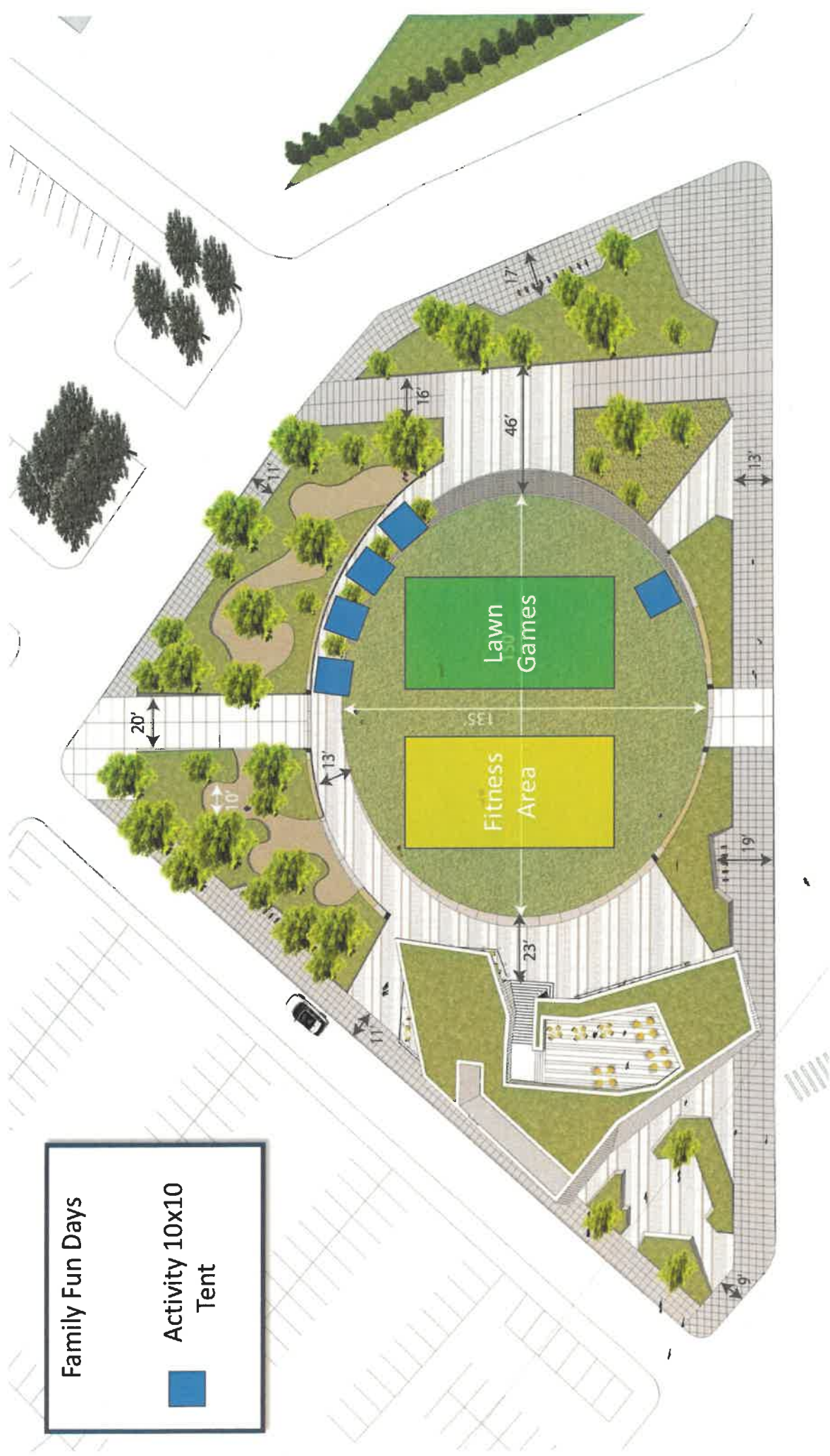
Music + Markets | June 21, July 26, August 23

City Glow Yoga:
Thursdays
First Responders 4
Fitness: Wednesdays



Family Fun Days

Activity 10x10
Tent





SECURITY PLAN:

Additional guards for events noted on layouts

CAMPUS MARTIUS/CADILLAC SQUARE: (1) CORE GUARD 24/7

BEACON PARK: (1) CORE GUARD 24/7

GRAND CIRCUS PARK (seasonal April-October) 6am – 10pm

Parks Ambassador Mobile Unit ALL PARKS: 24/7

Lighthouse radios and if needed, 911.

EMS PLAN:

DTE command center has EMTs that can assist as needed.

Lighthouse radios and if needed, 911.

CLEANUP PLAN:

While all DDP parks already have numerous trash and recycling receptacles permanent to the parks, we will add additional receptacles through Block by Block/Clean Ambassador program for events that require additional support.

RESTROOMS:

Extra port-a-lets added for events

COMMUNITY IMPACT PLAN:

The DDP publishes all public programming on its website as well as various signage throughout the parks and on park video screens. DDP also provides this information and schedules to various downtown organizations that provide event calendars to the public. Whenever necessary the DDP's Small Business Team will directly outreach with the local community who could be affected by programming.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: DDP Parks Summer Programming

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

Petitioner Name / Organization: Detroit 300 Conservancy/DDP

Event Location: Campus Martius Park & Cadillac Square, Beacon Park, Grand Circus Park East

Event Date(s) and Time(s): 05/26/25 9:00 AM **to** 10/05/25 9:00 PM

Type of Event: Concert/Performance, Sports/Recreation

Applicant Contact:
Alex Fields
alex.fields@downtowndetroit.org
+1 (313) 617-8408

Submission Date:	03/26/25 1
Date of Clerk's Office Referral:	4/9/25
Date of City Departments Sign Off:	4/9/25
Date Referred to Council:	4/11/25

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Approval Not Required	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: April 11, 2025

General Event Information

Has this event been hosted before? _____

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? _____

Is this an annual event? Yes _____

Event Website: downtowndetroit.org _____

Which spaces will be used? Park _____

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

Event Description

Brief Event Purpose & Description:

DDP's annual summer programming in the parks. These are weekly or monthly recurring, community, public programs for all individuals, with some geared towards kids and families. These include public movies at Campus Martius Park, market vendors at Cadillac Square and Beacon Park, kids days at Campus Martius and Beacon Park with arts & crafts and play.

Estimated Peak Attendance: 250 _____

Estimated Total Attendance: 250 _____

Is this a public event? Yes _____

Will there be ticket sales or admission charged? No _____

Does this event use Hart Plaza? _____

Will there be merchandise sold? Yes _____

Will you be taking donations? No _____

Is this a charity event? No _____

Does this event involve campers, tents and/or RVs? _____

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? _____

Contact Information

Organization / Petitioner Name: Detroit 300 Conservancy/DDP

Mailing Address: 1000 Woodward Ave, Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Laura Dean
alex.fields@downtowndetroit.org	laura.dean@downtowndetroit.org
	+1 (313) 720-7714

Organization Type: Nonprofit

Organization Website: downtowndetroit.org

Event Setup & Breakdown

Begin Setup: 05/26/25 7:00 AM

Complete Setup: 05/26/25 9:00 AM

Setup Location(s): Campus Martius Park, Cadillac Square Park, Beacon Park, Grand Circle

Event Start: 05/26/25 9:00 AM

Event End: 10/05/25 9:00 PM

Begin Tear Down: 10/05/25 9:00 PM

Complete Tear Down: 10/05/25 11:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 4

Cleaning Service Vendor: Block by Block, Clean Ambassadors

Other Waste Elements: _____

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:

Downtown public parking

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: Self-owned pop-up tents

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: Neither

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? No

Will you be providing Port-a-johns? No

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Liberty Security Group

Number of private personnel per shift: 4

Which of these apply to the private security personnel? Licensed

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 Detroit 300 Conservancy/DDP to host "DDP Parks Summer Programming" (2025-069) on May 26, 2025 to October 5, 2025 at Campus Martius, Cadillac Square, Beacon Park, Grand Circus Park East & Capitol Park from 9:00 AM to 9:00 PM

PROVIDED, that there will be DPD Assisted Event; Contracted with private security and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be BSEED Inspections 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.