

# City of Detroit

Janice M. Winfrey  
City Clerk

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.	2025-195
Name of Petitioner	District 7 DON & City of Dearborn Neighborhoods team
Description of Petition	Petition request to hold "Detroit Dearborn Community Block Party Annual Event" on September 13, 2025 from 12:00 PM to 3:00 PM the same day at Tireman from Appoline St. to Manor St. – Dearborn/Detroit Border. Set-up will begin on September 13, 2025 at 8:00 AM and be completed by 12:00 PM the same day. Tear down will begin on September 13, 2025 at 3:00 PM and be completed by 4:00 PM the same day.
Type of Petition	<b>Special Events</b>
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	Courtney Harper District 7 DON & City of Dearborn Neighborhoods team 2 Woodward – Suite 1126 Detroit, MI 48226 P: (313) 236-3540 <a href="mailto:Courtney.harper@detroitmi.gov">Courtney.harper@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:** Courtney Harper **Date:** 6/17/25

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:** Detroit x Dearborn **Event Date:** 9/13/25  
**Event Organizer:** District 7 DON & City of Dearborn Neighborhood Team  
**Applicant Signature:** Courtney Harper **Date:** 6/17/25



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Detroit Dearborn Community Block Party Annual Event

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

**Petitioner Name / Organization:** District 7 DON & City of Dearborn Neighborhoods team

**Event Location:** Tireman from Appoline St. to Manor St. - Dearborn/Detroit Border

**Event Date(s) and Time(s):** 09/13/25 12:00 PM to 09/13/25 3:00 PM

**Type of Event:** Carnival/Circus, Festival

<b>Applicant Contact:</b>
Courtney Harper
courtney.harper@detroitmi.gov
+1 (313) 492-1506

<b>Submission Date:</b>	06/17/25 1
<b>Date of Clerk's Office Referral:</b>	7/17/25
<b>Date of City Departments Sign Off:</b>	7/17/25
<b>Date Referred to Council:</b>	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? No \_\_\_\_\_

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:

The Mayors office Dept of Neighborhoods is working on a coordinated joint effort with the mayors office in Dearborn to hold a block party at the city border between the neighborhoods in both Detroit and Dearborn. Event will have tent tables and chairs as well as foods, resource tables and kids activities. This will be our second year doing this event

Estimated Peak Attendance: 200 \_\_\_\_\_

Estimated Total Attendance: 300 \_\_\_\_\_

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: District 7 DON & City of Dearborn Neighborhoods team

Mailing Address: 2 Woodward - Suite 1126

Detroit MI 48226

Primary Contact:	Secondary Contact:
Courtney Harper	Alia Phillips
courtney.harper@detroitmi.gov	aphillips@dearborn.gov
+1 (313) 236-3540	+1 (734) 716-5233

Organization Type: Government

Organization Website: \_\_\_\_\_

## Event Setup & Breakdown

Begin Setup: 09/13/25 8:00 AM

Complete Setup: 09/13/25 12:00 PM

Setup Location(s): 8051 Littlefield - All items set up in this area of green space between 2

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

Event End: 09/13/25 3:00 PM

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

Complete Tear Down: 09/13/25 4:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 5

Cleaning Service Vendor: Depending on capacity a combination of both DPW depts.

Other Waste Elements: N/A

## 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. Tireman 09/13/25

Appoline to Tireman 8:00 AM 4:00 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:

Majority of residents will be from the surrounding neighborhood and will walk or park on the blocks near them.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 4 Number of non-truck food vendors: 10

## 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: 10

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

Tent Contractor: City of Dearborn Recreation / Wayne County

What other structures will your event include? \_\_\_\_\_

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? \_\_\_\_\_

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 **District 7 DON and the City of Dearborn Neighborhoods Team** to host “**Detroit Dearborn Community Block Party**” (2025-195) on **September 13, 2025** from **12:00PM – 3:00PM** at Tireman from Appoline street to Manor street-Dearborn | Detroit border.

**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 DHD pending inspections; and be it further

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

**PROVIDED**, that there will be BSEED Permits Required for tents, stages, and generators upon 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.