

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.	2025-154
Name of Petitioner	Williams Park Alliance Inc.
Description of Petition	Petition request to hold "Brightmoor Music Series" on July 15, 2025 from 11:00 AM to 8:00 PM on January 5, 2026 at Etheldra Mae Williams Park, 14330, 14336, 14334, 14350, 14356, 14370, 14378 and 14384 Burgess Street. Set-up will begin on July 15, 2025 at 7:00 AM and be completed by 10:00 AM the same day. Tear down will begin on January 5, 2025 at 10:00 AM and be completed by 2:00 PM the same day.
Type of Petition	Special Events
Submission Date	06/26/25
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	Michael Williams Williams Park Alliance Inc. 14431 Burgess Street Detroit, MI 48223 P: (313) 694-6873 michael@williamspark.org

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 482 6

(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: Michael Williams

Date: June 6, 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: Williams Park Alliance 2025

Event Date: July 1, 2025

Event Organizer: Williams Park Alliance, Inc

Applicant Signature: Michael E. Williams

Date: June 6, 2025

Chapel St

Chapel St

Acacia Ave

Burgess St

Burgess St

14336 Burgess



Street Closure
from north
yellow barricade

18' x 20' Tent
King Canopy

18' x 27' Tent
King Canopy

Food/Merchandise
Vendor Area
10' x 10' tents
depicted in purple

18 x 20
Tent

18 x 27
Tent

14384 Burgess

Porta
Potties

Seating
Lawn Chairs
and
Blankets

Stage

14336 Burgesss

Street Closure
from south
yellow barricade

Chapel St

Acacia Ave



32' Showmobile Portable Stage
Has stage lighting,,electrical outlets and 40 amp panel.



2025 Etheldra Mae Williams Park Season

Community Impact:

The Williams Park Alliance, Inc. organizes several events annually. These events are all Free to the public and Family Friendly. We conduct two classic car shows, May and October, a children's (family), summer festival, July 12, eight live music concerts, July 15 through September 2, a retro food festival, August 16 and 17, a vegan and holistic food festival, August date T.B.D., health festivals that offer medical screening and analysis and a Holiday Festival, December 16 through January 3, 2026. The community is welcome to attend, and the benefits of our events spread far beyond the park. Our company regularly maintains the adjoining properties and the events create a sense of safety for the greater surrounding area.

Cleanup Plan:

All public events will conclude at 8:00 p.m. Our staff members and volunteers will commence cleanup immediately post each event. We strategically station a minimum of six Courville Containers throughout the park for the disposal of trash and debris. We have a staff member who traverses the ground continuously collecting trash throughout the event's duration. Attendees are encouraged to bring lawn chairs, blankets or other outside seating equipment. These items are taken with upon their exit.

Build up and Break Down:

All our equipment is portable. We use 10' x 10' popup tents, a portable stage on a trailer, plastic chairs & tables plus a portable sound system. We break down the equipment no later than noon the following day, if there is no plan to use the equipment within the next seven days. We contract with Bob's Sanitation, (Scotties' Potties) for two portable johns. These units are clean once weekly unless more often is needed.

Medical Emergency Plan:

Our staff members have taken the Detroit Fire Department's "Hands Only C.P.R." course. Two of our staff members are registered nurses. All our team members carry cell phones. If an emergency arises, the first thing we are trained to do is call the appropriate first responding agency.

Emergency Evacuation:

The Etheldra Mae Williams Park is an open-air venue. It spans one full city block. The bulk of our activities are in a concentrated in the center of the park. Our staff are in constant communication with each other. In the event of an emergency, we assess the situation and make the appropriate course of action. We will continuously monitor the weather radar. If dangerous storms are predicted and warrant, we will advise patrons to return to their respective vehicles for safety.

Fire emergency that merit will be handled by calling the DFD. Crowd control emergencies that merit will be handled by calling the Detroit Police Department. We do not sell alcohol and other products that causes intoxication or inebriation.

Vendors:

All food vendors are required to obtain a license from the City of Detroit's Health Department prior to setting up or selling their products. Merchandise vendors will be required to register with the city and obtain any required credentials. Organizations that distribute free information are allowed to operate with only the minimum required permits. We do not sell nor distribute cigarettes, cannabis or alcoholic beverages.

Power Supply:

Our park is located within one hundred feet of three residential structures. These buildings are owned by our company and will supply the necessary power to all stations that require it. No generators will be needed.

Temporary Structures:

Any tents or canopies requiring permits will apply for such permits in time to be granted prior to utilization.

Street Closure:

In the past, City Council has granted a closure for Burgess Street between Lyndon and Acacia. We will make application for the previous closure permit to be reactivated. This stretch of Burgess is a rarely used residential street. No bus routes or streets with commercial traffic will be impacted.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Brightmoor Music Series

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

Petitioner Name / Organization: Williams park Alliance, Inc.

Event Location: Etheldra Mae Williams Park, 14330, 14336, 14344, 14350, 14356, 14370, 14378 and 14384 Burgess Street

Event Date(s) and Time(s): 07/15/25 11:00 AM **to** 01/05/26 8:00 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
Michael Williams
michael@williamspark.org
+1 (313) 694-6873

Submission Date:	06/06/25 3
Date of Clerk's Office Referral:	06/26/25
Date of City Departments Sign Off:	6/25/25
Date Referred to Council:	6/26/26

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 Reviewed-Ready for Council	DHD Reviewed-Ready for Council

BSEED
BSEED
Reviewed-Ready for Council

Mayor's Office Special Events Signature: Gaksima Fife

Date: June 26, 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: www.WilliamsPark.org

Which spaces will be used? Street, Sidewalk, Private Facility

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

Event Description

Brief Event Purpose & Description:

The Etheldra Mae Williams Park has events that include the Brightmoor Music Series, Friends with Classic Cars, The Burgess Street Food Festival and the Brightmoor Lights Holiday Festival. The events will run from July 15th 2025 through January 5th 2026.

The Brightmoor Music Series has free, family friendly concerts every Tuesday between July 15 and September 3, 2025.

The Burgess Street Food Festival happens August 17 and 18, 2025

The Friends With Classic Cars runs October 11 and 12

The Brightmoor Lights Holiday Festival run December 18 through January 5th 2026.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 12,000.00

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? Yes

Will you be taking donations? Yes

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: Williams park Alliance, Inc.

Mailing Address: 14431 Burgess Street

DETROIT Michigan 48223

Primary Contact:	Secondary Contact:
Michael Williams	
michael@williamspark.org	

Organization Type: Nonprofit

Organization Website: http://www.WilliamsPaark.org

Event Setup & Breakdown

Begin Setup: 07/15/25 7:00 AM

Complete Setup: 07/15/25 10:00 AM

Setup Location(s): See Above

Event Start: 07/15/25 11:00 AM

Event End: 01/05/26 8:00 PM

Begin Tear Down: 01/05/26 10:00 AM

Complete Tear Down: 01/05/26 2:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 2

Cleaning Service Vendor: Staff of the Williams Park Alliance, Inc.

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Burgess Street 07/15/25

Lyndon and Acacia

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:
Attendees will use surface street parking.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 20

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': 2

Tent Contractor: Tents are owned by Williams Park Alliance, Inc.

What other structures will your event include? We have a 32' x 8' mobile stage that will be used.

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

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? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

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 Williams Park Alliance Inc. to host "Brightmoor Music Series" (2025-154) to be held on July 15, 2025 to January 5, 2026 Burgess and Acacia Detroit, MI from 11:00 PM to 8:00 PM.

PROVIDED, that there will be DPD Assisted Event; 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 Vendors, Tents, Stages, Generators and be it further

PROVIDED, that there will be DPW Road Closure Permits with Type III Barricades; and be it further

PROVIDED, that there will be DHD food licenses and inspections; 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.