

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*

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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.	2025-192
Name of Petitioner	Timiko Drew
Description of Petition	Petition request to hold "DHD Annual Block Party" September 6, 2025 from 12:00 PM until 4:00 PM the same day on John R between Mack & Erskine. Set-up will begin at 6:00 AM on September 6, 2025 and be completed by 10:00 AM the same day. Tear down will begin at 4:00 PM on September 6, 2025 and be completed by 6:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	07/17/25
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	Timiko Drew 100 Mack Ave. Detroit, MI 48202 (Ph) 313-587-3087 <a href="mailto:timiko.drew@detroitmi.gov">timiko.drew@detroitmi.gov</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:**

DocuSigned by:  
*Timiko Drew*  
03357904910C497

**Date:** 6/26/2025

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:** DHD Annual Block Party

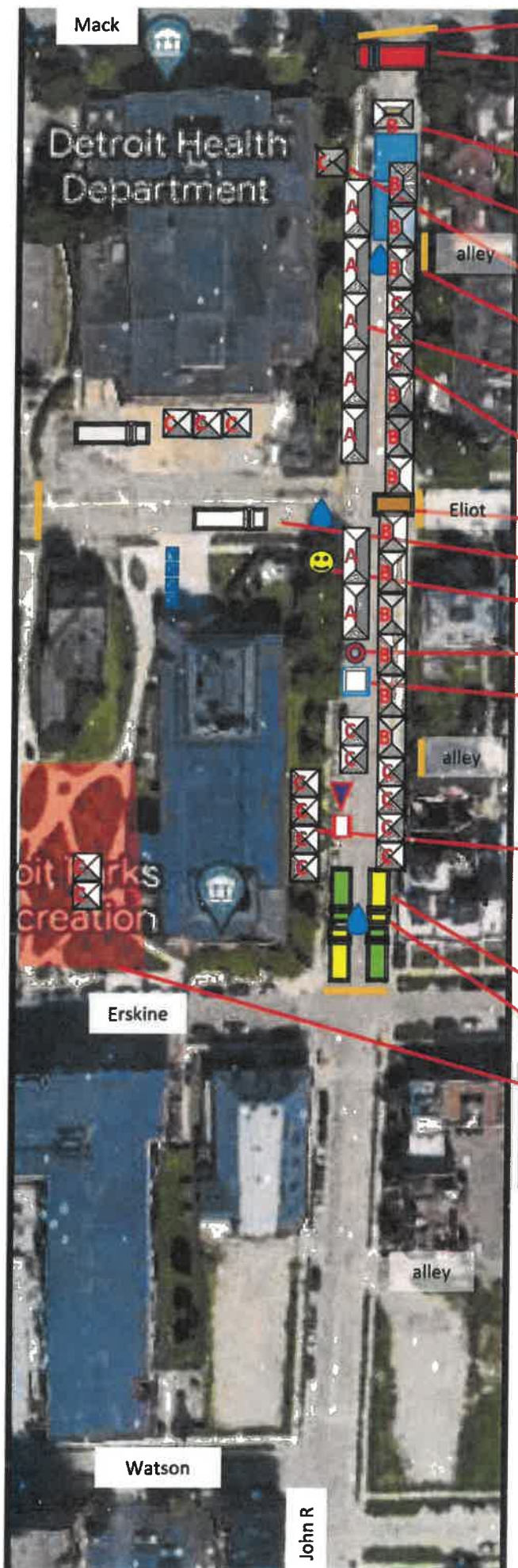
**Event Date:** 9/6/2025

**Event Organizer:** Timiko Drew

**Applicant Signature:**

DocuSigned by:  
*Timiko Drew*  
03357904910C497

**Date:** 6/26/2025



- 4 Type III Barricades
- Fire Truck
- B** REGISTRATION @ ENTRANCE @ MACK: two 8' tables (covered by 1-10'x20' tent) (13 total **B** tents)
- ACTIVITY AREA – JUMP ROPE, HULA HOOP, HOPSCOTCH, BUBBLE MACHINE 40'x40'
- FITNESS AREA 40'x40' (by stage); one **C** 10'x10' Tent
- 2 Type III Barricades (alley)
- A** Program Tents 7 - 13'x20' tents – 2-8' tables each – west side of street (24 total tables)
- C** DHD Program Tents 21 - 10'x10' tents – opposite side of street – one 8' table each
- Hay Wagon
- MOBILE GAME UNIT (on Eliot)
- Clown/Facepainting
- 360 Photo Booth
- STAGE AREA 12'x12'
- PORTA POTTIES; on GSD driveway
- DHD MOBILE HEALTH UNIT; on GSD driveway
- DINING AREA –
  - 4 10'x10' tents
  - 4 TABLES
  - 24 chairs (6 chairs per table) OR use picnic tables
- 4 FOOD TRUCKS
- Handwashing/water stations; 4/4
- DINING AREA –
  - 2 10'x10' tents
  - 2 TABLES
  - 12 chairs (6 chairs per table) OR use picnic tables

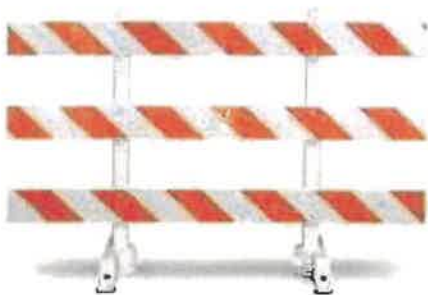
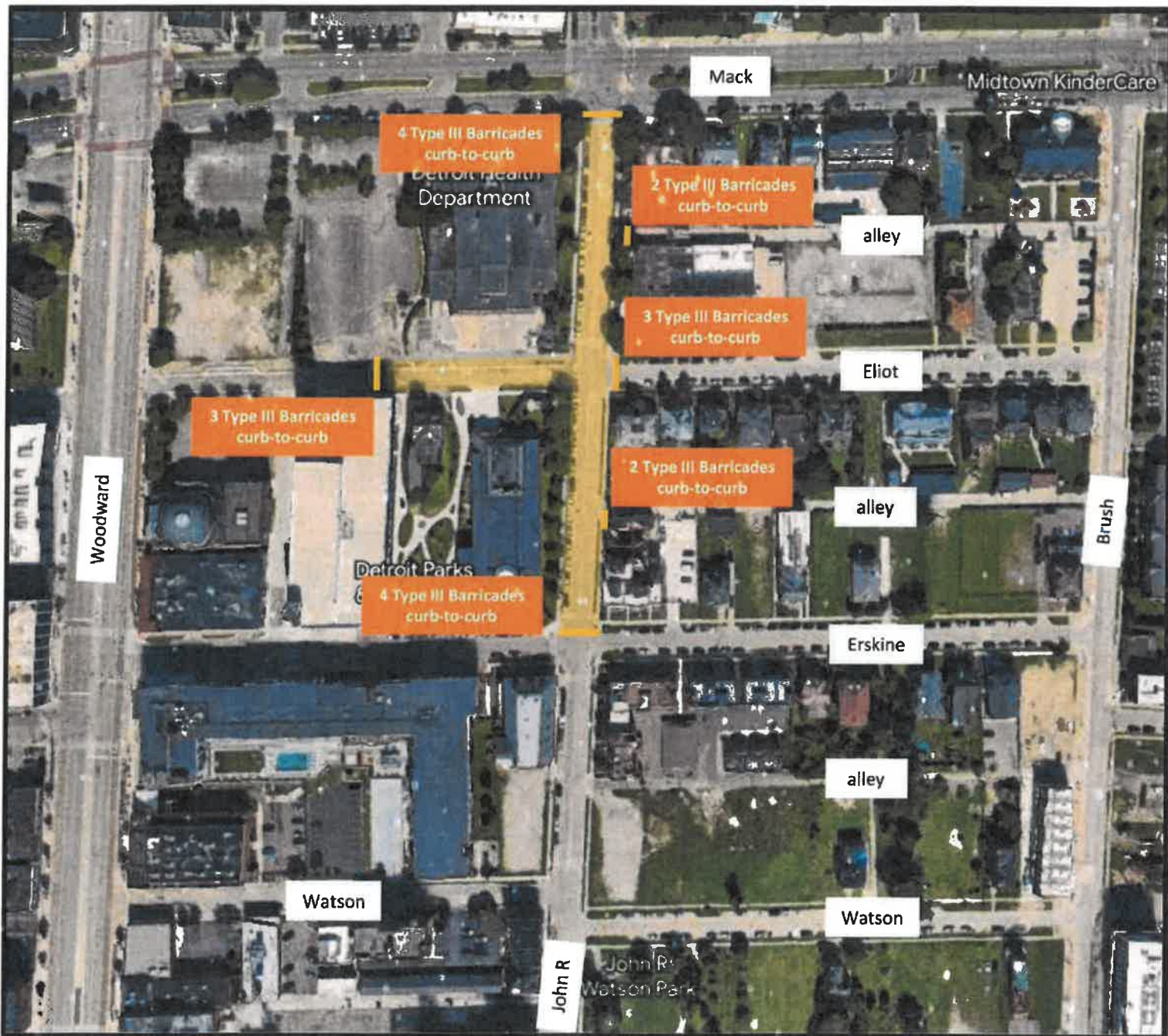
# Detroit Health Department Block Party

Saturday, **9/7/24** 9/6/2025

Event time: Noon-4P

Road closed/reopened by DPD – barricades provided by DPW before event and picked up on Monday after

Road closure: 6A-7P



18 TOTAL Type III barricades

## DHD Block Party Community Impact

The DHD Block Party is designed to engage Detroit residents in health education, provide essential services, build trust, and promote DHD programs in a culturally responsive and fun environment. The event serves as a community-based platform for outreach, empowerment, and improving health outcomes citywide.

- Increase visibility of DHD services and resources.
- Deliver health education in accessible, engaging formats.
- Promote trust and direct connection between DHD and residents.
- Encourage preventive care and healthy behaviors.
- Collect feedback from community members on health needs.

### Since launching the DHD Block Party initiative:

- 3 community block parties were held in 2022, 2023, & 2024
- Over 3,000 Detroit residents served, thus far
- Hundreds of on-site health services provided, including:
  - **Vaccinations (COVID-19, flu, childhood immunizations)**
  - **Lead screenings**
  - **Blood pressure and glucose testing**
  - **Mental health support and referrals**
  - **As well as multiple wraparound services**
- Broad engagement across all ages through live entertainment, youth activities, and educational outreach
- Prizes, free food & giveaways
- Strong partnerships with local nonprofits, city departments, and grassroots organizations

This success demonstrates the demand for trusted, accessible, and culturally responsive public health engagement in Detroit neighborhoods.

## **DHD Block Party Clean-up Plan**

**September 6, 2025**

**Clean-up Start Time:** 4pm

**Estimated Duration:** 1–2 hours

### **Clean-up Crew**

#### **DHD Staff, Volunteers**

- GSD staff
- Pegasus staff with breakdown of tents & stage
- United Rental with Porta John pickup on 9/8/2025. Porta Johns will be padlocked

#### **Waste Disposal Stations**

Place labeled bins strategically around the venue:

- **Trash**
- **Recycling** (bottles, cans, paper)

#### **Equipment Breakdown**

- Pegasus staff with breakdown of tents & stage
- United Rental with Porta John pickup on 9/8/2025. Porta Johns will be padlocked over the weekend for safety.

#### **Cleaning Areas**

<b>Area</b>	<b>Tasks</b>
Street / Sidewalks	Sweep debris, remove tape/signage
Food & Beverage Stations	Clean spills, dispose of leftovers properly
Bathrooms (if applicable)	Ensure restocked and clear of trash
Stage/Performance Area	Remove wires, trash, and equipment

#### **Final Walkthrough**

- All trash/recycling removed
- No lingering equipment or decorations
- No hazardous materials left behind
- All borrowed/rented items accounted for

# SPECIAL EVENTS PETITION

**Petition No:** 2025-192

**Event Name:** DHD Annual Block Party

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

**Petitioner Name / Organization:** Timiko Drew

**Event Location:** John R between Mack & Erskine

**Event Date(s) and Time(s):** 09/06/25 12:00 PM to 09/06/25 4:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Timiko Drew
timiko.drew@detroitmi.gov
+1 (313) 587-3087

<b>Submission Date:</b>	06/26/25 2
<b>Date of Clerk's Office Referral:</b>	7/17/25
<b>Date of City Departments Sign Off:</b>	7/16/25
<b>Date Referred to Council:</b>	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 Reviewed-Ready for Council	MPD Reviewed-Ready for Council	DPW Reviewed-Ready for Council	DHD Reviewed-Ready for Council

**BSEED**  
BSEED Reviewed-Ready for Council

**Mayor's Office Special Events Signature:** *Gakeima Fife*

**Date:** July 17, 2025

## 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: N/A

Which spaces will be used? Street, Sidewalk

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

## Event Description

Brief Event Purpose & Description:

To provide access to health programs, services and information to Detroit adults and children. Games, activities, fun, music, giveaways, free food

Estimated Peak Attendance: 1000

Estimated Total Attendance: 1,001-2,000

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: Timiko Drew

Mailing Address: 100 Mack Ave.

Detroit MI 48202

Primary Contact:	Secondary Contact:
Timiko Drew	Juanita Reid
timiko.drew@detroitmi.gov	juanita.reid@detroitmi.gov
	+1 (734) 355-5246

Organization Type: Government

Organization Website: www.detroitmi.gov/health

## Event Setup & Breakdown

Begin Setup: 09/06/25 6:00 AM

Complete Setup: 09/06/25 10:00 AM

Setup Location(s): John R/Mack-Erskine

Event Start: 09/06/25 12:00 PM

Event End: 09/06/25 4:00 PM

Begin Tear Down: 09/06/25 4:00 PM

Complete Tear Down: 09/06/25 6:00 PM

Number of Trash Containers: 24 Number of Recycling Containers: 12

Cleaning Service Vendor: GSD

Other Waste Elements: \_\_\_\_\_

**Street Closures & Parking**

How many streets will be closed: 4

Will you be closing any part of Woodward Avenue? No

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

1. John R 09/06/25

Mack thru Erskine 6:00 AM 6:00 PM

2. Eliot 09/06/25

John R thru Woodward 6:00 AM 6:00 PM

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:

- SOMA Garage
- DMC Garage
- Metered parking

**Food & Beverage**

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 5 Number of non-truck food vendors: 2

## 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: 30

Number of tents larger than 10' x 10': 2

Tent Contractor: Pegasus

What other structures will your event include? N/A

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? 2

Generator contractor: GSD

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? No

Will you be providing Port-a-johns? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: InterCity

Number of private personnel per shift: 10

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 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 **Timiko Drew** to host “**DHD Annual Block Party**” (2025-192) on **September 6, 2025** from **12:00PM – 4:00PM** on **John R. between Mack & Erskine**.

**PROVIDED**, that there will be DPD Assisted Event; Contracted with Private Security; and be it further

**PROVIDED**, that there will be DFD Pending Inspections; and be it further

**PROVIDED**, that there will be DPW Permits for the Right of Way and Type III Barricades; and be it further

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

**PROVIDED**, that there will be a Municipal Parking permit; and be it further

**PROVIDED**, that there will be BSEED Permits Required for stages, tents, and generators pending City Council’s approval; 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.