

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.	2025-130
Name of Petitioner	City Council District 6
Description of Petition	Petition request to hold "3 rd Annual D6 Annual Celebration" on August 16, 2025 from 12:00 PM to 3:00 PM the same day at the Riverside Park Shelter, located at 3085 W Jefferson Ave. Set-up will begin on August 16, 2025 at 6:00 AM and be completed by 12:00 PM the same day. Tear down will begin on August 16, 2025 at 3:00 PM and be completed by 4:00 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	Patricia Jackson City Council District 6 2 Woodward Ave Suite 1340 Detroit, MI 48226 P: (313) 224-2562 Patricia.jackson@detroitmi.gov

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: Gabriela Santiago-Romero

Date: 04.09.2025

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: 3rd Annual D6 Celebration

Event Date: 08.16.2025

Event Organizer: City Council D6

Applicant Signature:

Gabriela Santiago-Romero

Date: 04.09.2025

Not drawn to scale

Not drawn to scale

RESOURCES

TENT - 20'x40'
[12 tables/
24 chairs]

TENT - 20'x40'
[12 tables/
24 chairs; 1 table will be
for EMS]

INFLATABLE #1
Bounce House

INFLATABLE #2
Bounce House

INFLATABLE #3
Bounce House

20'x20'
[10 tables/
60 chairs]

30 stand alone
chairs

TENT - 20'x40'
[12 tables/
24 chairs]

TENT -
12'x12'
[PRINTS
CHARMING
PHOTOOTH]

STAGE
14' x 28'

TENT - 13'x13'
[Media
Services]

GAMING TRUCK
[8' w x 32' l]

FOOD TRUCK:
Detroit 75 Kitchen
[12' w x 40' l]

FOOD TRUCK: Los
Dos Amigos Tacos
[8.5' w x 16' l]

MOBILE HEALTH
CLINIC
[pending size]

W Jefferson Ave

23rd St

- Shelter #1:**
- Registration and TeamGSR resources
 - Giveaways



340'

210'

Riverside
Extension Park

220'

100'

165'

265'

~85,643 sq. ft.

RUN OF SHOW (as of 04.09.2025)

	TIME	ACTION	NOTES
<i>SETUP</i>	6:00a	Vendor arrival and set-up: JDS	- Tents (3 - 20'x40'; 1 - 20'x20': 1 - 13'x13') - 3 inflatables
	7:15a	Staff arrival (Community Team)	Office supplies
	9:00a	GSD delivers tables and chairs set-up	45 tables, 160 chairs
	9:00a	Staff arrival (rest of team)	Set up tables and chairs
	10:00a	Mobile/stage bandwagon delivery	Pegasus
	10:00a	Media Services Arrival	Be sure to include the 13'x13' tent for shade
	10:00-11:00a	Set up registration area under shelter	TeamGSR swag, sign-in sheets, etc.
	11:00a	Sound check for performers, music	Work with Media Services
		Food trucks arrival	2: Los Dos Amigos and Detroit 75
		Photo booth vendor arrival	Prints Charming (w/1 - 12'x12' tent)
Popcorn and snowcone vendor arrival		SJW Concessions	
Resource partners' arrival and set-up (completed by 11:30a)		Up to 36 partner orgs/depts	
<i>PROGRAM</i>	11:45a-1:15p	Music playing	Joel
	12:00p	Game Truck Arrival	
	12:00p	EMS arrival	Hart Medical
	12:00-3:00p	Resident arrival; Team GSR staff registraion table	Sign-in; give out food tickets (blue, insert #s; provide overview of event layout)
	12:30-12:45p	Performer and SoD recipients arrival	
	1:15p	Program Begins: Welcome remarks	
	1:20p	Performance #1	
	1:30p	Presentation of Awards	
	2:00p	Performance #2	
	2:20p	Program Ends: Closing remarks	
2:20-3:00p	- Music resumes - Food, games, fun, etc. continue for residents		
<i>CLEANUP</i>	3:00-5:00p	Clean-up - Vendor breakdown - Tables and chairs breakdown - Team GSR to clean up trash and debris - Pack up supplies	

City of Detroit

CITY COUNCIL

GABRIELA SANTIAGO-ROMERO COUNCIL MEMBER, DISTRICT 6

April 15, 2025

Special Events

Coleman A. Young Municipal Center
2 Woodward Ave., Suite 1126
Detroit, MI 48226

RE: D6 Annual Celebration Special Events Application – Event Clean-Up Plan and Emergency Action Plan

Dear Special Events,

Please see Event Clean-Up Plan and Emergency Action Plan related to our Special Events Application for our 3rd Annual D6 Celebration on Saturday, August 16, 2025 at Riverside Park, Shelter #1 from 12:00-3:00p.

Thank you.

Event Clean-Up Plan

The 10-member team of Council Member Santiago-Romero will clean-up trash and remains. GSD will assist with breaking down tables and chairs.

Emergency Action Plan

1. Emergency Response

a. Team:

- i. **Event Leads:** Oversees event execution and vender POC
- ii. **Support Staff:** Supports with set up welcoming vendors and guest
- iii. **Emergency Medical Services Team:** Contracted with Hart EMS Medical Service

b. Communication Channels:

- i. **Cell Phones:** Will utilize a group messaging system for backup communication among key staff.
- ii. **Loudspeakers:** Used to make emergency announcements to attendees in case of evacuation or other urgent messages.

City of Detroit

CITY COUNCIL

c. Contacts:

- i. Police: DPD, 911
- ii. Fire: DFD, 911
- iii. EMS: Hart EMS Medical Service - (313) 366-4278
- iv. Event Co-Lead: Patricia Jackson - (313) 920-0055; Thomas Rogers - rogersth@detroitmi.gov
- v. Incident Commander: Kristin Dayag - (313) 306-6080

2. Evacuation Plan:

- a. Evacuation Routes: Identify clear, safe evacuation routes free of obstructions from all areas of the event grounds (e.g. Riverside Park Shelter #1 site, sidewalk paths, parking lot). Staff will guide attendees to the nearest exits in an orderly fashion during evacuation.
 - i. *Note: this event will be held in a public park and it will not be enclosed with fencing or any other barriers.*
- b. Special Assistance: Ensure that attendees with disabilities or those needing special assistance have support during evacuation. Assign staff to assist in these cases.

3. Emergency Scenarios:

- a. Medical: Contracted with Hart EMS Medical Service
- b. Fire: Will call Fire Department in case of a fire
- c. Weather: Will monitor weather until 7:00 am the day of the event and cancel if necessary.
- d. Other Emergencies: Will contact Detroit Police Department and dial 911 (*note: we alerted and invited 4th Precinct to attend event, as they have the past two years*)

CONFIRMATION OF SERVICES

HART EMS MEDICAL SERVICES, PLLC
5201 ROSA PARKS BLVD
DETROIT, MI 48208
313.366.4278 OR 313.216.1771 FAX

Event: D6 Celebration		Location: Riverside Park – 3085 Jefferson Ave, Detroit, MI, 48209	
Date of Service:		Start to End Time:	
8/16/2025		12 PM – 3 PM	
Services Requested by Client:		Quantity:	Location:
<input type="checkbox"/> Supervisor on Site			
<input type="checkbox"/> On-Site Ambulance (with 2 Medical Providers)			
<input type="checkbox"/> First Aid Station			
<input type="checkbox"/> Physician On-Site			
<input checked="" type="checkbox"/> Medical Personal On-Site		1	Riverside Park
<input type="checkbox"/> Dispatch On-Site			
<input type="checkbox"/> Command Center			
<input type="checkbox"/>			

Additional Procedures:

Adam Gottlieb
Hart EMS Medical Services, PLLC

Date

Gabriela Santiago-Romero

Authorized Signature
Office of Councilwoman
Santiago-Romero

04/09/2025 _____ Date

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: 3rd Annual D6 Annual Celebration

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

Petitioner Name / Organization: City Council District 6

Event Location: Riverside Park Shelter #1 (3085 W Jefferson Ave.)

Event Date(s) and Time(s): 08/16/25 12:00 PM to 08/16/25 3:00 PM

Type of Event: Festival, Other

Applicant Contact:
Patricia Jackson
patricia.jackson@detroitmi.gov
+1 (313) 224-2562

Submission Date:	04/09/25 4
Date of Clerk's Office Referral:	6/4/25
Date of City Departments Sign Off:	6/4/25
Date Referred to Council:	6/6/25

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: June 6, 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:

Council Member Santiago-Romero is hosting the 3rd Annual D6 Celebration that will highlight community leaders' and organizations' achievements while offering free food, music, performances, and activities.

Estimated Peak Attendance: 200 _____

Estimated Total Attendance: 400 _____

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? No _____

Is this a charity event? No _____

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: City Council District 6

Mailing Address: 2 Woodward Ave, Suite 1340

Detroit MI 48226

Primary Contact:	Secondary Contact:
Patricia Jackson	Thomas TJ Rogers
patricia.jackson@detroitmi.gov	rogersth@detroitmi.gov
	+1 (313) 224-3967

Organization Type: Government

Organization Website: <https://detroitmi.gov/government/city-council/city-council-district-6>

Event Setup & Breakdown

Begin Setup: 08/16/25 6:00 AM

Complete Setup: 08/16/25 12:00 PM

Setup Location(s): Riverside Park Shelter #1

Event Start: 08/16/25 12:00 PM

Event End: 08/16/25 3:00 PM

Begin Tear Down: 08/16/25 3:00 PM

Complete Tear Down: 08/16/25 4:00 PM

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

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:

Residents can park at Riverside Park's designated parking lots. Additional street parking is available along W. Jefferson St. near 24th St.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 2 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? Yes

How many stages will be used? 1

Do any of the stages have a canopy? no

Number of tents 10' x 10' and smaller: 0

Number of tents larger than 10' x 10': 6

Tent Contractor: JDS Party Rentals

What other structures will your event include? Inflatables, tables, chairs

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gasoline

Generator contractor: Vendors will provide their own (for inflatables, for example)

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? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

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 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 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 City Council District 6 to host "3rd Annual D6 Annual Celebration" (2025-130) to be held on August 16, 2025 at Riverside Park Shelter, located at 3085 W Jefferson Ave. from 12:00 PM to 3:00 PM.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, 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, Stage, Generators and be it further

PROVIDED, there will be a Health Department Inspections Required obtained following City Council approval; and be it further

PROVIDED, all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.