

# 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*

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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.	2025-152
Name of Petitioner	Cody Alumni Association
Description of Petition	Petition request to hold "Cody High Alumni Annual Picnic" on July 26, 2025 from 10:00 AM to 8:00 PM the same day at Stein Field. Set-up will begin on July 26, 2025 at 8:00 AM and be completed by 10:00 AM the same day. Tear down will begin on July 26, 2025 at 7:00 PM and be completed by 8:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	06/24/25
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	Cody Alumni Association 18445 Cathedral Frank Cody High School Detroit, MI 48228 P: (313) 671-8971 <a href="mailto:Btg2961@gmail.com">Btg2961@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:**

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:** CODY HS ALUMNI ALL CL/

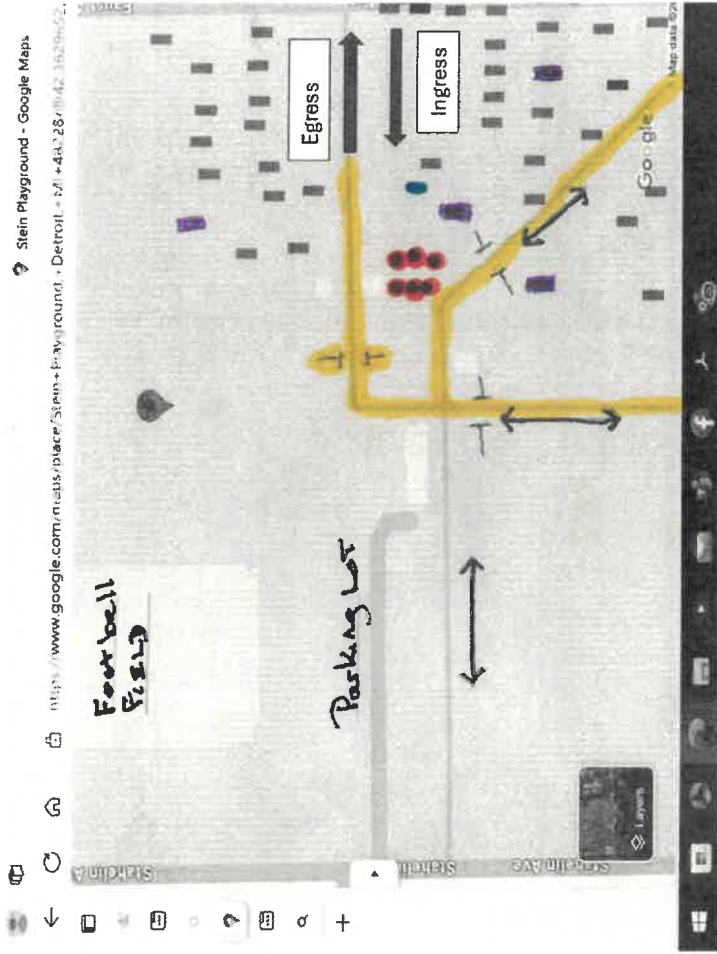
**Event Date:** 07/26/2025

**Event Organizer:**

BRAD T. GILMORE

**Applicant Signature:**

**Date:** 3/10/2025



Medical/Alumni Tent	Blue dot
Port a Johns	Red dot
Tents 10x10 and smaller	Grey rectangle
Egress/Ingress	Double-headed arrow
10-12' Clearance for Egress/Ingress Emergency	
Tents > 10x16'	Yellow rectangle

## Karin Houston

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**From:** Auto-Receipt <noreply@mail.authorize.net>  
**Sent:** Thursday, March 13, 2025 3:50 PM  
**To:** BRIAN GILMORE  
**Subject:** Transaction Receipt from Scottys Potties for \$300.00 (USD)

### Order Information

Description: 18445 CATHEDRAL ST  
Invoice Number 313759 Tax Exempt Yes  
Customer ID 18742

### Billing Information

BRIAN GILMORE  
CODY ALUMNI  
18251 MARLOWE ST.  
DETROIT, MI 48235  
USA  
BTG2961@GMAIL.COM  
3136718971

### Shipping Information

Tax: \$0.00 (USD)

**Total: \$300.00 (USD)**

### Payment Information

Date/Time: 13-Mar-2025 15:50:07 EDT  
Transaction ID: 120922851960  
Payment Method: American Express xxxx1007  
Transaction Type: Purchase  
Auth Code: 121620

### Merchant Contact Information

Scottys Potties  
Romulus, MI 48174  
US  
scott@scottyspotties.net

Cleanup Plan – Cody High Class Reunion

Event: CODY HIGH ALL CLASS REUNION

Location: Stein Field , Detroit , MI 48227

Date: 7/26/2025

Time: 10am-8pm

### **1. Pre-Event Preparation**

- Assign Cleanup Team Leads: Designate 2–3 responsible individuals to oversee cleanup efforts.
- Supplies Checklist:
  - - Trash bags (regular and heavy-duty)
  - - Recycling bags/bins
  - - Disposable gloves
  - - Brooms, dustpans, and rakes
  - - Paper towels and disinfectant wipes
  - - Optional: buckets and water for spills
- Setup Waste Stations: Place labeled bins for trash, recycling, and compost in visible areas. Bins to be supplied by Park and Rec Dept.
- Park Rules Review: Confirm rules with park authorities regarding waste disposal, prohibited items, and park usage expectations.

### **2. During the Event**

- Monitor Waste Stations: Volunteers periodically check and replace full bags as needed.
- Encourage Participation: Announce reminders to guests to clean up after themselves and use designated bins.
- Manage Spills and Hazards: Assign someone to handle any spills or unsafe debris immediately.

### **3. Post-Event Cleanup**

Timeline: Begins immediately after the event concludes.

Steps:

1. Trash Collection:

- - Walk the entire event area in teams, picking up any litter.
- - Empty and tie off all full trash and recycling bags.

2. Disposal:

- - Take filled bags to designated park dumpsters or arrange for transport.

3. Recycling & Compost Sorting:

- - Ensure proper sorting if mixed waste was collected.
- - Drop recyclables at local centers if not supported by park.

4. Equipment Breakdown:

- - Fold tables, chairs, tents, and remove signs.
- - Return rented or borrowed items.

5. Final Walkthrough:

- - Conduct a final pass-through on Sunday @10:00am ,the 27th,to check for any remaining debris or personal items.
- - Take before/after photos .

### **4. Volunteers**

List of cleanup team members and their responsibilities:

- Team Lead: Adrienne Smith
- Trash & Recycling Oversight: Ruth Jordan
- Final Inspection: Brian Gilmore

### **5. Contingency Plan**

- Bring extra bags and gloves in case of unexpected mess.
- If weather conditions impact cleanup, be prepared with umbrellas, ponchos, or a covered disposal method.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** CODY HIGH ALUMNI ANNUAL PICNIC

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

**Petitioner Name / Organization:** CODY ALUMNI ASSOCIATION

**Event Location:** STEIN FIELD

**Event Date(s) and Time(s):** 07/26/25 10:00 AM **to** 07/26/25 8:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Brian T. Gilmore
btg2961@gmail.com
+1 (313) 671-8971

<b>Submission Date:</b>	03/17/25 4
<b>Date of Clerk's Office Referral:</b>	6/24/25
<b>Date of City Departments Sign Off:</b>	6/18/25
<b>Date Referred to Council:</b>	6/24/25

## 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:** 

**Date:** June 24, 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:  
All class picnic for CHS

Estimated Peak Attendance: 500 \_\_\_\_\_

Estimated Total Attendance: 750-1000 \_\_\_\_\_

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: CODY ALUMNI ASSOCIATION

Mailing Address: 18445 CATHEDRAL FRANK CODY HIGH SCHOOL

SAME SAME 48228

Primary Contact:	Secondary Contact:
Brian T. Gilmore	ADRIENNE SMITH
btg2961@gmail.com	adie8436@att.net
	+1 (313) 574-0803

Organization Type: Nonprofit

Organization Website: n/a

## Event Setup & Breakdown

Begin Setup: 07/26/25 8:00 AM

Complete Setup: 07/26/25 10:00 AM

Setup Location(s): greenspace 1-4

Event Start: 07/26/25 10:00 AM

Event End: 07/26/25 8:00 PM

Begin Tear Down: 07/26/25 7:00 PM

Complete Tear Down: 07/26/25 8:00 PM

Number of Trash Containers: 14 Number of Recycling Containers: 2

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:  
parking lot and street

## 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? 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: 15

Number of tents larger than 10' x 10': 4

Tent Contractor: \_\_\_\_\_

What other structures will your event include? n/a

Will your event use any grills? Yes

What kind of grills? charcoal

## 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? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Camouflage Security

Number of private personnel per shift: 4

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 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 checked="" 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 Cody Alumni Association to host "Cody High Alumni Annual Picnic" (2025-152) at Stein Field 18899 W. Chicago to be held on July 26, 2025 at from 10:00 AM to 8:00 PM.

**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 BSEED Permits Required for Tents, Generators and be it further

**PROVIDED,** that there will be GSD Permits; and be it further

**PROVIDED,** that there will be a DHD inspections 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.