

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.	2025-132
Name of Petitioner	Avenue Community Services/University Commonwealth
Description of Petition	Petition request to hold "Customer Appreciation and Jazz on the Ave" on August 02, 2025 from 11:00 AM to 8:00 PM the same day at Avenue of Fashion on Livernois. Set-up will begin on August 02, 2025 at 7:00 AM and be completed by 11:00 AM the same day. Tear down will begin on August 02, 2025 at 8:00 PM and be completed by 10:00 PM the same day.
Type of Petition	Special Events
Submission Date	06/04/25
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	Collette Williams Avenue Community Services/University Commonwealth 19353 Livernois Detroit, MI 48221 P: (313) 492-8693 Motown5404@gmail.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

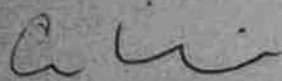
(313) 224 - 3260 | Fax: (313) 224 - 1466

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:

12/6/2024

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: Customer Appreciation/Jazz on the Ave

Event Organizer: Avenue Community Services

Event Date: 8/2/2025

Applicant Signature:



Date:

12/6/2024

Jazz on the Ave Parade Route

Main Street: LIVENOIS AVENUE

Parade Route: Southbound on Livernois

- Pembroke Street – Staging/Starting Point ☒ Traffic Light
- St. Martin's Street
- Outer Drive ☒ Traffic Light
- Cambridge Street
- Seven Mile Road ☒ Traffic Light
- Clarita Street – Turnaround Point

Return Route: Northbound on Livernois

- Clarita Street
- Seven Mile Road ☒ Traffic Light
- Cambridge Street
- Outer Drive ☒ Traffic Light
- St. Martin's Street
- Pembroke Street – Finish Point ☒ Traffic Light

Jazz on the Ave 2025- Saturday, August 2, 2025

Emergency Action Plan

Please find the agreement between Avenue Community Services and First Responders EMS for the Emergency Action Plan for this year's Jazz on the Ave:



FIRST RESPONSE EMS
Ambulance and Medical Services

Proposal Number : [020825]
Date: 05/06/2025

26103 Sherwood Ave
Warren, MI 48091
Telephone: (833) 633-3367 Fax : (313) 666-0768
Contact@firstresponseems.net

Motown Photography to Avenue
Community Services
Detroit, MI
08/2/2025

Description	Hours	Rate	Total
2 EMTs stationed at Route	8	\$70/Hr	\$560

Deposit for 50% of Projected Hours =

First Response EMS will provide on-site standby medical personnel:

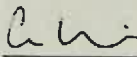
Two Emergency Medical Technicians (on site). It is understood there is no guarantee of ambulance response and that the Detroit Emergency Service 911 system will be utilized in case of emergency transport is needed.

Motown Photography to Avenue Community Services will provide the following:

- 1) Must provide secure location and necessary credentials
- 2) Parking passes for First Response EMS staff.
- 3) Bathroom Facilities
- 4) Contact person name

It is understood that all on-site medical facilities and ambulances have a limited capacity and should other emergency resources be called in by mutual agreement of both First Response EMS and Motown Photography to Avenue Community Services. that First Response EMS will be held harmless for any overtaxing of its resources and will not be held responsible for other costs incurred. It is further understood that the request is as outlined. First Response EMS assumes no responsibility for the planning and accuracy of it. Should the request for transport result in more assistance needed for First Response EMS, will at its discretion, call for the transport via city or private provider. First Response assumes no responsibility for availability or response capabilities of outside ambulance services. It is understood by the parties that First Response EMS is held accountable for medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical treatments by the governing county agencies and must adhere to all policies and procedures pertaining to medical provision. First Response EMS, staff and ents shall be held harmless for any accidents arising from this event. Treatment provided by contracted, volunteer agencies or employees ill not be the responsibility of First Response EMS and shall be held harmless for any liability from treatment by agencies contracted or volunteered. Premature termination of this contract shall not result in discount or refund of any kind from First Response EMS.

Signature below indicates acceptance of the aforementioned terms and conditions

Signature 

Date 5/6/2025

Signature  Date 5/6/2025

Avenue Community Services

Jazz on the Ave-August 2, 2025

Event Cleanup Plan

Cleanup Team: 10 staff members and volunteers

1. Pre-Event Preparation:

a. Supplies & Equipment:

- i. Trash bags (various sizes)
- ii. Temporary Recycling bins and bags
- iii. Cleaning gear (brooms, dust pans, garden rakes gloves, trash grabbers, pressure washer for sidewalks if necessary, etc.) for cleanup team
- iv. Large Trash receptacles (coordinate with city services)

b. Placement of Waste Stations:

- i. Waste receptacles will be clearly labeled and placed throughout the event space (may be included on event map)

c. Communication Plan:

- i. Designate specific cleaning zones for each staff member and volunteer
- ii. Schedule periodic trash checks throughout the event to avoid overflow
- iii. Set up a designated special waste collection point for consolidation

2. During the Event:

a. Ongoing Waste Collection:

- i. Staff members and volunteers will monitor the waste receptacles and empty them as needed
- ii. Prompt removal of overflowing trash to maintain cleanliness and safety guidelines
- iii. Clear signage to encourage attendees to use designated waste zones

3. Post-Event Cleanup Plan:

a. Phase 1: Immediate Trash Collection (8:30 PM-10:30 PM)

- i. Staff members and volunteers will collect trash and recyclables from bins within event area
- ii. Staff members and volunteers will sweep and remove debris from streets and sidewalks

b. Phase 2: Deep Cleaning: (9:00-10:30 PM)

- i) Sweep and wash sidewalks if necessary
 - ii) Check and clear alleyways and parking lots of debris
 - iii) Staff members and volunteers will do a final walkthrough to ensure there is no remaining waste
- c) Phase 3: Waste Disposal & Recycling (11:30 PM-12:00 AM)
 - i) Transport of trash and recyclables to designated special pick-up site
 - ii) Ensure proper recycling separation to meet city regulations

4. Post-Cleanup Review:

- a) Debrief with staff members and volunteers to ensure everyone's part has been successfully completed

Jazz on the Ave 2025-**Emergency Action Plan (EAP)**

Event Information:

- **Event Name:** Jazz on the Ave Customer Appreciation Day
- **Date & Time:** August 2, 2025, 11:00 AM-8:00 PM
- **Location:** Livernois Avenue from Pembroke to Clarita (1.1-mile stretch)
- **Event Organizer:** Collette Williams, Avenue Community Services (313) 529-2324
- **Estimated Attendance:** approximately 10,000 throughout the course of the event

Emergency Contacts:

- **Emergency Services (Police, Fire, EMS):** 911
- **Event Safety Coordinator:** Michael Dolphin, (313) 492-8693
- **On-Site Medical Team:** First Responders and Mr. John Singleton, (833) 633-3367
- **Security Team:** Nowell Security Agency, (248) 996-9710
- **Detroit Police Department**
- **Wayne County Sheriff**
- **Local Hospital:** Sinai-Grace Hospital, 6071 W. Outer Drive, Detroit, MI 48235, (313) 966-3300

Emergency Notification & Communication

- **Communication Tools:** Two-way radios, PA system, and cell phones
- **Emergency Code Words:**
 - Medical: "Code Red"
 - Fire: "Code Blue"
 - Severe Weather: "Code Yellow"
 - Security Threat: "Code Black"
- **Notification Procedure:**
 - Emergency gets reported to event staff
 - Event staff informs Michael Dolphin, Event Safety Coordinator
 - The Event Safety Coordinator assesses the situation and contacts the necessary emergency services if applicable
 - Announcements issued via PA system and digital alerts (if applicable)

Evacuation Plan

- **Evacuation Routes:** Clearly marked with signage; routes identified on event maps
- **Assembly Points:** Designated safe zones at predetermined corners and parking lots
- **Event Staff Responsibilities:**
 - Security: Guide and manage crowd flow; provide directions
 - Medical: Assist injured individuals and provide support triage
 - General Staff: Direct attendees and assist vulnerable persons
- **Transportation:** Use of shuttle service or pre-arranged pickup points for evacuation

Medical Emergency Plan

- **First Aid Stations:** Easily identifiable, marked and shown on all event maps and brochures; staffed by certified responders
- **Response Steps:**
 1. First responder assesses situation
 2. Contact on-site medical team
 3. Call 911 if necessary and provide specific location details
 4. Use crowd control to ensure access for EMS

Fire & Severe Weather Response

- **Fire:**
 - Evacuate the immediate area
 - Trained personnel will use extinguishers if safe to do so
 - Call 911 and alert all event staff via code system
- **Severe Weather:**
 - Monitor forecasts and emergency weather alerts
 - Announce shelter locations
 - Suspend activities until the all-clear has been given

Security & Crowd Control

- **Entry/Exit Management:** Manned entrances and exits, clear signage, and traffic barricades
- **Lost Persons:**
 - Central Lost & Found station
 - PA announcements as needed
 - Reunification handled by designated event staff and security
- **Threats or Disturbances:**
 - Immediate alert to security and law enforcement
 - Lockdown or evacuation based on threat assessment

Post-Incident Reporting & Review

- **Documentation:** All incidents to be reported and recorded using standard forms
- **Debrief:** Conduct meeting with key personnel and event staff within 48 hours post-event
- **Plan Update:** Incorporate lessons learned implemented into future EAPs

Prepared by: Avenue Community Services, May 9, 2025

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Customer appreciation and Jazz on the Ave

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

Petitioner Name / Organization: Avenue Community Services/ University Commonwealth

Event Location: Avenue of Fashion on Livernois

Event Date(s) and Time(s): 08/02/25 11:00 AM **to** 08/02/25 8:00 PM

Type of Event: Other

Applicant Contact:
Collette Williams
motown5404@gmail.com
+1 (313) 529-2324

Submission Date:	12/06/24 1
Date of Clerk's Office Referral:	6/4/25
Date of City Departments Sign Off:	6/4/25
Date Referred to Council:	6/5/25

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: *Gakeima Fife*

Date: June 4, 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: <https://www.jazzontheave2024.com/>

Which spaces will be used? City Facility, Private Facility

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

Event Description

Brief Event Purpose & Description:

Customer Appreciation Day for the Avenue of Fashion. This request is for a parade only. Full parade takes an hour.

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? No

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: Avenue Community Services/ University Commonwealth

Mailing Address: 19353 Livernois

Detroit Michigan 48221

Primary Contact:	Secondary Contact:
Collette Williams	Dalphin Michael
motown5404@gmail.com	
+1 (313) 492-8693	

Organization Type: Nonprofit

Organization Website: <https://www.jazzontheave2024.com/>

Event Setup & Breakdown

Begin Setup: 08/02/25 7:00 AM

Complete Setup: 08/02/25 11:00 AM

Setup Location(s): 19354 Livernois

Event Start: 08/02/25 11:00 AM

Event End: 08/02/25 8:00 PM

Begin Tear Down: 08/02/25 8:00 PM

Complete Tear Down: 08/02/25 10:00 PM

Number of Trash Containers: 8 Number of Recycling Containers: 4

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

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

1. outer drive 08/02/25

livernois to dead end 4:00 PM 5:00 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:

Free parking at New Prospect Church lot on Livernois and Pembroke city leased parking lot. Much check with the church to ensure there are no services before including this lot in the parking plan

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

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

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: None

What other structures will your event include? None

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: Nowell Security Agency

Number of private personnel per shift: 8

Which of these apply to the private security personnel? Licensed

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 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 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 Avenue Community Services/University Commonwealth to host "Customer Appreciation and Jazz on the Ave" (2025-132) to be held on August 2, 2025 at Livernois and Pembroke from 11:00 AM to 8:00 PM.

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

PROVIDED, that there will be DFD Pending Inspections with Contracted Emergency Medical to Provide Service 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.