

# 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.	2025-135
Name of Petitioner	Metro Detroit National Pan-Hellenic Council
Description of Petition	Petition request to hold "Metro Detroit National Pan-Hellenic Council Greek Cookout" on August 10, 2025 from 1:00 PM to 5:00 PM the same day at Roosevelt Park. Set-up will begin on August 10, 2025 at 11:00 AM and be completed by 12:00 PM the same day. Tear down will begin on August 10, 2025 at 5:00 PM and be completed by 6:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	06/05/25
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	Ronel Newman Metro Detroit National Pan-Hellenic Council P.O. Box 1162 Royal Oak, MI 48068 P: (248) 416-9007 <a href="mailto:Newman.ronel@gmail.com">Newman.ronel@gmail.com</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:** 04/24/2025

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.

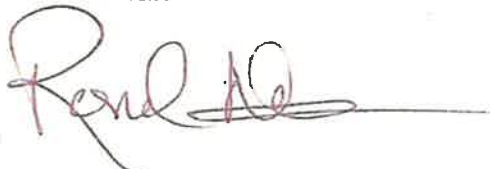
Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** Metro Detroit NPHC

**Event Date:** 08/10/2025

**Event Organizer:** Ronel Newman

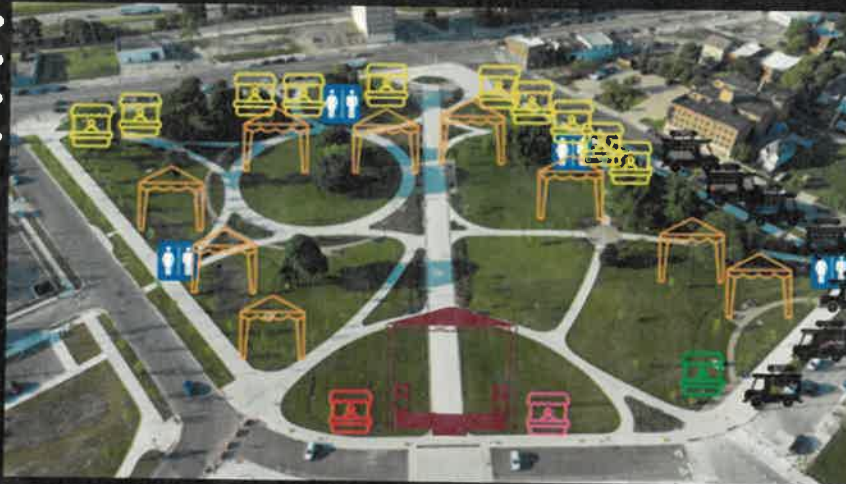
**Applicant Signature:**



**Date:** 4/24/2025

Motor City Greek Weekend  
Cookout I Sunday, August 10, 2025

# SITE MAP



1. Stage
2. First Aid Table/Tent
3. DJ Booth
4. WSU Bridge Program Table/Tent
5. Food Trucks
6. Vendors
7. Porta Potties
8. D9 Organization Tents

for Roosevelt Park

THE METRO DETROIT NATIONAL PAN-HELLENIC COUNCIL PRESENTS

# MOTOR CITY *Greek Weekend* 2025

AN ANNUAL CELEBRATION OF THE  
GRADUATE CHAPTERS OF THE DIVINE NINE

## *Greek Weekend Cookout*

VENDORS | FOOD TRUCKS | STEP SHOW | HEALTH SCREENINGS | AND MORE!

### @ Roosevelt Park

2405 VERNOR HWY, DETROIT, MI 48216  
(IN FRONT OF MICHIGAN CENTRAL TRAIN STATION)

## Sunday, August 10, 2025 1:00pm-5:00pm



For more information, vendor & sponsor opportunities, or tickets, email [nphcmetrodetroit313@gmail.com](mailto:nphcmetrodetroit313@gmail.com)

### **Celebrating 95 Years of Divine Nine Unity**

On Wed, Jun 4, 2025 at 3:53 PM Yakeima Fife <[fifeya@detroitmi.gov](mailto:fifeya@detroitmi.gov)> wrote:

Hi Mr. Newman

Thank you for presenting today. Attached is the list of merchandise vendors you can pull from for the event.

Your Security Team will need to be shared with NPO Harris Hardy of the 3<sup>rd</sup> Pct. [@TAMYRA HARRIS-HARDY 261](#).



I wanted to include the Parks Team as they may have communication with MC as well [@Brandon Parrish](#) [@Grace Wimbley](#).

Thanks

---

**From:** Ronel Newman <newman.ronel@gmail.com>

**Sent:** Thursday, June 5, 2025 12:44 PM

**To:** Yakeima Fife <fifeya@detroitmi.gov>

**Subject:** [EXTERNAL] Sample Letter Roosevelt Park Motor City Greek Weekend

Here is the information that I will be sending over to the Michigan Central Station. One other question do you know when this is going to council?

Dear Michigan Central Station Team,  
I hope this message finds you well.

On behalf of the Metro Detroit National Pan-Hellenic Council (NPHC), I am reaching out to inform you of our intent to host our **Annual Graduate Chapter Greek Weekend Cookout** at **Roosevelt Park** on **Saturday, August 10, 2025**, from **12:00 PM to 5:00 PM**.

This community-centered event will include:

- A live DJ
- Step performances
- Food trucks
- Games and family-friendly activities
- Free health screenings in partnership with Wayne State University's Bridge Program

Our goal is to create a vibrant and inclusive atmosphere celebrating culture, service, and health awareness within the Metro Detroit community. We understand the significance of Roosevelt Park as part of the Michigan Central development and want to ensure open communication and collaboration as we plan this gathering.

Please let us know of any guidelines or coordination steps necessary on our part. We would be happy to provide additional details or meet to discuss the event further.

Thank you for your time and consideration. We look forward to your support in making this a successful and impactful event for the community.

Thank You,

Ronel Newman

Phi Beta Sigma Fraternity Inc.

Xi Beta Sigma Chapter NPHC Representative

## **Communication and Community Impact Plan**

### **Purpose:**

To ensure the surrounding community is informed, engaged, and minimally impacted by the event while fostering a positive relationship between event organizers and local residents.

---

### **1. Community Notification Strategy**

- **Flyer Distribution:**  
Distribute event flyers to residences and businesses in the surrounding area at least two weeks prior to the event.
  - **Online Communication:**  
Post event details on relevant community social media pages, neighborhood groups, and the event's website.
  - **Local Outreach:**  
Notify neighborhood associations and local stakeholders via email and/or phone calls.
  - **On-site Signage:**  
Place clear signage in the area several days in advance to inform residents about the event, including dates, times, and any road closures or parking impacts.
- 

### **2. Traffic and Parking Mitigation**

- **Parking Options:**  
Direct attendees to use street parking, designated parking lots, and residential streets only where permitted. Signage and volunteers will help manage traffic flow and parking.
  - **Encouraging Carpooling & Public Transit:**  
Promote the use of carpooling, ride-sharing, and public transportation to minimize traffic congestion.
- 

### **3. Community Impact Minimization**

- **Noise Control:**  
Ensure all audio equipment complies with local noise ordinances. Monitor sound levels throughout the event.

- **Clean-Up Procedures:**

Each organization is responsible for cleaning its designated area. A final sweep by the organizing committee will ensure the entire venue is left clean and orderly.

- **Emergency and Safety Coordination:**

Coordinate with local authorities and emergency services to ensure appropriate safety measures are in place.

---

#### **4. Feedback and Follow-Up**

- **Community Feedback:**

Provide a contact email or feedback form for residents to share concerns or comments post-event.

-

## **Metro Detroit National Pan-Hellenic Council Cookout Event Cleanup Plan**

The cleanup plan for the Metro Detroit NPHC Cookout is designed to ensure that the event site is left clean, safe, and free of debris, reflecting our commitment to community responsibility and environmental sustainability. The cleanup will be organized into clear phases to ensure efficiency and thoroughness.

### **Pre-Event Preparations:**

#### **1. Waste Disposal Stations:**

- Set up clearly marked waste stations throughout the event area (for trash, recycling, and compostable materials).
- Ensure all stations are stocked with bags, bins, and signage to encourage proper disposal.

#### **2. Cleanup Crew Coordination:**

- Designate team members to oversee waste management, directing attendees to proper disposal stations.
- Assign cleanup crew members who will be responsible for different sections of the event site (food area, seating, games, etc.).

#### **3. Cleanup Supplies:**

- Provide necessary supplies including trash bags, recycling bins, gloves, cleaning wipes, and any other cleaning materials.
- Ensure there are extra trash bags and supplies on hand to avoid shortages during the event.

### **During the Event:**

#### **1. Monitoring Waste Stations:**

- Have event volunteers regularly check and empty the trash and recycling bins to prevent overflow.
- Encourage attendees to dispose of waste properly by placing signs near food areas, seating, and high-traffic zones.

#### **2. Ongoing Maintenance:**



- Ensure trash does not accumulate in public areas by assigning volunteers to walk around and pick up stray items, especially near eating areas, games, and social spaces.

### **Post-Event Cleanup:**

#### **1. Initial Cleanup:**

- Begin cleanup immediately after the event ends. Volunteers should focus on gathering all trash and recycling, removing tables, chairs, and equipment, and packing away any event materials.
- Designate specific teams to break down the event spaces: food area, seating area, games area, etc.

#### **2. Trash and Recycling Sorting:**

- After the event, all trash should be sorted into appropriate bins for recycling, composting, and waste disposal.
- Ensure that items such as bottles, cans, and food waste are separated for the correct disposal method.

#### **3. Area Inspection:**

- Perform a final walk-through of the venue to ensure no trash or event materials are left behind.
- Check surrounding areas and parking lots to ensure the event footprint has been fully cleaned.

#### **4. Return of Equipment and Materials:**

- If any borrowed or rented equipment (e.g., tents, chairs, tables) was used, ensure it is properly packed up and returned.
- Return any extra supplies (cleaning materials, signage, etc.) to their designated storage locations.

### **Post-Cleanup Review:**

- Hold a brief review meeting with cleanup volunteers to evaluate the process and discuss any areas for improvement for future events.
- Ensure that feedback is collected to refine cleanup procedures and make the process more efficient for next year's cookout.

---

This plan ensures that the Metro Detroit NPHC Cookout runs smoothly while keeping the event site clean and safe. Let me know if you need more details or adjustments to the plan!

# Proof of Service

**Hart EMS Medical Services PLLC (HMEMS)**  
**5201 Rosa Parks Blvd**

**Detroit MI 48208**

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

**Job #:** 10619

**Quote #:** 2

**Event:** Metro Detroit Greek Weekend

**Start:** Sunday, August 10, 2025

**End:** Sunday, August 10, 2025

## Customer

Metro Detroit National

Panhellenic Council

PO Box

Royal Oak MI 48068

ATTN: Ronel Newman

## Description

Proof of Service

---

This is to confirm that Hart EMS Medical Services PLLC (HMEMS) will provide on-site medical services for the above indicated Event and Venue. The following itemized services and items will be provided.

---

### **Roosevelt Park 2405 Vernor Highway Detroit Michigan 48216**

Service	Position	Date	Start	End	Dur.	Qty
On-site Medical Provider		8/10/25	1:00 PM	5:00 PM	4.00	1

---

# Proof of Service

**Hart EMS Medical Services PLLC (HMEMS)**  
**5201 Rosa Parks Blvd**

**Detroit MI 48208**

Phone 313-366-4278

Fax 313-216-1771

Email: adam@hartems.com

**Job #:** 10619

**Quote #:** 2

**Event:** Metro Detroit Greek Weekend

**Start:** Sunday, August 10, 2025

**End:** Sunday, August 10, 2025

## Customer

Metro Detroit National  
Panhellenic Council

PO Box

Royal Oak MI 48068

ATTN: Ronel Newman

## Description

Proof of Service

---

This document is not valid without signatures from both parties.



---

Authorized Signature

Hart EMS Medical Services  
PLLC (HMEMS)

---

5/1/2025

Date

Ronel Newman

---

Authorized Signature

Metro Detroit National  
Panhellenic Council

---

05/01/2025

Date

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Metro Detroit National Pan-Hellenic Council Greek Cookout

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

**Petitioner Name / Organization:** Metro Detroit National Pan-Hellenic Council

**Event Location:** Roosevelt Park

**Event Date(s) and Time(s):** 08/10/25 1:00 PM **to** 08/10/25 5:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Ronel Newman
newman.ronel@gmail.com
+1 (248) 416-9007

<b>Submission Date:</b>	04/24/25
<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>	6/5/25

## 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 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 5, 2025

## Contact Information

Organization / Petitioner Name: Metro Detroit National Pan-Hellenic Council

Mailing Address: P O Box 1162

Royal Oak Michigan 48068

Primary Contact:	Secondary Contact:
Ronel Newman	Normea Banner
<a href="mailto:newman.ronel@gmail.com">newman.ronel@gmail.com</a>	<a href="mailto:sorornbanner@gmail.com">sorornbanner@gmail.com</a>
	+1 (313) 399-1825

Organization Type: Other

Organization Website: gateway.nphchq.com

## Event Setup & Breakdown

Begin Setup: 08/10/25 11:00 AM

Complete Setup: 08/10/25 12:00 PM

Setup Location(s): Roosevelt Park

Event Start: 08/10/25 1:00 PM

Event End: 08/10/25 5:00 PM

Begin Tear Down: 08/10/25 5:00 PM

Complete Tear Down: 08/10/25 6:00 PM

Number of Trash Containers: 13 Number of Recycling Containers: 4

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:

Parking is available in designated on-street areas, public parking lots, and residential streets where permitted. Please be sure to observe all posted signs and local regulations to avoid any parking violations. We encourage guests to park in public lots or areas with clear signage to ensure convenience and accessibility for everyone attending.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 8 Number of non-truck food vendors: 15

## 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: 15

Number of tents larger than 10' x 10': 15

Tent Contractor: N/A

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: Generators

How will generators be fueled? Gas

Generator contractor: Looking

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? Yes

Name of emergency medical services contractor: Hart EMS

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 Metro Detroit National Pan-Hellenic Council to host "Metro Detroit National Pan-Hellenic Council Greek Cookout" (2025-135) on August 10, 2025, at Roosevelt Park from 1:00 PM to 5:00 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; Contracted with Private EMS to Provide Services; and be it further

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

**PROVIDED,** that there will be Health Department Inspections and Licenses Required; and be it further

**PROVIDED,** that there will be a Business License 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.