

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.	2025-172
Name of Petitioner	Susan G. Komen, Detroit Market
Description of Petition	Petition request to hold "Susan G. Komen Race for the Cure" on September 13, 2025 from 6:00 AM until 12:00 PM the same day at Milliken Park, Dequindre Cut, & adjacent Streets. Set-up will begin at 12:00 PM on September 12, 2025 and be completed by 5:00 PM the same day. Tear down will begin at 12:00 PM on September 13, 2025 and be completed by 3:00 PM the same day.
Type of Petition	Special Events
Submission Date	07/7/25
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	Gretchen Awad 13770 Noel Rd, #801889 Dallas, TX 75380 (Ph) 413-928-6599 gawad@komen.org

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: Gretchen Awad

Date: 6/9/2025

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: Susan G. Komen Race for ~~the~~ *the Cure* **Event Date:** 9/13/2025

Event Organizer: Gretchen Awad, Susan G. K

Susan G. Komen Race for the Cure, Gretchen Awad

Applicant Signature:

Gretchen Awad

Date: 9/13/2025

Site Map



Activation Key

- 1 - Registration (20'x40')
- 2 - VIP (20'x40')
- 3 - Survivor (20'x40')
- 4 - We Remember (20'x20')
- 5 - Mission Tents (10'x10')
- 6 - Sponsor (10'x10')
- 7 - Sponsor (10'x10')
- 8 - Sponsor (10'x10')
- 9 - Sponsor (10'x10')
- 10 - Sponsor (10'x10')
- 11 - Ford (10'x10')
- 12 - Media (10'x10')

Symbol Key

- Barricade Fence
- AV - Sound
- 20'x16' Stage
- Survivor Staging Area
- Porta Jon
- Volunteer Check-in



Course Map and Turn by Turn

[Komen Detroit 5K & 1 Mile Walk Course Link](#)

Both the 5K and 1 Mile walk start on Atwater, just East of Riopelle Street.

5K Route

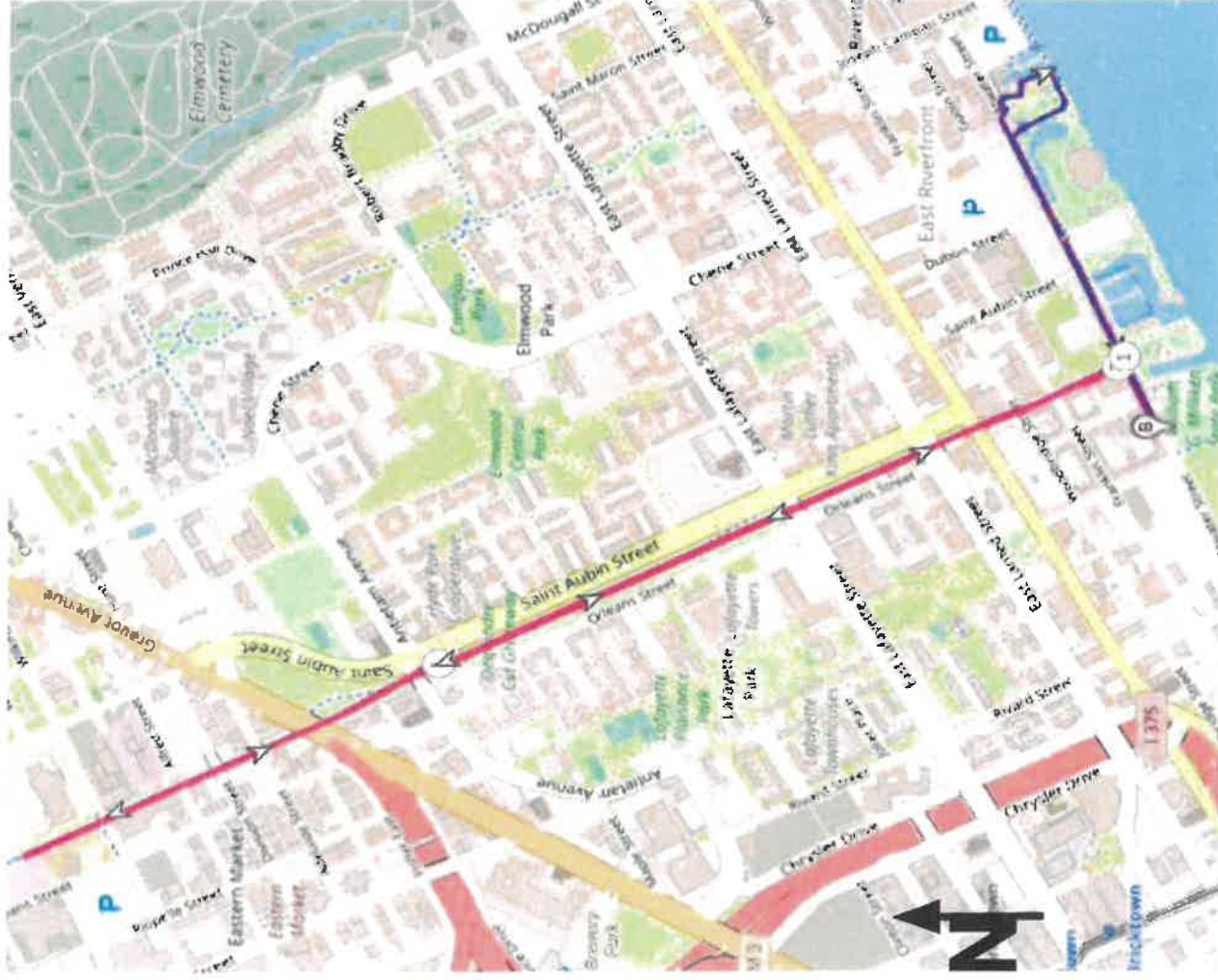
Runners will head East and turn left onto Dequindre Cut Greenway. They will take Dequindre Cut Greenway North for approximately 1.56 Miles, U-Turn, then head South the same way they came. Once back to Atwater Street, Runners will turn Right, heading West back to the finish.

1 Mile Route

Walkers will head East down Atwater and turn right at Atwater Beach Playground. Walkers will do a loop around the park and turn left back onto Atwater, heading West to the finish line.

Clean Up Plan

All trash on course and event scope is picked up and disposed of in a contracted dumpster.



On Atwater, East of Detroit Riverwalk Park parking lot entrance (No E bound entry onto Atwater) –(4) Type III

The intersection of Riopelle St and Franklin (No S bound entry onto Riopelle) –(2) Type III

The intersection of Orleans St and Atwater (No S bound entry onto Atwater) – (2) Type III

The intersection of St Aubin and Franklin St (No S bound entry onto St Aubin) – (2) Type III

The intersection of Dubois St and Franklin St (No S bound entry onto Dubois) – (2) Type III

The intersection of Chene St and Atwater St (No S bound entry onto Atwater) –(4) Type III

–16 Total Barricades contracted through POCO–



Event Day Key Volunteer Job Descriptions Summary

Pre-Event Roles

Set Up Day – General Support

Volunteers will assist with various aspects of set-up for the full event, depending on site specific needs. Tasks may include but are not limited to: table/chair set up, popup tents, staging and/or placing event barricades, placing signage, banners, and decorations, moving supplies as needed, and setting up water stations and/or food and beverage areas. Volunteers must be available to work the entire shift and be able to perform all their duties. Must be able to lift 25 lbs. May experience down time while waiting for deliveries. Under 16 must be accompanied by an adult.

Event Day Roles

Activation Volunteers

Volunteers will assist with handing out activation pieces to all participants that will be used as an interactive piece in the Opening Ceremony. Volunteers in this role will be roaming throughout the event site, so must be able to stand and walk for extended periods of time and must be able to lift 25 lbs.

Cheer Station Volunteers

Volunteers will cheer on participants along the route. This is a great activity for groups of volunteers that want to work together on Event Day. Must be over the age of 10. Under 16 must be accompanied by a supervising adult.

Communications Support

Support the marketing manager in various Event Day media-related activities including, but not limited to staffing the social media command center, facilitating media interviews, and escorting speakers and VIPs.

Course Monitor

This job is a fantastic opportunity for parent/child teams! You will be responsible for ensuring the participants stay on the assigned course. You will be stationed throughout the course, so be prepared to stand and bring water with you. Under 16 must be accompanied by an adult.

Ecology Volunteer

Volunteers are responsible for maintaining the cleanliness of the event site by picking up trash and emptying trashcans, as needed. Must be able to lift 25 lbs. and should be willing to drive a golf cart, if available, to transport trash.

Food Tent

Volunteers are responsible for replenishing drinks/food, maintaining a clean area, emptying trashcans when needed and acting as host to our participants looking for a light snack and beverage.



Greeters

Greeters are the first people to welcome participants to the event and will assist with any questions or directions within the event site.

Hope Village Tent

Volunteers will function as host for the Survivors and those living with metastatic breast cancer as needed, as well as manage the experience of this tent by keeping the area clean, distribute various items as needed, and monitor the entrance. Volunteers in Hope Village may also assist with the Pathway of Hope, setup, décor, and packing up the area at the end of the event.

Information Tent

Volunteers will assist participants with questions with the aid of course, site, and parking maps, along with a frequently-asked-questions document.

Kids Zone Volunteer

Volunteers in this area help implement safe and child-friendly activities for children.

Medical

Volunteers in this area will be responsible for assisting those requiring first aid and offering transport to the first aid tent, if needed. Should be willing and able to push a wheelchair and/or drive a golf cart throughout the venue to transport participants. All medical volunteers will be required to provide current active licenses and insurance information.

Mission Pillar Tents

The Pillar Tents are the educational component to our event. Volunteers in these areas must be 21 or older and must be willing and able to speak with event attendees about their specific "pillar" area. Volunteers will be given a short training before the event begins on how to talk about their area as it relates to Komen and breast cancer.

Parking

Volunteers will assist with setting directional barricades at parking lots. They will direct participants to the appropriate parking areas.

Pathway of Hope Volunteer

Volunteers will assist with the preparation, activation and follow through of the Pathway of Hope – a procession of participants which leads into the Opening Ceremony, and truly the highlight of the event. The procession begins at Hope Village and leads to the stage where the host of the program is ready to begin the ceremony. Survivors can be recognized as those wearing pink event shirts. MBC thrivers can be recognized by those wearing dark pink shirts.

Photobooth Assistant

Volunteers will assist with the set-up, activation, and tear-down of the event photo op area. They will manage the area activation and encourage participants to participate, help take photos as needed, and ensure all props (if available) stay in the photo area.



Photographers

Photographers needed on to help capture the event. Photographers will receive shoot assignments the week of the event and will be required to download all photos taken onto a Komen hard drive before leaving the event. By signing up as a volunteer photographer, photographers acknowledge that all photographs become the sole property of Susan G. Komen. You must have your own camera - no smart phones please.

Registration

Volunteers will assist participants with the registration process – registering people to participate and accept donations.

Sponsor Support

Volunteers will help to support and manage the sponsor check-in process, serve sponsor needs throughout the event, distribute sponsor appreciation items, collect banners for sponsor pick up post event, and helping maintain a clean area by collecting and emptying trashcans.

Start/Finish Line Support

Volunteers will assist with the start/finish area operations - including moving barricades, corral management and crowd control, as well as handing out water, or other items as provided, and cheering participants on as they start and finish on the walk/run.

Tear Down Volunteers

Volunteers will assist with various aspects of tear-down & clean-up of the full event, depending on site specific needs. Tasks may include but are not limited to table/chair clean up, popup tents, moving event barricades, taking down signage, banners, and decorations, moving supplies as needed, and cleaning up water stations and/or food and beverage areas. Volunteers must be available to work the entire shift and be able to perform all their duties. Must be able to lift 25 lbs. Under 16 must be accompanied by an adult.

Top Team Area

Volunteers will assist with the set-up, activation, cleanliness, and tear-down of the Top Teams Area – a designated area to honor Teams/Captains* for teams that have raised \$2,500+. This area's guests are incredibly valuable to Komen and volunteers should treat them with the highest level of customer service and gratitude. The Top Team area is celebratory atmosphere with many opportunities to THANK those that are funding Komen's mission. Volunteers will manage the area activation and welcome and serve VIPs within the area, while making sure the area is reserved for team members.

Top Fundraiser Tent

Volunteers will assist with the set-up, activation, cleanliness, and tear-down of the Top Fundraiser tent – a designated area to honor those individuals who have raised \$1,000 or Teams/Captains* for teams that have raised (\$2,500+). This area's guests are incredibly valuable to Komen and volunteers should treat them with the highest level of customer service and gratitude. The Top Fundraiser tent will have a decorative and celebratory atmosphere with many opportunities to THANK those that are funding Komen's mission. Volunteers will manage the area activation and welcome and serve VIPs within the area.



T-Shirt/Bib Distribution

In limited instances and at limited events, volunteers will assist with the set-up, t-shirt and or race bib distribution, and tear-down of this area. Please arrive 15 minutes prior to your shift for a brief training. Volunteers must be able to lift 25 pounds.

Vendor Support

Volunteers will help to support and manage the vendor check-in process, serve vendor needs throughout the event, distribute vendor appreciation items, collect banners for vendor pick up post event, and helping maintain a clean area by collecting and emptying trashcans.

Volunteer Check-In

We need volunteers to help with the volunteers! Specifically, we need help staffing the volunteer check-in tent, processing folks who arrive to volunteer, handing out t-shirts, and directing them to where they are needed during the event.

Water Stations/Rest Stops

Volunteers will assist with the set-up of the water station, handing out water to participants, and break down of the water station at the end of the event. This is a great activity for groups of volunteers that want to work together on Event Day. Must be over the age of 10. Under 16 must be accompanied by a supervising adult.

We Remember Tent

The We Remember tent is an area where participants may honor a loved one's memory by writing a message and/or hanging a photo of a loved one that has passed. Volunteers for this tent are a source of comfort and guidance. This is a meaningful and impactful role for mature volunteers.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Susan G. Komen Race for the Cure

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

Petitioner Name / Organization: Susan G. Komen, Detroit Market

Event Location: Milliken Park, Dequindre Cut, & adjacent streets

Event Date(s) and Time(s): 09/13/25 6:00 AM **to** 09/13/25 12:00 PM

Type of Event: Run/Marathon

Applicant Contact:
Gretchen Awad
gawad@komen.org
+1 (413) 928-6599

Submission Date:	06/09/25 1
Date of Clerk's Office Referral:	7/7/25
Date of City Departments Sign Off:	7/2/25
Date Referred to Council:	7/9/25

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 Reviewed-Ready for Council	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*

July 9, 2025

Date: _____

General Event Information

Has this event been hosted before? yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? yes

Is this an annual event? Yes

Event Website: komen.org/detroitrace

Which spaces will be used? Street, Park

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

Event Description

Brief Event Purpose & Description:

5k run/walk beginning on Atwater/Milliken Park and including Dequindre Cut. Tent, staging, sounds and event experience located on Milliken Park, DNR property. All to benefit mission of Susan G. Komen to save lives in the fight against breast cancer.

Estimated Peak Attendance: 5000

Estimated Total Attendance: 5000

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? _____

Will there be merchandise sold? No

Will you be taking donations? Yes

Is this a charity event? Yes

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: Susan G. Komen, Detroit Market

Mailing Address: 13770 Noel Rd, #801889

Dallas TX 75380

Primary Contact:	Secondary Contact:
Gretchen Awad	Ashliegh Dyer
gawad@komen.org	adyer@komen.org
+1 (567) 200-2327	+1 (586) 260-7601

Organization Type: Nonprofit

Organization Website: komen.org

Event Setup & Breakdown

Begin Setup: 09/12/25 12:00 PM

Complete Setup: 09/12/25 5:00 PM

Setup Location(s): Milliken Park

Event Start: 09/13/25 6:00 AM

Event End: 09/13/25 12:00 PM

Begin Tear Down: 09/13/25 12:00 PM

Complete Tear Down: 09/13/25 3:00 PM

Number of Trash Containers: 50 Number of Recycling Containers: 25

Cleaning Service Vendor: donated & volunteer. & registered dumpster co

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? No

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

1. list attached

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:
parking available at nearby parking structures and lots

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 2 Number of non-truck food vendors: 1

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: 18

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

Tent Contractor: Wahl Tents

What other structures will your event include? stage

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? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Prostar Professional Services

Number of private personnel per shift: 2

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: AmeriPro Health

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 checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input checked="" 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 **Susan G. Komen, Detroit Market** to host “**Susan G. Komen Race for the Cure**” (2025-172) on **September 13, 2025**, from **6:00AM – 12:00PM** at **Milliken Park, Dequindre Cut, and adjacent streets**.

Resolved, The Mayor’s Office is hereby authorized and directed to issue permits to to host “**Susan G. Komen Race for the Cure**” (2025-172) on September 13, 2025 at 6:00AM – 12:00PM.

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 EMS to Provide Services; and be it further

PROVIDED, that there will be DPW Type III Barricades; and be it further

PROVIDED, that there will be DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents per 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.