

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.	2025-118
Name of Petitioner	Detroit Eastside Alumni
Description of Petition	Petition request to hold "Detroit Eastside Alumni" on June 28, 2025 from 10:00 AM until 8:00 PM the same day at Brewer playing field. Set-up will begin at 9:00 AM on June 28, 2025 and be completed by 10:00 AM the same day. Tear down will begin at 8:00 PM on June 28, 2025 and be completed by 9:00 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	Loretta Hobbs 4408 Montclair Detroit, MI 48214 (Ph) 313-330-1967 Loretta.hobbs48214@yahoo.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:

Loretta Hobbs

Date:

4-6-25

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 Eastside Alumni

Event Date: 6-28-2025

Event Organizer: Loretta Hobbs

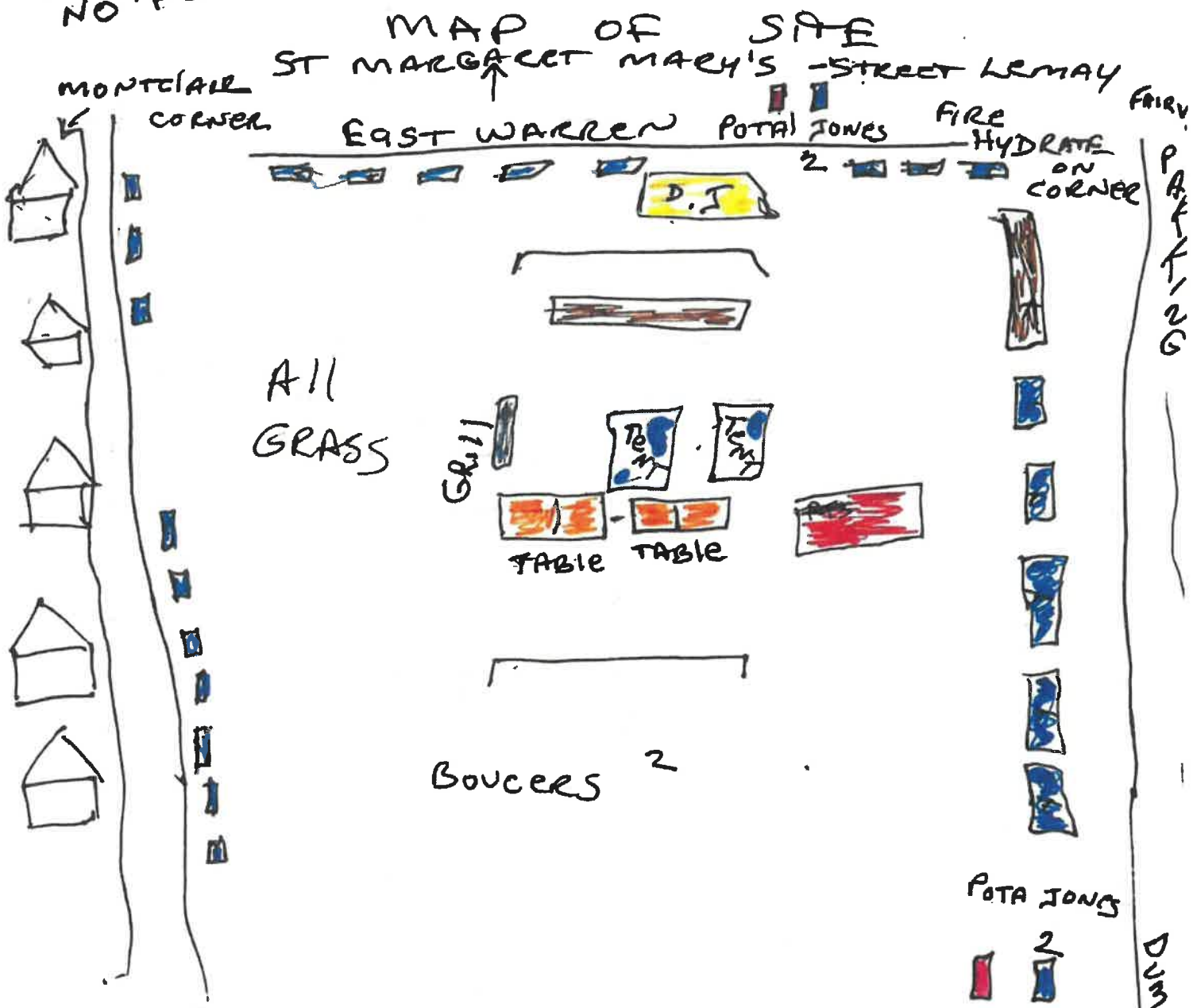
Applicant Signature:

Loretta Hobbs

Date:

4-6-25

TO WHOM IT MAY CONCERN
NO FENCE OPEN FIELD



TENTS - BLUE
CAMPEERS - BROWN
D.I. Yellow TENT, ENTERTAINMENT
~~CAMPERS~~
RED TABLE FIRST AID KIT

DETROIT EASTSIDE ALIUNI
5-6-25

TO WHOM IT MAY CONCERN

DETROIT EASTSIDE

ALLU NI WILL
HAVE THE EQUIPMENT TO
ALL PARTICIPATE THICK
GARGE BAGS TO ALL, AND
EVERYBODY PICKS THEIR
TRASH IN BAGS AND TIE UP.

WE HAVE TO DUMPSTERS
ONE ON THE FIELD FOR
ALL THE GARGAGE. IT'S

9 ON CLEAN UP CREW
AND THE COMMUNITY.

JUNE 28TH 2025

Clean UP CREW

5-6-25

UNDER HIS WINGS
YOU WILL FIND
Refuge
PSM 118-1

ESCAPE PLAN

1. DETROIT EASTSIDE ALLIANCE
2. EAST WARREN, BET MONTCLAIR & FAIRVIEW
3. LORETTA HOBBS
4. EMG CODE
MEDICAL - CODE RED
FIRE - CODE BLUE
SEVERE WEATHER - CODE YEL
SECURITY THREAT - CODE BLK
5. EVACUATION PLAN
ROUTE EXIT TOWARDS TO LEFT
TOWARD EAST CANFIELD, MONTCLAIR
FAIRVIEW DESIGNATED SAFE ZONE
6. OUR NPD
MS MERRIWEATHER
7. ESCAPE PLAN CHILDREN AND ELDERLY
GO TOWARDS BACK OF THE FIELD TOWARD
MACK ST 3 EXITS MONTCLAIR, LEMAY
FAIRVIEW. TO A SAFE ZONE

5-6-25

Loretta Hobbs

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Detroit Eastside Alumni

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

Petitioner Name / Organization: Detroit Eastside Alumni

Event Location: Brewer playing field

Event Date(s) and Time(s): 06/28/25 10:00 AM **to** 06/28/25 8:00 PM

Type of Event: Other

Applicant Contact:
Loretta Hobbs
loretta.hobbs48214@yahoo.com
+1 (313) 330-1967

Submission Date:	04/11/25 2
Date of Clerk's Office Referral:	5/21/25
Date of City Departments Sign Off:	5/21/25
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 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 21, 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? Park _____

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

Event Description

Brief Event Purpose & Description:

To reunite with old community members to show the new generation togetherness and the strength of our community.

Estimated Peak Attendance: 500 _____

Estimated Total Attendance: 500 _____

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? 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: Detroit Eastside Alumni

Mailing Address: 4408 Montclair

Detroit MI 48214

Primary Contact:	Secondary Contact:
Loretta Hobbs	
loretta.hobbs48214@yahoo.com	

Organization Type: Nonprofit

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 06/28/25 9:00 AM

Complete Setup: 06/28/25 10:00 AM

Setup Location(s): Field located on E Warren between Montclair and Fairview

Event Start: 06/28/25 10:00 AM

Event End: 06/28/25 8:00 PM

Begin Tear Down: 06/28/25 8:00 PM

Complete Tear Down: 06/28/25 9:00 PM

Number of Trash Containers: 2 Number of Recycling Containers: 1

Cleaning Service Vendor: N/A

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? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Residential parking and overflow will park in the lot adjacent to the playing field

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 0

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: 10

Number of tents larger than 10' x 10': 2

Tent Contractor: _____

What other structures will your event include? _____

Will your event use any grills? Yes

What kind of grills? Charcoal

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

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? No

Security Contractor: _____

Number of private personnel per shift: _____

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 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 Detroit Eastside Alumni to host "Detroit Eastside Alumni" (2025-118) on June 28, 2025 at Brewer Playing Field, 4900 Lemay Detroit, MI from 10:00 AM to 8:00 PM.

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 GSD Permits Required; and be it further

PROVIDED, that there will be Health Department Inspections Required upon Honorable 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.