

City of Detroit

Janice M. Winfrey
City Clerk

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. | 2025-116 |
| Name of Petitioner | Mackenzie High School Alumni Association |
| Description of Petition | Petition request to hold "Mackenzie High School Alumni Association Annual Cookout" on June 29, 2025 from 11:00 AM until 8:00 PM the same day at Former Mackenzie High School Grounds 9275 Wyoming. Set-up will begin at 8:00 AM on June 29, 2025 and be completed by 10:00 AM the same day. Tear down will begin at 7:00 PM on June 29, 2025 and be completed by 8:00 PM on the same day. |
| Type of Petition | Special Events |
| Submission Date | 05/21/25 |
| 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 | Damion J Jackson 29155 Northwestern Hwy #552 Southfield, MI 48034 (Ph) 248-289-0511 Jacksonjdj72@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: 5/19/2025

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:

Mackenziet High School

Event Date:

6/29/2025

Event Organizer:

Alumni ASSOC. Annual Cookout

DAMIÓN J. JACKSON

Applicant Signature:



Date: 5/19/2025

WEST POINT

WEST POINT

Committee Parking

ENTRANCE
REGISTRATION
TENTS (10x10)

Volunteer Tent
(Refreshments)

Children's
Play Area

1970
10 x10

1950'S - 1960
Retired Instructors/Staff
Community Tent (20x20)

1967
1968
1969

2000

V I
Parking

1980
10X10

DJ &
STAGE BAND

20 x 20 Tent & Only Generator

20 x 40 Tent 20 X 20 Tent 20x40 Tent 20 x 20 Tent

10 x 10 10 x 10 10x10 10x10
1980's 1990'S

FIRST AID

VENDORS ROW

VENDORS ROW



TENT
WYOMING
ENTRANCE

Additional Parking – Non members → → → →

Evacuation Staff

| | | |
|------------------------------|------------------|--------------|
| Area 1 – West Point Entrance | George Fowler | 313 720-1115 |
| Area 2 – Parking Lot | Tom Brown | 313 452-5595 |
| Area 3 – Wyoming | Richard Faulkner | 313 318-5004 |

Additional Parking – Non members → → → →

ALUMNI SITE PLANS – JUNE 30.

Bright Orange signs will be posted throughout the event – numerical order indicating Exits for evacuation as well as trouble spots for security and response teams to proceed to area indicated.

The Field announcer/DJ will have the opportunity to for direct classmates to the appropriate exit near them. They will receive the layout and it will be provided to our security teams, hired guards as well as the Wayne County Sheriff deputies on the field.

The deputies and guards assist in directing vehicle traffic to designated areas to park.

Port-a-johns will be place in six areas on the site. They are rented, delivered on Sunday morning and picked up by the vendor on Monday morning.

A **children's play area** is designated as this is one of our goals to provide the Mackenzie Elementary students to participate with us along with their parents.

Vendors will be placed in a designated area for their pop up tents.....the food trucks will also have a designated spot on the field.

Generators – Only one generator is allowed on the field for the DJ and announcer to run their equipment. Extra measures are taken and to assure the generator is not in the area of participants and properly coned.

First Aid Tent is provided on the field with medical nurses to provide aid for over exhaustion from heat. They will also apply light medical attention for those who need bandages, etc. The EMS service will also be located near the tent for easy access on and off the field.

ADA compliance – designed parking for the handicap and seniors with mobile challenges are in place. Four staffers will be driving electrical golf carts to assist those in need.

Center Stage are for the DJ/Announcer and jazz band (entertainment) with seating area is located on the middle of the field.

4/15/2025

From : Adrienne D. Adams (adrienne_adams@sbcglobal.net) (313) 903-7456
Subject: RE: Mackenzie High Cookout and Reunion 6/30/2024

Wayne County Sheriff Chief Stuart Rich:

I am communicating with you, for the Mackenzie High School Alumni Association, to request your cooperation in providing a detail of Wayne County Deputy Sheriffs presence at our Annual Alumni Association Cookout and reunion on Sunday, June 29, 2025. In the past, approximately 3000 former Alumni yearly attend our Annual Cookout (picnic) from all over the nation on the last Sunday in June. These Alumni represent the finest former Mackenzie High School Community and Wayne County Community members.

Your Wayne County Sheriffs have always provided excellent support, security and safety at this affair which enabled participants of all ages to enjoy a great reunion. We extend our sincerest appreciation to you for your concern and cooperating insight to provide us with such highly trained and effective Deputy Sheriffs in the past years. The professional contingent of Deputy Sheriffs has always been adequate and were well deployed throughout the cookout event.

We are thankful for your yearly recommendation to develop, review and implement the logistics necessary to carry our successful Deputy Sheriff personnel duty assignment.

Further, we wish to express our sincerest appreciation for your Wayne County Sheriff Department's anticipated, cooperation, support and incomparable presence at our Annual Cookout (Picnic) to be held again on the former Mackenzie Athletic field on 6/29/2025 from 12:00 pm until 8:30 pm. We are requesting 6 Deputy Sheriffs again this year.

We ask that you consider this request and respond affirmatively in the next few days so we can implement the necessary meetings and conversations with your personnel to complete the necessary advance preparations as soon as possible.

We truly appreciate your assistance in providing Sheriffs to cover our event last year. Please share our expression of appreciation with your Deputy Chief Michael Jaafar, and the assigned Deputy Sheriffs for their anticipated efforts in assisting us in experiencing a Safe and Secure environment at this year's Annual Alumni cookout (picnic)

You can contact Damion Jackson (248) 978-1646, Mackenzie High School Alumni Association, Chairperson, or myself Adrienne Adams (313) 903-7456 with your answer and our next procedures.

Thank you in advance for your anticipated service to the Mackenzie High School Community

Adrienne D. Adams
Mackenzie High School Alumni Association
313-903-7456
adrienne_adama@sbcglobal.net

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-116

Event Name: Mackenzie High School Alumni Association Annual Cookout

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

Petitioner Name / Organization: Mackenzie High School Alumni Association

Event Location: Former Mackenzie High School Grounds 9275 Wyoming

Event Date(s) and Time(s): 06/29/25 11:00 AM to 06/29/25 8:00 PM

Type of Event: Other

| |
|---------------------------|
| Applicant Contact: |
| Damion J Jackson |
| jacksondj72@gmail.com |
| +1 (248) 289-0511 |

| | |
|---|------------|
| Submission Date: | 01/01/25 5 |
| Date of Clerk's Office Referral: | 5/16/25 |
| Date of City Departments Sign Off: | 5/16/25 |
| Date Referred to Council: | 5/21/25 |

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 Approval Not Required | DPW Approval Not Required | DHD Reviewed-Ready for Council |

BSEED
BSEED
Reviewed-
Ready for
Council

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

Date: May 21, 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: www.detmhsaa.org

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 event is Detroit Mackenzie High School Alumni Association Annual Family and Friends Cookout.

Estimated Peak Attendance: 500

Estimated Total Attendance: 700

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? Yes

Is this a charity event? Yes

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: Mackenzie High School Alumni Association

Mailing Address: 29155 Northwestern Hwy #552

Southfield MI 48034

| Primary Contact: | Secondary Contact: |
|-----------------------|------------------------------|
| Damion J Jackson | Adrienne Adam |
| jacksondj72@gmail.com | adrienne_adams@sbcglobal.net |
| +1 (810) 969-0620 | +1 (313) 903-7456 |

Organization Type: Nonprofit

Organization Website: www.detmhsaa.org

Event Setup & Breakdown

Begin Setup: 06/29/25 8:00 AM

Complete Setup: 06/29/25 10:00 AM

Setup Location(s): 9275 Wyoming

Event Start: 06/29/25 11:00 AM

Event End: 06/29/25 8:00 PM

Begin Tear Down: 06/29/25 7:00 PM

Complete Tear Down: 06/29/25 8:00 PM

Number of Trash Containers: 2 Number of Recycling Containers: 0

Cleaning Service Vendor: Yes

Other Waste Elements: N/A

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? Yes

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

There will be a certain area of the field we will use for destined parking.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 10 Number of non-truck food vendors: 50

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? 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: 20

Number of tents larger than 10' x 10': 1

Tent Contractor: Total Entertainment & Supply Rental LLC

What other structures will your event include? N/A

Will your event use any grills? Yes

What kind of grills? Charcoal

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? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Camouflage Security

Number of private personnel per shift: 6

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

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 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 Mackenzie High School Alumni Association to host "Mackenzie High School Alumni Association Annual Cookout" (2025-116) to be held on June 29, 2025 at 9275 Wyoming Detroit, MI from 11:00 AM to 8:00 PM.

PROVIDED, that there will be DPD Assisted Event with Private Contracted Security; and be it further

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

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be a DHD inspections 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.