

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*

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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.

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Petition No.	2025-065
Name of Petitioner	Detroit Recordings Program
Description of Petition	Petition request to hold "2 <sup>nd</sup> Annual Memoryal Sunday @ The Garage!" on May 25, 2025 from 3:00 PM to 8:00 PM the same day at 7637 Oakland Ave. Set-up will begin on May 25, 2025 at 11:00 AM and be completed by 2:00 PM the same day. Tear down will begin on May 25, 2025 at 7:00 PM and be completed by 8:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	04/03/25
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	Bryce Detroit 341 Westminster St. Detroit, MI 48202 P: (313) 605-2996 <a href="mailto:detroitrecording@gmail.com">detroitrecording@gmail.com</a>

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:**01/16/25

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:** Detroit Recordings Presents: Memoryal Sunday

**Event Date:**01/16/25

**Event Organizer:** Bryce Detroit

**Applicant Signature:**



**Date:**01/16/25

# Street Route Map



# Notification

## North End

Central Location:  
7637 Oakland Avenue

### NOTIFICATION BOUNDARIES & NOTICE FREQUENCY

Businesses and residents in the area immediately surrounding the event site will be notified twice. Notification will be provided to all residents located within the “historic North End neighborhood boundaries between E. Grand Blvd to Chicago and Woodward to the Service Dr. Notification will include Arden Park. The residents within these boundaries will first be notified 30 days prior to the event. Residents will also be notified seven days prior to the event. This communication notice will include all street closures.

#### Street Closure Notification:

Oakland Avenue between Smith St. and Bethune St.

Northbound Traffic on Oakland Ave. will be redirected to Beaubien



# Clean - Up Plan

By adhering to the following comprehensive clean-up plan, we are committed to ensuring that the Public Service @The Garage celebration leaves a positive and lasting impact on the neighborhood, while also promoting environmental sustainability and community engagement. We appreciate the opportunity to contribute to the vibrancy and vitality of the North End community through this special event.

Pre-event: All litter/debris removed from curb line, sidewalk and in outdoor/green space.

- Placement of 4-6 trash receptacles with trash liners will be strategically placed throughout the event area to encourage attendees to properly dispose of waste.
- Throughout the duration of the event, dedicated staff and volunteers will actively monitor the cleanliness of the event area, regularly emptying trash bins and ensuring that waste is properly sorted for recycling.

Post event clean up.

- All bags trash taken away and disposed of in the proper waste stream. Following the conclusion of the event, the clean-up crew will conduct a comprehensive sweep of the entire event area to collect any remaining trash, debris, or recyclables.
- All waste will be properly sorted and disposed of according to city regulations and environmental guidelines.



# Parking Plan

The plan for parking is to be along Oakland Avenue between Philadelphia to Smith on the East side of Oakland, and Chandler St. to Smith on the west side of Oakland Avenue.



## CONFIRMATION OF SERVICES

**HART EMS MEDICAL SERVICES, PLLC**  
**5201 ROSA PARKS BLVD**  
**DETROIT, MI 48208**  
**313.366.4278 OR 313.216.1771 FAX**

**Event:** Public Service at the Garage **Location:** 7637 Oakland Ave, Detroit, MI

Date of Service:	Start to End Time:
5/25/2025	2:30 PM - 8 PM

Services Requested by Client:	Quantity:	Location:
Supervisor on Site		
On-Site Ambulance (with 2 Medical Providers)		
First Aid Station		
Physician On-Site		
Medical Personal On-Site	2	7637 Oakland Ave
Dispatch On-Site		
Command Center		

**Additional Procedures:**

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 \_\_\_\_\_  
 Adam Gottlieb  
 Hart EMS Medical Services, PLLC

' # & ) # {  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Authorized Signature  
 Detroit Recordings Company, LLC

3/25/25  
 \_\_\_\_\_  
 Date

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Detroit Recordings Presents: 2nd Annual Memoryal Sunday @ The Garage!

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

**Petitioner Name / Organization:** Detroit Recordings Program

**Event Location:** 7637 Oakland Avenue

**Event Date(s) and Time(s):** 05/25/25 3:00 PM to 05/25/25 8:00 PM

**Type of Event:** Concert/Performance, Festival

<b>Applicant Contact:</b>
Bryce Detroit
detroitrecording@gmail.com
+1 (313) 605-2996

<b>Submission Date:</b>	01/16/25 5
<b>Date of Clerk's Office Referral:</b>	4/2/25
<b>Date of City Departments Sign Off:</b>	4/2/25
<b>Date Referred to Council:</b>	4/3/25

### 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 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:** April 3, 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? Street, Sidewalk

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

## Event Description

### Brief Event Purpose & Description:

This annual event is a community and family celebration of the North End's Black history and ongoing relationship with techno music. This event will take place in the street and involve city authorized street closures. This 5 hr. event will center a cultural exchange with Detroit music innovators and emerging national DJs of Color, featuring an artist talk, live music, art, vendors, food, and outdoor amenities for children.

Estimated Peak Attendance: 200

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: Detroit Recordings Program

Mailing Address: 341 Westminster St.

Detroit MI 48202

Primary Contact:	Secondary Contact:
Bryce Detroit	
detroitrecording@gmail.com	

Organization Type: Nonprofit

Organization Website: www.detroitrecordings.com

## Event Setup & Breakdown

Begin Setup: 05/25/25 11:00 AM

Complete Setup: 05/25/25 2:00 PM

Setup Location(s): Oakland Avenue between Smith St. & Bethune St; 7637 Oakland Ave

Event Start: 05/25/25 3:00 PM

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

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

Complete Tear Down: 05/25/25 8:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 4

Cleaning Service Vendor: Izzie LLC

Other Waste Elements: \_\_\_\_\_

## Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Oakland Avenue 05/25/25

Smith St; Bethune St. 12:00 PM 8:00 PM

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:

The plan for parking is to be along Oakland Avenue between Marston to Smith St. on the East side of Oakland Ave, and from Chandler St. to Smith St. on the west side of Oakland Avenue.

## 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: 5

## 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: 5

Number of tents larger than 10' x 10': 0

Tent Contractor: Studio M Design

What other structures will your event include? \_\_\_\_\_

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? Gas

Generator contractor: Bouncing Around Detroit

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? No

Security Contractor: \_\_\_\_\_

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? \_\_\_\_\_

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical Services

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 checked="" 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 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 Recordings Program to host "Annual Memoryal Sunday" (2025-065) on May 25, 2025 from 3:00 PM to 8:00 PM at 7637 Oakland Ave Detroit, MI.

**PROVIDED**, that there will be DPD Assisted Event; and be it further

**PROVIDED**, that there will be DFD Pending Inspections; Contracted w/Private EMS to provide Services; and be it further

**PROVIDED**, that there will be BSEED Permits Required for Tents, generators; and be it further

**PROVIDED**, that there will be Business Licensing Requirements; and be it further

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

**PROVIDED**, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further upon Honorable Council Approval

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