

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. | 2025-190 |
| Name of Petitioner | St. Joseph Shrine |
| Description of Petition | Petition request to hold "St. Joseph Shrine Oktoberfest" September 12, 2025 from 4:00 PM through September 14, 2025 until 6:00 PM at St. Joseph Shrine. Set-up will begin at 8:00 AM on September 9, 2025 and be completed by 12:00 PM September 12, 2025. Tear down will begin at 6:00 PM on September 14, 2025 and be completed by 12:00 PM September 15, 2025. |
| Type of Petition | Special Events |
| Submission Date | 07/16/25 |
| 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 | Rev. Canon Jean-Baptiste Commins 1828 Jay Street Detroit, MI 48207 (Ph) 313-784-9152 sjdetroit@icksp.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: /s/ Rev Cn. Jean-Baptiste Commins

Date:6/11/2025

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.

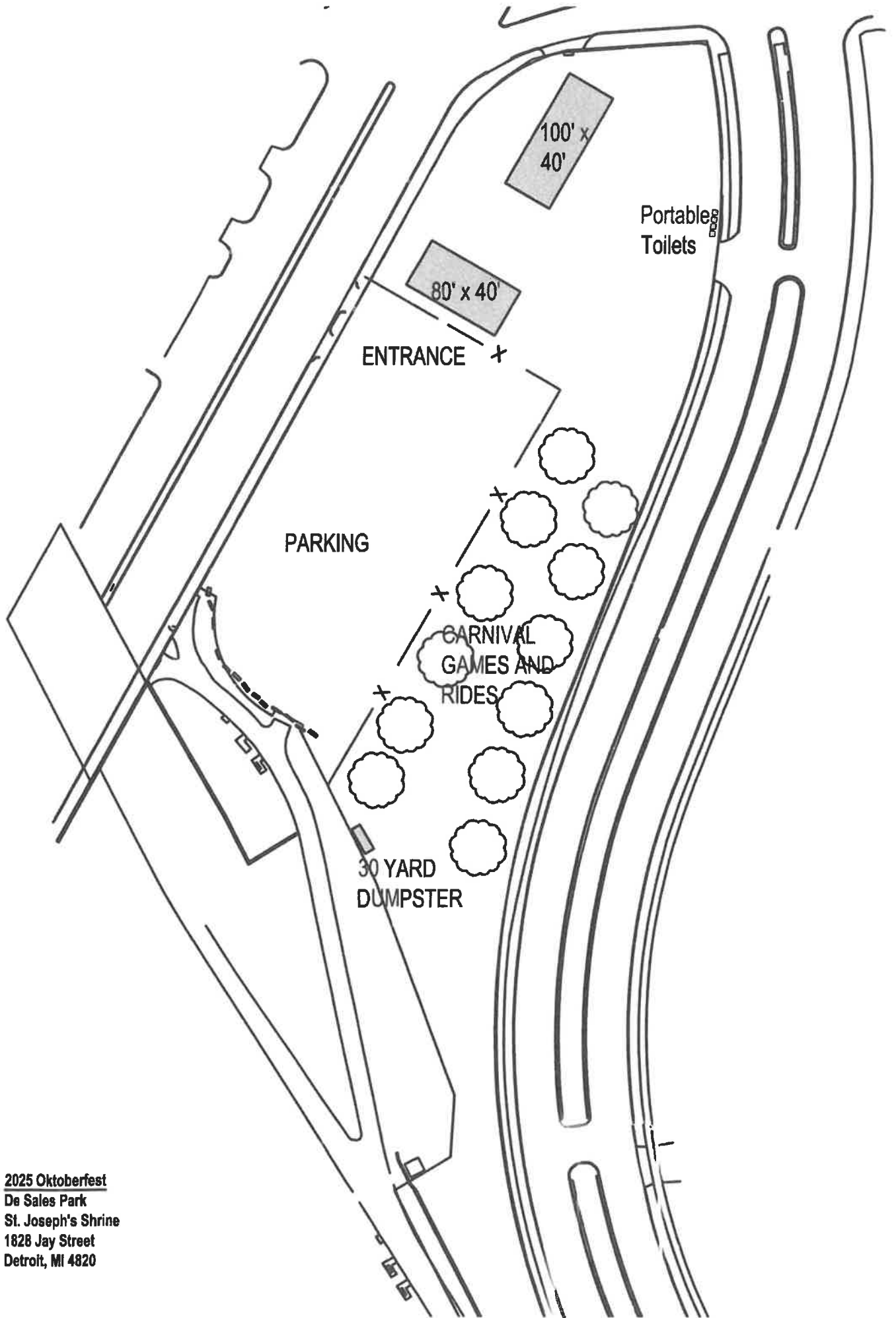
Event Name: St. Joseph Shrine Oktoberfe

Event Date:9/12-14/2025

Event Organizer: St. Joseph Shrine

Applicant Signature: /s/ Rev. Cn. Jean-Baptiste Commins

Date:6/11/2025



2025 Oktoberfest
De Sales Park
St. Joseph's Shrine
1828 Jay Street
Detroit, MI 4820

Emergency Action Plan: There will be ingress and egress for all emergency medical and/or police and fire personnel. There will be entry off Gratiot and exit onto St. Aubin.

Clean Up Plan: We rented a roll off dumpster from Detroit Disposal and volunteers will clean the private property forthwith after the festival.

Community Communication Plan: This is an annual event in which the local community is well aware. The rectory inhabitants have informed the local community business and residences of the Oktoberfest festival as has been done in years past.



4600 CLAWSON TANK DRIVE
 CLARKSTON, MI 48346
 PHONE: (248) 334-1577

SALES: EXT 1, DELIVERIES: EXT 2

DELIVERY: TUE 09/09/2025 or Weds
 EVENT DATE: 09/12/2025
 PICKUP: MON 09/15/2025
 EVENT DESC: OKTOBERFEST
 SALES PERSON: GH PO #:
 ORDER DATE: 04/04/2025 TERMS:

B JOESPH ALLEN 588-790-8700
 I ST. JOSEPH ORATORY CATHOLIC CHURCH
 L 1828 JAY ST.
 L
 DETROIT MI
 TEL: (588) 790-2800 FAX:

S JOESPH ALLEN (248) 808-0690 x
 H ST. JOSEPH ORATORY CATHOLIC CHURCH
 I 1828 JAY ST.
 P DETROIT MI

| QTY | ITEM DESCRIPTION | PRICE | TOTAL |
|-----|-----------------------------------------------------|----------|----------|
| 1 | !! PERRY'S NOT RESPONSIBLE FOR UNDERGROUND LINES !! | 0.00 | 0.00 |
| 1 | 40 X 80 POLE TENT, WHITE | 1,575.00 | 1,575.00 |
| 1 | 40 X 100 POLE TENT, WHITE | 1,915.00 | 1,915.00 |
| 10 | INSTALLED SIDEWALL 7 X 30 WHITE | 42.00 | 420.00 |
| 1 | STRING LIGHT PKG 40 X 80 RECT TENT | 490.00 | 490.00 |
| 1 | STRING LIGHT PKG 40 X 100 RECT TENT | 610.00 | 610.00 |

SPECIAL INSTRUCTIONS:

Tents will be staked in grass
 6 sidewalls on 40x120 and 4 sidewalls on 40x80
 DEL: Start on Tuesday. Complete by Wednesday Using 9/12-14
 PU: Monday.

If paying by Card there will be a 3.5% Credit Card Convenience Fee assessed

| | |
|----------------------|----------|
| SUB TOTAL | 5,010.00 |
| DISCOUNT | (751.50) |
| DELIVERY CHARGE | 100.00 |
| FUEL SURCHARGE | 100.20 |
| CREDIT CARD CONV FEE | 0.00 |
| DAMAGE WAIVER | 400.80 |
| SALES TAX | 0.00 |
| TOTAL | 4,859.50 |



GREAT TIME PARTY RENTAL

We Have All Of Your Party Needs

(586)909-2780

www.greattimepartyrental.com

Invoice

Invoice Date: 4-24-25

Invoice No.0613

Bill To:
St Joseph Shrine

Deliver To:
1828 Jay St.
Detroit, MI 48207

5/12 emilio
Approval

| Quantity | Item | Description | Unit Price | Total |
|----------|------|----------------------|------------|-----------|
| 550 | | White folding chair | \$0.75 | \$412.50 |
| 18 | | 8' table | \$7 | \$126 |
| 60 | | 60" round table | \$8 | \$480 |
| 2 | | Chill fill table | \$25 | \$50 |
| 12 | | Cocktail tables | \$8 | \$96 |
| 2 | | 20x20 tents/ 4 walls | \$240 | \$480 |
| 1 | | 28x28 dance floor | \$1100 | \$1100 |
| | | | | |
| | | | | |
| | | | Subtotal | \$2744.50 |
| | | | Multi day | \$0 |
| | | | Delivery | \$125 |
| | | | Amount Due | \$2869.50 |

Make Checks Payable To:

Great Time Party Rental

18125 Greenfield

Clinton Township MI, 48038

Thank You - We Appreciate Your Business!

EVENT DATE: Oktoberfest 2025

Have Questions? Call 586-909-2780

A-Parkway Services, Inc.
 2876 Tyler Road
 Portable Toilets & Septic Service
 Ypsilanti, MI 48198
 (734) 482-7633
 parkwayservicesinc@yahoo.com

**We're There
 When You Gotta Go**



Estimate # **1168239**
 Estimate Date **Apr 3, 2025**

Estimate To:

Joseph Allen
 33827 Harper Ave
 Clinton Township, MI 48035

Estimate Amount **\$1,140.00**

| | | | |
|--------------------------------|------|--------------------|----------------------------------------|
| Customer ID ALLENJOE | PO # | Clerk MM | Expiration Date Aug 11, 2025 |
|--------------------------------|------|--------------------|----------------------------------------|

Site: St. Joseph Church, 1828 Jay Street St. Joseph Oktoberfest, Detroit, MI 48207

| Line # | Service | Rate | Qty. | Amount | Tax | Amount with tax |
|-------------------|------------------------------------------------------------------------------------------------------|----------|------|----------|-----|-------------------|
| 1 | Event PTZ Sep 11, 2025 - Sep 15, 2025 Standard portable toilet units with sanitizer | \$130.00 | 3 | \$390.00 | | \$390.00 |
| 2 | Event HCTZ Sep 11, 2025 - Sep 15, 2025 Handicap accessible portable toilet units with sanitizer | \$250.00 | 2 | \$500.00 | | \$500.00 |
| 3 | Cleaning Service Sep 14, 2025 1 cleaning service for all units Sunday early AM | \$250.00 | 1 | \$250.00 | | \$250.00 |
| Estimate Subtotal | | | | | | \$1,140.00 |
| Estimate Total | | | | | | \$1,140.00 |

5/12 EMAILED APPROVAL

JLS Productions

Jodie Shoffner
919 W Blakely Rd
Sanford MI 48657
989-615-4410



Quote

05/05/2025

Invoice for
St Joeseph Shrine Oktberfest
Detroit MI
Sept 12th-14th

Invoice #
2910

| Description | Qty | Unit price | Total price |
|---------------------------------------------------|-----|------------|-------------|
| Stage 15 panel 24' X 20' | 1 | \$1,000.00 | \$1,000.00 |
| Production technician | 1 | \$700.00 | \$700.00 |
| PA including FOH, monitors, digital console | 1 | \$1,500.00 | \$1,500.00 |
| LED Stage lighting | 1 | \$400.00 | \$400.00 |
| Generator-Thurs-Sun 24hrs | 1 | \$3,000.00 | \$3,000.00 |
| Room buyout if not supplied for Thursday-Saturday | 3 | \$125.00 | \$375.00 |

Notes Adjustment made for supplied room

Subtotal **\$6,975.00**

Adjustments **-\$375.00**

\$6,600.00

Approved. We will review prior to
start with any changes

Jodie Shoffner
May 12, 2025

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-190

Event Name: St. Joseph Shrine Oktoberfest

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

Petitioner Name / Organization: St. Joseph Shrine

Event Location: St. Joseph Shrine 1020-1040 Gratiot

Event Date(s) and Time(s): 09/12/25 4:00 PM to 09/14/25 6:00 PM

Type of Event: Carnival/Circus, Religious Ceremony, Festival

| |
|----------------------------------|
| Applicant Contact: |
| Rev. Canon Jean-Baptiste Commins |
| sjdetroit@icksp.org |
| +1 (313) 784-9152 |

| | |
|-------------------------------------------|------------|
| Submission Date: | 06/11/25 1 |
| Date of Clerk's Office Referral: | 7/17/25 |
| Date of City Departments Sign Off: | 7/16/25 |
| Date Referred to Council: | 7/17/25 |

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 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: *Jakeima Fife*

Date: July 17, 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: <https://institute-christ-king.org/detroit-oktoberfest>

Which spaces will be used? Private Facility _____

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

Event Description

Brief Event Purpose & Description:

This is family-friendly German festival with German food and music that the Shrine has hosted for many consecutive years. There will also be church tours and kids games. This year, the festival will be located on recently-acquired property adjacent to the Shrine at 1920 and 1940 Gratiot and include young-child-friendly (age 12 and under) carnival rides.

Estimated Peak Attendance: 200 _____

Estimated Total Attendance: 2000 _____

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? Yes _____

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: St. Joseph Shrine

Mailing Address: 1828 Jay Street

Detroit MI 48207

| Primary Contact: | Secondary Contact: |
|--------------------------------------------------------------|----------------------------------------------------------------|
| Rev. Canon Jean-Baptiste Commins | Kyle Shaw |
| sjdetroit@icksp.org | kyleshaw@outlook.com |
| | +1 (614) 595-7584 |

Organization Type: Nonprofit

Organization Website: <https://institute-christ-king.org/detroit>

Event Setup & Breakdown

Begin Setup: 09/09/25 8:00 AM

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

Setup Location(s): 1828 Jay Street, 1920 and 1940 Gratiot, Detroit MI 48207

Event Start: 09/12/25 4:00 PM

Event End: 09/14/25 6:00 PM

Begin Tear Down: 09/14/25 6:00 PM

Complete Tear Down: 09/15/25 12:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 10

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? Yes

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:
There is enough room in the Shrine's fenced-in property for the festival and parking.

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)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? Yes

What type(s) of alcohol will be served? Beer

Day(s) and time(s) alcohol will be served: Sept 12 (4-8pm), Sept 13 (10-8pm) and Sept 14 (12-6 pm)

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': 2

Tent Contractor: Perry's Tents and Events, Clarkston MI

What other structures will your event include? none

Will your event use any grills? Yes

What kind of grills? propane

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? 1

Generator contractor: JLS Productions, Sanford MI

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: Granco

Number of private personnel per shift: 6

Which of these apply to the private security personnel? Licensed, Armed Bonded

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 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 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 **St. Joseph Shrine** to host "**St. Joseph Shrine Oktoberfest.**" (2025-190) on **September 12, 2025** from **4:00PM** through **September 14, 2025** until **6:00 pm** at **St. Joseph Shrine**.

PROVIDED, that there will be DPD Assisted Event; contracted with private security and be it further

PROVIDED, that there will be DFD pending inspections; with certified CPR personnel to provide services; 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 Business Licensing, tents, and generators; 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.