

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.	2025-060
Name of Petitioner	Downtown Detroit Partnership
Description of Petition	Petition request to hold the "Summit Series" on June 5, 2025 from 8:00 AM through June 8, 2025 11:00 PM at 1545 Broadway & 1526 Broadway. Set-up will begin at 6:00 AM on June 4, 2025 and be completed by 7:00 AM June 5, 2025. Tear down will begin at 11:00 PM on June 8, 2025 and be completed by 11:00 PM on June 9, 2025.
Type of Petition	Special Events
Submission Date	03/28/25
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 / Ryan Epstein 1 Campus Martius #380 Detroit, MI 48226 P: (313) 529-6600 ptalbert@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: Ryan Epstein

Date: 3/14/25

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: Downtown Detroit Partnersh

Event Date: 6/5-8/2025

Event Organizer: DDP/Summit Detroit

Applicant Signature: Ryan Epstein

Date: 3/14/25

Activate Site Locations



EVENT SCHEDULE AND ACTIVITIES

HOURS

- JUNE 5TH
 - 8:00 A.M. - 10:30 P.M.
- JUNE 6TH
 - 8:00 A.M. - 11:00 P.M.
- JUNE 7TH
 - 9:00 A.M. - 11:00 P.M.
- JUNE 8TH
 - 9:00 A.M. - 3:00 P.M.

ACTIVITIES

- SUMMIT SERIES IS BRINGING AN INCREDIBLE GROUP OF BUSINESS LEADERS, ENTREPRENEURS, INVESTORS
- A 4-DAY IDEAS CONFERENCE.
- SUMMIT SERIES HAS BEEN HOSTING INVITATION-ONLY GATHERINGS FOR THE WORLD'S CREATIVE MAKERS, ENTREPRENEURS, BUSINESS LEADERS, ATHLETES AND ARTISTS FOR THE PAST 17 YEARS.
- ABOUT SUMMIT DETROIT:
 - + 2,000 LEADERS FROM SECTORS INCLUDING
 - BUSINESS, ENTERTAINMENT, TECH AND INNOVATION,
 - HEALTH AND HAPPINESS AND IMPACT
 - DJS
 - WELLNESS PROGRAMMING
 - ROLLER SKATING

SET UP & BREAKDOWN DAYS

VARIOUS LOCATIONS

BEGIN SET UP:

- 6/3/2025
- 8:00 A.M.

COMPLETE SET UP:

- 6/5/2025
- 1:00 P.M.

BEGIN TEAR DOWN:

- 6/8/2025
- 3:00 P.M.

COMPLETE TEAR DOWN:

- 6/9/2025
- 5:00 P.M.

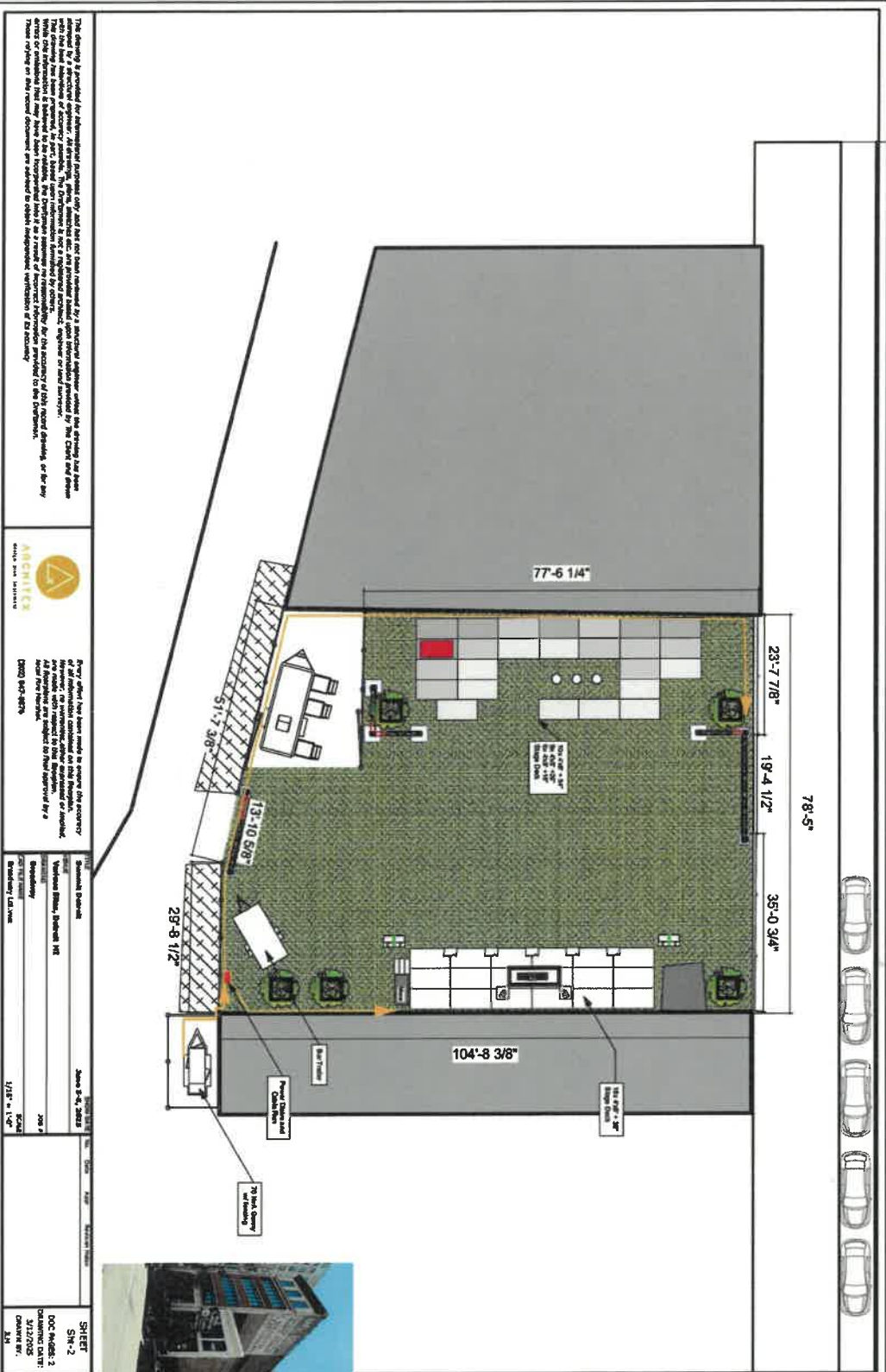
PARKING LANE BUY OUT(S): JUNE 4-8

- 100 FT OF CURB LANE CLOSURE ON GRAND RIVER STARTING AT 149-101 GRAND RIVER AVE, DETROIT MI, 48226
- PARKED VEHICLES WILL BE USED AS LOUNGE/ PIT STOP AREAS FOR GUESTS TRAVELING THROUGH THE EVENT CAMPUS



1545 Broadway Lot

PRIVATE USE OF THE 1545 BROADWAY PARKING LOT FOR A CONCERT AND LOUNGE SPACE WITH F&B SERVICE FOR THE PRIVATE EVENT GUESTS



This drawing is provided for informational purposes only and does not constitute a contract. The Client and Designer shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The Designer is not responsible for any errors or omissions in this drawing. The Client is responsible for providing all necessary information and data. The Designer is not responsible for any errors or omissions in this drawing. The Client is responsible for providing all necessary information and data.



Project: 1545 Broadway Lot
 Date: 10/20/2023
 Scale: 1/8" = 1'-0"

Architect: [Name]
 Designer: [Name]

Client: [Name]

Address: 1545 Broadway, New York, NY

Project No: [Number]

Sheet: [Number]

Scale: 1/8" = 1'-0"



1545 Broadway Lot

CLOSURE DATES: JUNE 3 - JUNE 8



This drawing is provided for informational purposes only and has not been reviewed by a governing engineer, unless the drawing has been reviewed and approved by all applicable regulatory agencies. The Designer is not a registered architect, engineer or land surveyor. While this information is believed to be reliable, the Designer assumes no responsibility for the accuracy of this information or for any errors or omissions that may have been incorporated into it as a result of incorrect information provided to the Designer. Any use of this drawing or the information contained herein is at the user's sole risk and without liability of the Designer.



Design Office has been made to ensure the accuracy of all information contained on this drawing. However, no warranty, express or implied, is made by the Designer for any use of this drawing for any purpose not intended by the Designer. All drawings are subject to final approval by a governing authority.

(202) 867-8975

Project: Research District
 Location: Chelsea Bldg, Chelsea, MA
 Date: 3/24/2023
 Scale: 3/16" = 1'-0"

Sheet: SM-3
 Date: 3/24/2023
 Drawn By: J.M.

Possible Activation site

OPTION 1: 1376 Broadway St

- Art Installed in window frontage of the space on both Broadway / Grand River St sides of the storefront
- Remaining of the building will be solely used for storage of production equipment
- CLOSURE DATES: JUNE 2 - JUNE 9 (Inclusive of Install & Breakdown)



Communication and Community Impact Plan

1. Event Promotion:

- **Summit Detroit Communications Team:** Total Access Events will collaborate with the Summit Detroit Communications Team to create and manage social media posts for the event.
- **Social Media:** Regularly post event updates, and behind-the-scenes content, and engage with the community on platforms like Facebook and Instagram.
- **Email Campaigns:** Send newsletters with event updates/flyers to the Summit Detroit mailing list.

2. Event Information:

- **Event Program:** Event Schedule and timeline posted on social media.
- **Map:** An event map with key locations and distribute it at the event.
- **Contact Information:** Display event organizer contact information on all materials.

3. Community Engagement:

- **Summit Detroit Communications Team:** Work with the Summit Detroit Communications Team to organize community meetings and outreach efforts.
- **Local Schools:** Partner with nearby schools to involve students.
- **Community Outreach:** Distribute event information at local centers and libraries.
- **Volunteer Opportunities:** Encourage community members to volunteer with perks like free admission.

4. Sustainability and Community Impact:

- **Summit Detroit Communications Team:** Collaborate on messages related to sustainability and community impact.
- **Eco-Friendly Initiatives:** Implement waste recycling and eco-friendly practices.
- **Local Vendors:** Prioritize local businesses and artisans.
- **Community Donations:** Allocate giveaways that support the community
- **Feedback Mechanism:** Collect feedback from attendees and community members after the event.

5. Emergency Communication:

- **Emergency Plan:** Work with the Summit Detroit Communications Team to include emergency communication procedures.
- **Communication Hub:** Establish a centralized hub for emergency communication.
- **Emergency Contacts:** Prominently display emergency contact numbers.

Cleanup Plan

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.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Summit Series

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

Petitioner Name / Organization: Downtown Detroit Partnership

Event Location: 1545 Broadway & 1526 Broadway

Event Date(s) and Time(s): 06/05/25 8:00 AM to 06/08/25 11:00 PM

Type of Event: Convention/Conference

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

Submission Date:	03/14/25 1
Date of Clerk's Office Referral:	3/28/25
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 Approval Not Required	DDOT Approval Not Required	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: *Yakima Fife*

Date: March 28, 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: https://summit.co/ _____

Which spaces will be used? Private Facility _____

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

Event Description

Brief Event Purpose & Description:

Summit Series is bringing an incredible group of business leaders, entrepreneurs, investors from around the world to gather in Detroit for a 4-day Ideas Conference. Summit Series has been hosting invitation-only gatherings for the world's creative makers, entrepreneurs, business leaders, athletes and artists for the past 17 years.

ABOUT SUMMIT DETROIT:
+ June 5-8, 2025
+ Detroit, Michigan
+ 2,000+ leaders from sectors including business, entertainment, tech and innovation, health and happiness and impact.

Estimated Peak Attendance: 2000 _____

Estimated Total Attendance: 2000 _____

Is this a public event? No _____

Will there be ticket sales or admission charged? Yes _____

Does this event use Hart Plaza? _____

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? _____

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

Contact Information

Organization / Petitioner Name: Downtown Detroit Partnership

Mailing Address: 1 Campus Martius #380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Phillip Talbert/ Ryan Epstein	Tatyana Guzova
pjtalbert@totalaccessinc.com	

Organization Type: Nonprofit

Organization Website: https://downtowndetroit.org/

Event Setup & Breakdown

Begin Setup: 06/04/25 6:00 AM

Complete Setup: 06/05/25 7:00 AM

Setup Location(s): Detroit Opera House, 1545 Broadway lot, The Siren, Harmonie Club, C

Event Start: 06/05/25 8:00 AM

Event End: 06/08/25 11:00 PM

Begin Tear Down: 06/08/25 11:00 PM

Complete Tear Down: 06/09/25 11:00 PM

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

Cleaning Service Vendor: TBD

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 0

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? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

Public Parking

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

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? No

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: June 5-8 11am-12am

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 3

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: TBD

What other structures will your event include? Truss

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? 3

Generator contractor: TBD

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? Yes

Security Contractor: TBD

Number of private personnel per shift: _____

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: TBD

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 Downtown Detroit Partnership to host "Summit Series" (2025-060) on June 5, to June 8, 2025, at 1545 & 1526 Broadway from 8:00 AM to 11:00 PM.

PROVIDED, that there will be DPD Assisted Event; Private Security to provide Services; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs; and be it further

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

PROVIDED, that there will be Business Licenses Required; and be it further after Honorable Council

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.