

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.	2025-099
Name of Petitioner	CVA Festival
Description of Petition	Petition request to hold "CVA Festival 2025" on June 28, 2025 from 3:00 PM to 11:59 PM on June 29, 2025 at Hart Plaza. Set-up will begin on June 27, 2025 at 12:00 PM and be completed by 1:00 PM on June 28, 2025. Tear down will begin on June 29, 2025 at 11:00 PM and be completed by 4:00 PM on June 30, 2025.
Type of Petition	Special Events
Submission Date	05/07/25
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	Donisha Burt 5730 Harvard Rd. Detroit, MI 48224 P1: (313) 822-4444 P2: (313) 717-9879 chucksvsadidas@gmail.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:



Date: 4/9/2025

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: CVA Festival

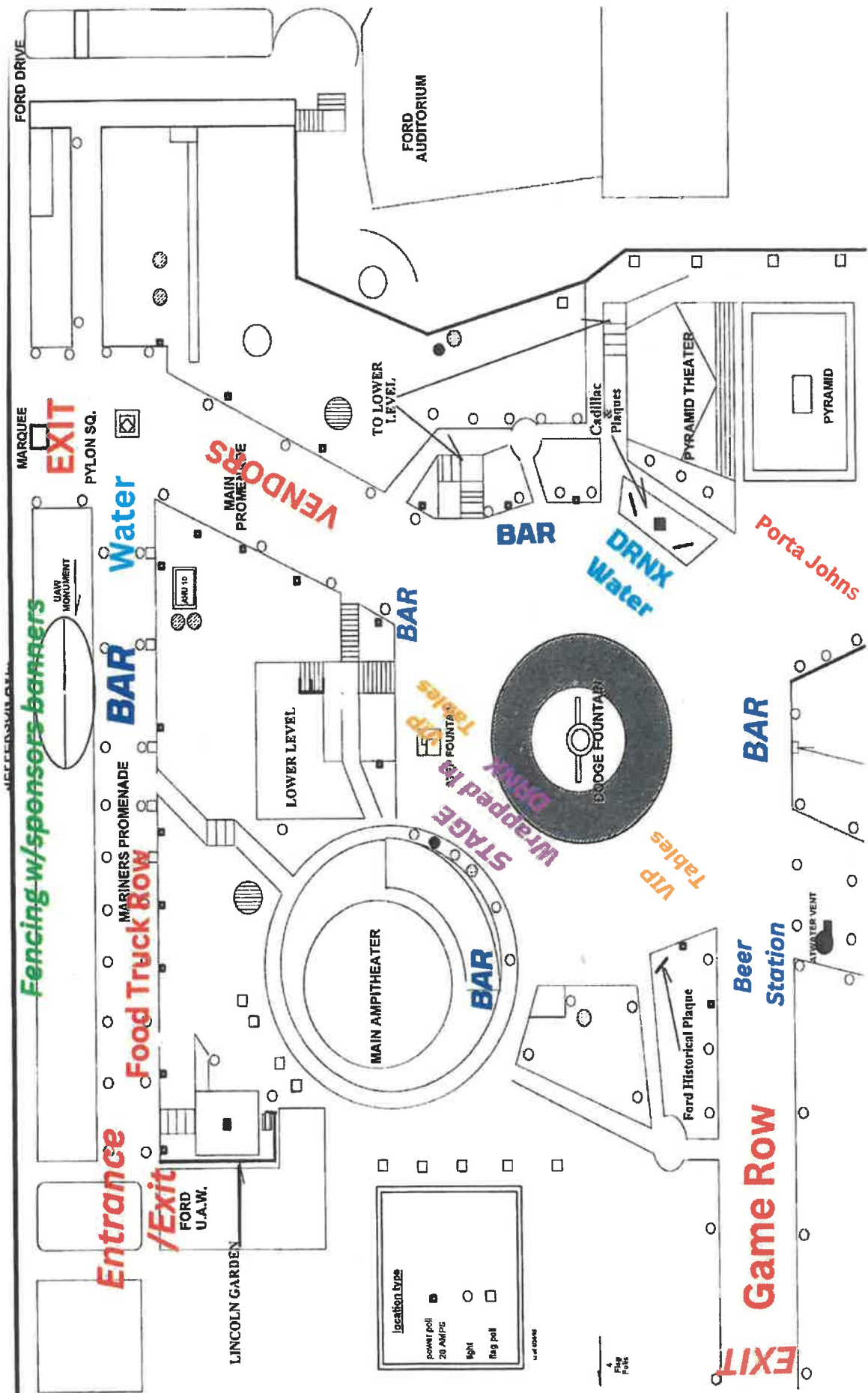
Event Date: 6/28-29/2025

Event Organizer: Donisha Burt

Applicant Signature:



Date: 4/9/2025



MARQUEE
EXIT
PYLON SQ.

Fencing w/sponsors banners
MAR MONUMENT

Water
BAR
MARINERS PROMENADE
Food Truck Row

Entrance
/Exit
FORD U.A.W.

VENDORS
MAIN PROMENADE

LOWER LEVEL

MAIN AMPITHEATER

TO LOWER LEVEL

FORD AUDITORIUM

BAR

BAR

STAGE
WRAPPED IN
DRINK
FOUNTAIN
Tables



DRNX
Water

BAR

Beer
Station

Game Row

PYRAMID THEATER
PYRAMID

Porta Johns

Ford Historical Plaque

Cadillac
Plaques

location type	
power pole	■
20 AMPs	○
light	□
flag pole	□

Flag Pole

CVA Festival: Communication & Community Impact Plan

1. Communication & Marketing Strategy

To ensure strong community awareness and participation, CVA will implement a multi-channel communication approach focused on engagement, visibility, and accessibility:

a. Radio Advertising

- Partner with local radio stations to run targeted ads during peak listening hours
- Feature interviews or event highlights to create buzz leading up to the festival

b. Printed Flyers & Posters

- Distribute flyers in local businesses, libraries, coffee shops, and community centers
- Post event signage in high-traffic areas across the business district
- Use QR codes on printed material to link directly to the event page or ticket info (if applicable)

c. Social Media Promotion

- Launch a dedicated campaign on platforms like Facebook, Instagram, and X (Twitter)
- Create countdown posts, spotlight vendors/artists, and share sneak peeks
- Encourage community sharing through giveaways or repost contests

d. Word of Mouth & Community Champions

- Leverage local ambassadors, small business owners, and volunteers to spread the word
- Offer talking points and shareable digital assets for community partners to promote the event

2. Community Impact Overview

The CVA Festival will take place in a designated **business district**, resulting in minimal disruption to residential areas. Key points of consideration include:

a. Noise & Foot Traffic

- All entertainment and amplified sound will be managed within acceptable city guidelines
- Signage and volunteers will direct pedestrian flow to avoid crowding or traffic issues

b. Parking & Accessibility

- Utilize nearby public and private parking lots for event attendees
- Clearly communicate parking locations and any temporary restrictions in advance

c. Business Engagement

- Local businesses will have the opportunity to participate, sponsor, or benefit from increased foot traffic
- Festival hours and setup/cleanup times will be shared with nearby businesses well in advance to minimize any inconvenience

d. Cleanup Commitment

- CVA will ensure the area is returned to its original condition post-event
- All vendors and participants will adhere to a cleanup policy with support from our volunteer team

Summary

CVA is dedicated to creating a fun, safe, and well-organized festival experience that enhances community pride with minimal impact on the surrounding area. Through thoughtful communication and proactive planning, we aim to deliver a successful event that leaves a positive and lasting impression.

Post-Evacuation:

- Once attendees have safely exited the venue, they will be directed to designated assembly points away from the plaza.
- Security will conduct a final sweep of the venue to ensure no one is left behind.
- Medical personnel will be available at assembly points to provide necessary assistance.

Communication:

- Clear and calm instructions will be communicated via the public address system throughout the evacuation.
- Security personnel will use handheld radios to coordinate efforts and relay information.

Review and Training:

- A review of the evacuation plan will be conducted before the event.
- Security and staff will undergo training to familiarize themselves with their roles and responsibilities in an emergency.

Key Contacts:

- Head of Security: Danieal Hawkins – 313-661-0884
- Event Coordinator: Donisha Burt – 313-717-9879
- Medical Lead: [Name] - [Phone Number]

Important Reminders:

- Stay calm and follow the instructions of security personnel.
- Do not run or push; move quickly and orderly towards the exits.
- Assist those around you if they require help.
- Proceed to the designated assembly points once outside the venue.

This evacuation plan ensures a coordinated and safe response to emergencies, prioritizing the well-being of all attendees.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: CVA Festival 2025

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

Petitioner Name / Organization: CVA Festival

Event Location: Hart Plaza

Event Date(s) and Time(s): 06/28/25 3:00 PM to 06/29/25 11:59 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
Donisha Burt
chucksvsadidas@gmail.com
+1 (313) 717-9879

Submission Date:	04/09/25 4
Date of Clerk's Office Referral:	5/7/25
Date of City Departments Sign Off:	5/7/25
Date Referred to Council:	5/9/25

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: Gakeima Fife

Date: May 9, 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: N/A _____

Which spaces will be used? City Facility _____

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

Event Description

Brief Event Purpose & Description:

CVA Festival is an organization that is focused on creating safe memorable events and experiences that celebrate musical culture while also advancing economic equity and providing opportunities for businesses to showcase their talents and merchandise.

Estimated Peak Attendance: 5000 _____

Estimated Total Attendance: 8000 _____

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? 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: CVA Festival

Mailing Address: 5730 Harvard Rd

Detroit MI 48224

Primary Contact:	Secondary Contact:
Donisha Burt	Cody Phillpotts
chucksvsadidas@gmail.com	justcodypromotions@gmail.com
+1 (313) 822-4444	+1 (313) 415-0004

Organization Type: Corporation

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 06/27/25 12:00 PM

Complete Setup: 06/28/25 1:00 PM

Setup Location(s): Hart Plaza

Event Start: 06/28/25 3:00 PM

Event End: 06/29/25 11:59 PM

Begin Tear Down: 06/29/25 11:00 PM

Complete Tear Down: 06/30/25 4:00 PM

Number of Trash Containers: 25 Number of Recycling Containers: 10

Cleaning Service Vendor: _____

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:
Patrons will pay & park in near by lots, garages or on street at meters where available

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 25 Number of non-truck food vendors: 10

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: 6/28 and 6/29 between 3 PM and 11:59 PM

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 100

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

Tent Contractor: _____

What other structures will your event include? _____

Will your event use any grills? Yes

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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? Yes

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

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 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 CVA Festival to host "CVA Festival 2025" (2025-099) on June 28, 2025 to June 29, 2025, at Hart Plaza from 3:00 PM -11:59 PM.

PROVIDED, that there will be DPD Assisted Event w/ Contracted Private Security; 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 BSEED Permits Required for Tents, Stages, Generators and be it further

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

PROVIDED, that there will be GSD Permits Required; and 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.