

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.            | 2025-086  |
| Name of Petitioner      | MBAD African Bead Museum  |
| Description of Petition | Petition request to hold "MBAD Annual Bead Festival" on June 14, 2025 from 10:00 AM to 9:00 PM the same day at MBAD African Bead Museum. Set-up will begin on June 14, 2025 at 7:00 AM and be completed by 10:00 AM the same day. Tear down will begin on June 14, 2025 at 9:00 PM and be completed by 10:00 PM the same day. |
| Type of Petition        | <b>Special Events</b>   |
| Submission Date         | 04/30/25  |
| 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      | Alake Williams<br>6856 Vinwood St<br>Detroit, MI 48208<br>P: (313) 898-3007<br><a href="mailto:Alake.mbadmuseum@yahoo.com">Alake.mbadmuseum@yahoo.com</a>   |

# 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:** 3.25.25

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.

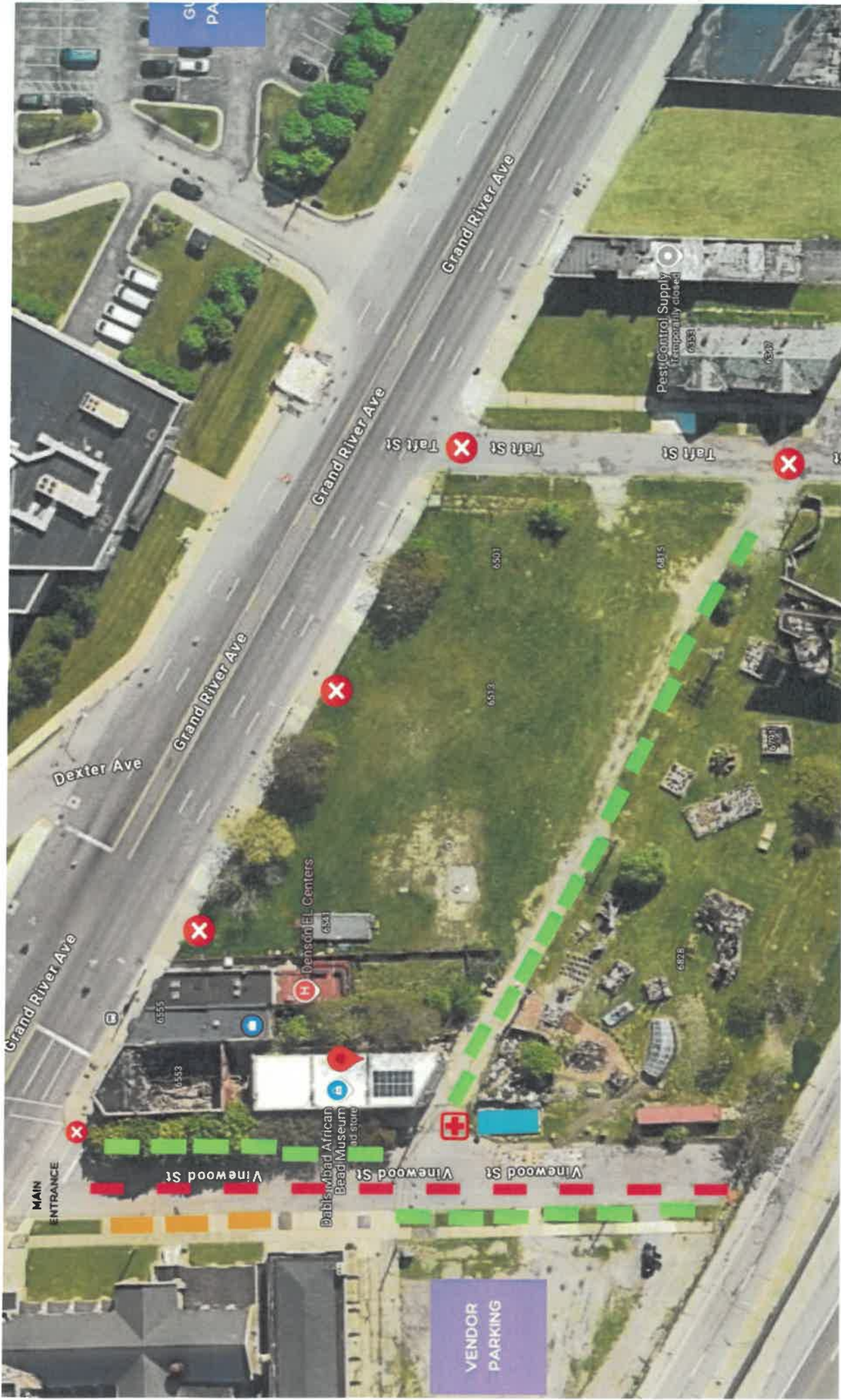
**Event Name:** MBAD Annual Bead Festival

**Event Date:** 6.14.25

**Event Organizer:** Alake Williams

**Applicant Signature:** 

**Date:** 3.25.25



## FOOD TRUCK

## FIRST AID

**10X10 TENT**

## STAGE

## SITE EXIT

**20' WIDE FIR**

# **MBAD African Bead Festival Security Plan**

## **1. Security Objectives**

The security plan for the MBAD African Bead Festival aims to ensure the safety and well-being of attendees, vendors, and staff while maintaining a welcoming and enjoyable environment. Key objectives include:

- Preventing and responding to security incidents.
- Managing crowd control and entry points.
- Coordinating with law enforcement and emergency services.
- Providing clear communication and emergency response protocols.

## **2. Security Personnel & Assignments**

### **On-Site Security Team:**

- **Hired Security Officers:** Minimum of **4-6 professional security personnel** stationed at key locations, including entrances, vendor areas, and high-traffic sections.
- **Volunteers/Staff Monitors:** Additional **4-6 trained volunteers or staff** to assist with crowd monitoring and issue reporting.
- **Law Enforcement Presence:** Coordinate with the local police department for routine patrols or a dedicated on-site officer if needed.

## **3. Entry & Exit Control**

- **Designated Entrance & Exit Points:** Clearly marked to regulate foot traffic and prevent unauthorized access.
- **Bag Checks:** If applicable, conduct bag inspections at entry points for prohibited items.
- **Vendor & Staff Check-In:** Assign wristbands or credentials to authorized personnel for easy identification.

## **4. Crowd Management & Safety**

- **Security officers and volunteers monitor** high-traffic areas, seating zones, and vendor booths to prevent congestion.
- **Maximum Occupancy Limits:** If necessary, limit access to specific areas to avoid overcrowding.
- **Emergency Evacuation Routes:** Clearly marked exits with personnel assigned to guide attendees in case of evacuation.

## **5. Emergency Response Plan**

### **Medical Emergencies:**

- **First Aid Station:** Designate a medical tent or station with basic first aid supplies.
- **Emergency Services Coordination:** Ensure direct communication with 911 and nearby hospitals.

#### **Fire & Safety Protocols:**

- Keep **fire lanes and exits unobstructed**.
- Provide **fire extinguishers** at vendor booths and key locations.

#### **Lost & Found / Missing Persons:**

- Establish a **Lost & Found station** for misplaced items.
- Designate a **meeting point** for lost children or missing persons.

### **6. Communication & Incident Reporting**

- **Security Team Radios:** Ensure all security personnel and key staff members have two-way radios for quick communication.
- **Incident Reporting Process:** Staff and volunteers are trained to report suspicious behavior or incidents immediately to security personnel.
- **Public Announcements:** If necessary, use the event's PA system to relay urgent messages.

### **7. Post-Event Security Review**

- Conduct a **debriefing meeting** with security personnel to review incidents and improvements for future events.
- Gather feedback from staff, vendors, and attendees regarding safety concerns.
- Document any issues or recommendations for next year's festival.

By implementing this security plan, the **MBAD African Bead Festival** will provide a safe and secure environment for all participants while fostering a positive and enjoyable community experience.

## **MBAD African Bead Festival Cleanup Plan**

### **1. Pre-Event Preparation**

#### **Waste & Recycling Bin Placement:**

- Distribute **8-10 trash bins** and **5-6 recycling bins** throughout the festival area, ensuring coverage near vendor booths, food stalls, seating areas, and entrances/exits.
- Clearly label bins for **Trash and Recycling** to encourage proper disposal.
- Coordinate with local waste management services for scheduled pickup and disposal.

#### **Volunteer & Staff Assignments:**

- Recruit and assign a **Cleanup Team** (volunteers or staff) to monitor and manage waste disposal.
- Organize team shifts every **1-2 hours** to inspect and empty bins, replace liners, and pick up litter.
- Provide cleanup kits including **gloves, trash bags, portable grabbers, and cleaning supplies**.

### **2. During the Event**

#### **Ongoing Waste Management:**

- Cleanup Team checks bins **hourly**, replacing liners before they become full.
- Litter patrol volunteers conduct regular sweeps of the festival area, especially near food vendors and seating.
- Vendors are responsible for maintaining cleanliness around their booths and properly disposing of their waste.

#### **Encouraging Attendee Participation:**

- Use festival announcements to remind attendees to dispose of trash properly.
- Place signage throughout the event space encouraging waste separation and recycling.
- If feasible, provide incentives (such as raffle entries) for attendees who properly dispose of waste.

### **3. Post-Event Cleanup**

#### **Final Festival Area Sweep:**

- Conduct a **comprehensive walkthrough** to collect litter and verify all bins have been emptied.
- Volunteers and staff ensure that no leftover vendor materials, decorations, or promotional items remain.

**Waste Disposal & Recycling Coordination:**

- Confirm waste pickup with the designated waste management service.
- Ensure recycling is properly sorted and compostable waste is disposed of accordingly.

**Final Inspection & Documentation:**

- Perform a last check of the venue to ensure it is returned to its original or better condition.
- Document any issues (excessive litter, vendor non-compliance, or damage) to improve future cleanup efforts.
- Hold a brief **post-event review** to gather feedback and make recommendations for improvement.

**Additional Considerations:**

- **Rain Contingency:** Ensure bins are covered or positioned in areas protected from rain.
- **Extra Supplies:** Keep additional liners, gloves, and cleaning tools readily available.
- **Volunteer Appreciation:** Recognize and thank the Cleanup Team with refreshments or small tokens of appreciation.

By implementing this detailed cleanup plan, the **MBAD African Bead Festival** will maintain a clean, welcoming, and environmentally responsible event space for all attendees.



# **MBAD African Bead Festival Communication and Community Impact Plan**

## **1. Communication Strategy**

### **Objectives:**

- Effectively promote the festival to maximize attendance and engagement.
- Ensure clear, timely communication with vendors, attendees, and sponsors.
- Provide real-time updates and emergency notifications during the event.

### **Pre-Event Communication:**

- **Marketing & Promotion:**
  - Social media campaign (Instagram, Facebook, Twitter, TikTok) featuring event details, vendor highlights, and countdowns.
  - Email newsletters to museum subscribers, past attendees, and community groups.
  - Press releases to local media outlets and blogs.
  - Flyers and posters distributed in local businesses, libraries, and community centers.
  - Partnerships with influencers and community leaders to amplify outreach.
- **Vendor & Staff Communication:**
  - Regular email updates with logistics, setup instructions, and FAQs.
  - A dedicated group chat or Slack channel for real-time coordination.

### **Event-Day Communication:**

- **On-Site Announcements:**
  - PA system for key announcements, event schedules, and emergency updates.
- **Social Media Updates:**
  - Live coverage on Instagram & Facebook Stories.
  - Hashtags and attendee engagement posts to increase visibility.
- **Emergency Communication:**
  - Security team and event staff equipped with two-way radios.
  - Designated info booth for lost items, missing persons, and assistance.

### **Post-Event Communication:**

- Thank-you emails to attendees, vendors, and sponsors.
- Social media recap posts with event highlights and attendee testimonials.
- Post-event survey for feedback and improvement.

## **2. Community Impact Plan**

### **Objectives:**



- Strengthen local economic growth by supporting small businesses and artists.
- Foster community engagement and cultural appreciation.
- Promote sustainability and responsible event practices.

#### **Economic Impact:**

- Provide a **platform for 15-20 local vendors and artists** to showcase and sell their work.
- Generate revenue for Detroit's small business community.
- Encourage partnerships between businesses, artists, and cultural organizations.

#### **Cultural & Social Impact:**

- Celebrate local talent and African cultural heritage.
- Provide opportunities for **networking, artistic expression, and education**.
- Engage community members through interactive experiences and performances.

#### **Sustainability & Environmental Impact:**

- Implement a **waste management strategy** with trash, recycling, and compost bins.
- Encourage vendors to use eco-friendly packaging and materials.
- Promote the use of public transportation, biking, and carpooling for attendees.

### **3. Evaluation & Long-Term Engagement**

- Conduct **post-event surveys** to assess attendee and vendor satisfaction.
- Analyze social media and marketing metrics to measure outreach effectiveness.
- Establish year-round community engagement initiatives leading up to the next festival.

By implementing this **Communication and Community Impact Plan**, the MBAD African Bead Festival will create a **successful, engaging, and meaningful experience** while uplifting Detroit's local artists, businesses, and cultural landscape.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** MBAD Annual Bead Festival

**Event Status:** In Review- Special Events Management Team (Step 1 of 6)

**Petitioner Name / Organization:** MBAD African Bead Museum

**Event Location:** MBAD African Bead Museum

**Event Date(s) and Time(s):** 06/14/25 10:00 AM to 06/14/25 9:00 PM

**Type of Event:** Festival

|                            |
|----------------------------|
| <b>Applicant Contact:</b>  |
| Alake Williams             |
| alake.mbadmuseum@yahoo.com |
| +1 (313) 407-9808          |

|   |            |
|---|------------|
| <b>Submission Date:</b>                   | 03/25/25 2 |
| <b>Date of Clerk's Office Referral:</b>   | 4/30/25    |
| <b>Date of City Departments Sign Off:</b> | 4/30/25    |
| <b>Date Referred to Council:</b>          | 5/1/25     |

## Department Approvals

| DPD                                      | DFD                                      | EMS                                      | GSD                             | DDOT                                | MPD                             | DPW                                      | DHD                                      |
|--|--|--|---------------------------------|-------------------------------------|---------------------------------|--|--|
| DPD<br>Reviewed-<br>Ready for<br>Council | DFD<br>Reviewed-<br>Ready for<br>Council | EMS<br>Reviewed-<br>Ready for<br>Council | GSD<br>Approval Not<br>Required | DDOT<br>Approval<br>Not<br>Required | MPD<br>Approval Not<br>Required | DPW<br>Reviewed-<br>Ready for<br>Council | DHD<br>Reviewed-<br>Ready for<br>Council |

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

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

**Date:** May 1, 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? No \_\_\_\_\_

Event Website: www.mbad.org \_\_\_\_\_

Which spaces will be used? Street \_\_\_\_\_

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

## Event Description

### Brief Event Purpose & Description:

The MBAD African Bead Festival is an intimate community event showcasing local talent, artists, and small businesses. Featuring live performances, vendors, and interactive experiences, the festival highlights the creativity and entrepreneurship within Detroit and beyond. This annual gathering fosters cultural appreciation, economic empowerment, and community connection at the MBAD African Bead Museum.

Estimated Peak Attendance: 100 \_\_\_\_\_

Estimated Total Attendance: 400 \_\_\_\_\_

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? Yes \_\_\_\_\_

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: MBAD African Bead Museum

Mailing Address: 6856 Vinewood ST.

Detroit MI 48208

| Primary Contact:           | Secondary Contact:          |
|----------------------------|-----------------------------|
| Alake Williams             | Olayami Dabls               |
| alake.mbadmuseum@yahoo.com | mbadmuseumgeneral@yahoo.com |
| +1 (313) 898-3007          | +1 (313) 898-3007           |

Organization Type: Other

Organization Website: www.mbad.org

## Event Setup & Breakdown

Begin Setup: 06/14/25 7:00 AM

Complete Setup: 06/14/25 10:00 AM

Setup Location(s): MBAD African Bead Museum

Event Start: 06/14/25 10:00 AM

Event End: 06/14/25 9:00 PM

Begin Tear Down: 06/14/25 9:00 PM

Complete Tear Down: 06/14/25 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 6

Cleaning Service Vendor: \_\_\_\_\_

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. Vinewood St 06/14/25

6559 Grand River Ave 7:00 AM 10:00 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:

There is street parking and a lot across the street for people to park.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 2 Number of non-truck food vendors: 18

## 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? No

How many stages will be used? \_\_\_\_\_

Do any of the stages have a canopy? \_\_\_\_\_

Number of tents 10' x 10' and smaller: 18

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

Tent Contractor: People will bring their own personal tents

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: 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? 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: Still pending

Number of private personnel per shift: 2

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

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 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 MBAD Annual Bead Museum to host "MBAD Annual Bead Festival" (2025-086) on June 14, 2025 from 10:00 AM – 9:00 PM at 6856 Vinewood.

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

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

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

**PROVIDED,** that there will be DHD pending inspections; and be it further

**PROVIDED,** that there will be BSEED Permits Required for Tents and Stages 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.