

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.	2025-197
Name of Petitioner	Detroit Athletic Club
Description of Petition	Petition request to hold "DAC Employee & Family Day" on August 17, 2025 from 2:00 PM to 6:00 PM the same day at Detroit Athletic Club, 241 Madison St., Detroit, MI 48226 Set-up will begin on August 17, 2025 at 6:00 AM and be completed by 9:00 AM the same day. Tear down will begin on August 17, 2025 at 6:00 PM and be completed by 7:00 PM the same day.
Type of Petition	Special Events
Submission Date	07/18/25
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	Kevin Heidisch Detroit Athletic Club 241 Madison Ave. Detroit, MI 48226 P: (313) 220-5201 kevinh@thedac.com

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: 6.18.2025

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: Employee & Family Day

Event Date: 8.17.2025

Event Organizer: Detroit Athletic Club

Applicant Signature:



Date: 6/18/2025



Detroit Athletic Club: Employee & Family Day

August 17nd, 2025

Adams Street closed between John R. & Brush

Food Trucks will be located on Adams, the areas where the food trucks will be located will be power washed by Quality Mobile Wash post event.

DAC staff will clean up any paper or other debris that may have accumulated during the event, trash will be thrown away in DAC cans then taken to the dumpster located on DAC property.

Recyclable cans will be used on Adams and on DAC property.

DAC Employee & Family Day

Emergency Action Plan (EAP)

1. Event Information

- **Event Name:** Employee & Family Day
- **Date & Time:** August 17nd, 2025

Location: Detroit Athletic Club
241 Madison Street
Detroit, MI 48382

- **Event Organizer:** Kevin Heidisch, 313-442-1053
- **Estimated Attendance:** 300 ppl total (100 at any given time).

2. Emergency Contacts

- **Emergency Services (Police, Fire, EMS):** 911
- **Event Safety Coordinator:** Kevin Heidisch, Director of Security
- **On-site Medical Team:** Robin Hartnett, certified instructor for CPR/AED/1st Aid. (certification was provided in application documents).
- **Security Team:** Kevin Heidisch, Director of Security & DAC security staff
- **Local Hospital:** DMC

3. Emergency Notification & Communication

- **Communication System:** Two-way radios, PA system, cell phones
- **Emergency Code Words:**
 - Medical Emergency: "Code Red"
 - Fire: "Code Blue"
 - Severe Weather: "Code Yellow"
 - Security Threat: "Code Black"
- **Notification Procedure:**

1. Staff or attendee reports an emergency to the nearest event staff.
2. Event staff notifies the Safety Coordinator.
3. Safety Coordinator assesses the situation and contacts emergency services if necessary.
4. Announcements made via PA system and two-way radio

4. Evacuation Plan

- **Evacuation Routes:** Clearly marked exits and pathways to safety zones.
- **Assembly Points:** Surface lot, front of DAC garage near Gem Theater.
- **Staff Roles:**
 - Security Team: Guide attendees to safety.
 - Medical Team: Assist injured individuals.
 - Event Staff: Direct attendees to safety and provide information.

5. Medical Emergency Plan

- **First Aid Stations:** AED, Medical Bag (1st Aid Bag) and Oxygen tank located in event space (marked on layout).
- **Response Procedure:**
 1. First responder: Security assesses the situation.
 2. Contact on-site medical team immediately.
 3. If needed, call 911 and provide detailed location info.
 4. Crowd control measures implemented to assist emergency responders.

6. Fire & Severe Weather Response

- **Fire Response:**
 1. Identify fire location and evacuate the immediate area.
 2. Use fire extinguishers if safe; otherwise, call 911.
 3. Direct attendees to evacuation zones.

- **Severe Weather (Storms, Lightning, High Winds):**

1. Monitor weather conditions via local authorities and apps.
2. Issue alerts and direct attendees to designated shelters.
3. Suspend activities until conditions improve.

7. Security & Crowd Control

- **Entry & Exit Control:** Security

- **Lost Persons:**

- Designated Lost & Found station.
- Announcements made over PA system & Two-way radio
- Reunification procedure for missing children or vulnerable persons.

- **Threat Response:**

- DAC monitored for potential social media threats by Detroit Crime Commission.
- If a threat is identified, inform security and law enforcement immediately.
- Follow lockdown or evacuation protocols as needed.

8. Post-Incident Reporting & Review

- **Incident Report:** Document all details of the emergency.
- **Debriefing:** Hold a post-event meeting to discuss emergency response effectiveness.
- **Improvements:** Update the EAP based on lessons learned.

Prepared by: Kevin Heidisch **Date:** 6.18.2025

City of Detroit Special Events Application Authorizations

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Applicant Signature:



Date: 6.18.2025

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.

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Event Name: Employee & Family Day

Event Date: 8.17.2025

Event Organizer: Detroit Athletic Club

Applicant Signature:



Date: 6/18/2025

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: DAC Employee & Family Day

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

Petitioner Name / Organization: Detroit Athletic Club

Event Location: Detroit Athletic Club, 241 Madison St.

Event Date(s) and Time(s): 08/17/25 2:00 PM to 08/17/25 6:00 PM

Type of Event: Other

Applicant Contact:
Kevin Heidisch
kevinh@thedac.com
+1 (313) 220-5201

Submission Date:	06/24/25 3
Date of Clerk's Office Referral:	7/16/25
Date of City Departments Sign Off:	7/16/25
Date Referred to Council:	7/18/25

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: *Gaksima Fife*

Date: July 18, 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: DAC.com _____

Which spaces will be used? Street, Sidewalk _____

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

Event Description

Brief Event Purpose & Description:

We would like to close Adams Street and South Adams Sidewalk to hold an employee appreciation event for staff and their immediate families. Three food trucks are scheduled, 2 approved by the City waiting for the third trucks approval. No need for Porta Potties - there is an executive washroom located within the event space. DAC Security will be present throughout the event.

Estimated Peak Attendance: 100 _____

Estimated Total Attendance: 300 _____

Is this a public event? No _____

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: Detroit Athletic Club

Mailing Address: 241 Madison Ave.

Detroit Athletic Club 241 Madison Street 48226

Primary Contact:	Secondary Contact:
Kevin Heidisch	
kevinh@thedac.com	

Organization Type: Nonprofit

Organization Website: DAC.com

Event Setup & Breakdown

Begin Setup: 08/17/25 6:00 AM

Complete Setup: 08/17/25 9:00 AM

Setup Location(s): 241 Madison St.

Event Start: 08/17/25 2:00 PM

Event End: 08/17/25 6:00 PM

Begin Tear Down: 08/17/25 6:00 PM

Complete Tear Down: 08/17/25 7:00 PM

Number of Trash Containers: 4 Number of Recycling Containers: 4

Cleaning Service Vendor: DAC staff

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. Adams Street 08/17/25

John R. / Brush 6:00 AM 7:00 PM

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 park in the DAC garage.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 3 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: 5

Number of tents larger than 10' x 10': 5

Tent Contractor: Event theory - permit approved TMP-2025-00032

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: 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? No

Will a sound system be used? _____

Will you be providing Port-a-johns? No

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 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 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 Detroit Athletic Club to host “DAC Employee & Family Day” (2025-197) on August 17, 2025 from 2:00 PM – 6:00 PM at 241 Madison Detroit, Mi 48226.

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 BSEED Permits Required for 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.