

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*

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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.

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Petition No.	2025-131
Name of Petitioner	Detroit 300 Conservancy/Downtown Detroit Partnership
Description of Petition	Petition request to hold "Bourbon Garden at Grand Circus Park" on July 10, 2025 from 5:00 PM to 9:00 PM on September 18, 2025 at Grand Circus Park West. Set-up will begin on July 10, 2025 at 12:00 PM and be completed by 5:00 PM the same day. Tear down will begin on September 18, 2025 at 9:00 PM and be completed by 10:00 PM the same day.
Type of Petition	<b>Special Events</b>
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	Alex Fields Detroit 300 Conservancy/Downtown Detroit Partnership 1000 Woodward #380 Detroit, MI 48226 P: (313) 617-8408 <a href="mailto:Alex.fields@downtowndetroit.org">Alex.fields@downtowndetroit.org</a>

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:** 5/13/25

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:** Bourbon Garden at Grand C

**Event Date:** July - September

**Event Organizer:** Detroit 300 Conservancy/DC

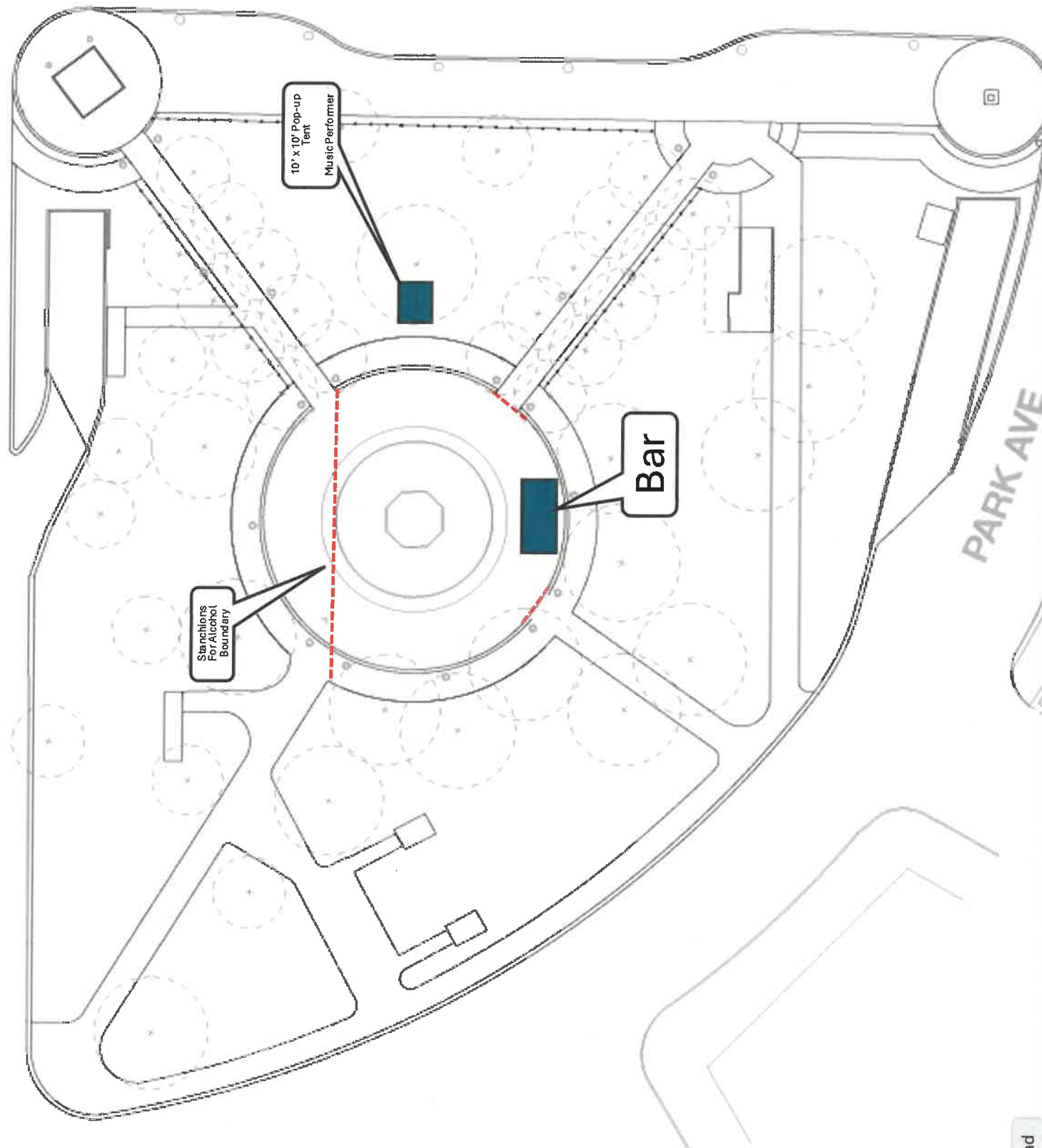
**Applicant Signature:**



**Date:** 5/13/25

W. 10TH AVE

PARK AVE



## Community Impact Plan

This event will include amplified sound but at a low level. We will contact local stakeholders in the surrounding area to let them know about the event.

## Event Clean Up Plan

Block By Block will pull trash during the event and clean up the event space at event conclusion.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Bourbon Garden at Grand Circus Park

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

**Petitioner Name / Organization:** Detroit 300 Conservancy/Downtown Detroit Partnership

**Event Location:** Grand Circus Park West

**Event Date(s) and Time(s):** 07/10/25 5:00 PM **to** 09/18/25 9:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Alex Fields
alex.fields@downtowndetroit.org
+1 (313) 617-8408

<b>Submission Date:</b>	05/13/25 4
<b>Date of Clerk's Office Referral:</b>	6/4/25
<b>Date of City Departments Sign Off:</b>	6/4/25
<b>Date Referred to Council:</b>	6/4/25

## 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:** Gakeima Fife

**Date:** June 5, 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? Sidewalk, Park \_\_\_\_\_

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

## Event Description

### Brief Event Purpose & Description:

Different select Bourbons for sale with Live Music around the Edison Fountain on Thursday evenings from 5-9pm.

July 10, 2025  
July 17, 2025  
July 24, 2025  
July 31, 2025  
Aug 7, 2025  
Aug 14, 2025  
Aug 21, 2025  
Aug 28, 2025  
Sept 4, 2025  
Sept 11, 2025  
Sept 18, 2025

Estimated Peak Attendance: 25 \_\_\_\_\_

Estimated Total Attendance: 50 \_\_\_\_\_

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 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward, #380

Detroit MI 48226

Primary Contact:	Secondary Contact:
Alex Fields	laura dean
alex.fields@downtowndetroit.org	laura.dean@downtowndetroit.org
	+1 (313) 720-7714

Organization Type: Nonprofit

Organization Website: downtowndetroit.org

## Event Setup & Breakdown

Begin Setup: 07/10/25 12:00 PM

Complete Setup: 07/10/25 5:00 PM

Setup Location(s): Grand Circus Park West

Event Start: 07/10/25 5:00 PM

Event End: 09/18/25 9:00 PM

Begin Tear Down: 09/18/25 9:00 PM

Complete Tear Down: 09/18/25 10:00 PM

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

Cleaning Service Vendor: Block By Block Ambassadors through The Downtown Detroit Partnershi

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:

Guests can park at street, garage, parking lot or valet where already available.

## 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)? 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: Dates listed above, 5-9pm

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: 1

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

Tent Contractor: Our tent

What other structures will your event include? N/A

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? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? No

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Liberty Security

Number of private personnel per shift: 1

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 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 Downtown Detroit Partnership to host "Bourbon Garden at Grand Circus Park" (2025-131) on July 10, 2025 to September 18, 2025 at Grand Circus Park West from 5:00 PM to 9:00PM.

**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 Liquor License Unit Inspections required; and it further

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

**PROVIDED,** that there will be Business Licenses 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.