

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

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.	2025-188
Name of Petitioner	Sickle Cell Disease Association of America Michigan Chapter
Description of Petition	Petition request to hold "Sickle Cell Matters! Awareness Week" on September 13, 2025 from 9:00 AM to 1:00 PM the same day at Charles Wright Museum of African American History. Set-up will begin on September 13, 2025 at 7:00 AM and be completed by 9:00 AM the same day. Tear down will begin on September 13, 2025 at 1:00 PM and be completed by 3:00 PM the same day.
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	Craig Bradley Sickle Cell Disease Association of America Michigan Chapter 18516 James Couzens Detroit, MI 48235 P: (313) 719-4127 bradleyc@scdaami.org

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

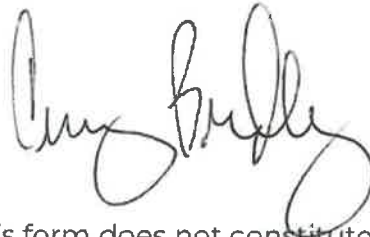
(313) 224 - 3260 | Fax: (313) 224 - 1466

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:



Date:

7/3/2015

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:

Sickle Cell Matters! Awareness Walk

Event Date:

Sept. 13, 2015

Event Organizer:

Sickle Cell Disease Association of America Michigan Chapter

Applicant Signature:



Date:

7/3/2015



Sickle Cell Disease Association of America, Michigan Chapter, Inc.

18516 JAMES COUZENS • DETROIT, MICHIGAN 48230-2507 • PHONE (800) 842-8873 • FAX (313) 854-9885

July 3, 2025

2025 Sickle Cell Matters Awareness Walk

Community Communication and Impact Plan:

The Sickle Cell Matters Awareness Walk aims to minimize negative logistical impacts on the residential and business communities through effective communication and preplanning. Our multi-channel outreach campaign includes the following:

1. **Phone Calls:** We proactively reach out to community members, local businesses, and stakeholders via phone calls to inform them about the event and its logistics.
2. **Social Media and Online Outreach:** We leverage social media platforms and online channels to disseminate information about the walk; updates, event details, and reminders are shared across various platforms.
3. **Community Newsletters and Flyers:** We collaborate with community newsletters and distribute flyers to raise awareness about the event. These materials provide essential details, such as date, time, and route.

Business Engagement:

We maintain positive relationships with local businesses by considering their needs and minimizing disruptions. Here's how:

1. **Business Awareness:** We directly contact businesses in the area, ensuring they are aware of the event and its impact. By providing advance notice, we mitigate surprises and address any concerns.
2. **Timing Considerations:** The Sickle Cell Matters Awareness Walk is scheduled outside normal business hours. This approach minimizes business interruptions and allows businesses to operate smoothly.

Community Impact Plan:

To minimize disruptions to residents, we implement the following strategies for the walk:

1. **Event Location Selection:** We use the street, hillside, and walkway at the rear of the museum as the meeting, starting, and finishing points. This location minimizes sound carryover to nearby residential areas.
2. **Traffic Management:** Participants are instructed to observe all traffic laws. They walk on sidewalks and follow the approved walk route. This ensures safety and minimizes disruptions to vehicular traffic.
3. **Parking Utilization:** Available parking lots and street parking areas are utilized efficiently. By directing participants to designated parking spaces, we avoid congestion and inconvenience for community residents.

Our commitment to effective communication and thoughtful planning ensures a successful and harmonious Sickle Cell Matters Awareness Walk for both the residential and businesses communities.

Emergency Action Plan

Sickle Cell Matters! Awareness Walk 2025

Event Location

Charles Wright Museum

315 E. Warren Ave Detroit MI 48201, 313 494 5800

Emergency Personnel and Event Contacts

Event/ Site Director: Craig Bradley, 313 719 4127

EMT Medical Stand by Ambulance

Nearby Medical Center:

Detroit Receiving Hospital

4201 St Antoine, Detroit, MI 48201, 313 745 3000

Medical Treatment

1. Only first aid will be rendered onsite.
2. Non-Emergency injuries: a family member, event staff, volunteer will promptly notify the Event Director or EMT stand by ambulance medical personnel
3. Minor injuries may be initially evaluated by EMT stand by ambulance medical personnel
4. If major medical treatment is needed, EMT stand by ambulance will transport to hospital emergency room for evaluation and treatment

Medical Emergency Procedures

1. Emergency situation involving potential loss of life, limb, or sight: contact the onsite EMT stand by ambulance, or call 911 immediately, notify event director
2. Any emergency situation involving loss of consciousness, loss of any of the ABCs (Airway, Breathing, Circulation), or neuromuscular compromise should prompt immediate evaluation by the event EMT stand by ambulance or by calling 911 immediately, notify event director.

Emergency Equipment

All event staff will know where the EMT stand by ambulance is stationed

First Aid Supplies –EMT stand by ambulance

AED- EMT stand by ambulance

In The Event of Severe Weather

Event activities will be suspended, delayed, or postponed

Participates should locate a safe shelter until the severe weather event ends

In the event of a Bad Actor/Shelter in Place Order

Participates should locate a safe shelter lock/block doors if possible , call 911 and wait until emergency responders indicate the danger has ended.

Sickle Cell Matters Awareness Walk 2025

Clean-up Plan

We will utilize staff and volunteers during and after the conclusion of the event to ensure the walk route and site are cleaned up and returned to their original condition.

All Thrash bags will be placed in the facilities dumpsters or hauled off site at the end of the event.

METRO ALARM SYSTEMS, LLC
 46777 7 Mile Rd
 Northville, MI 48167 US
 +17343267266
 sales@metroas.com



Statement

TO

City of Detroit - Mayor's Office
 2 Woodward Ave.
 Suite 1126
 Detroit, MI 48226

STATEMENT NO. 10280
 DATE 07/16/2025
 TOTAL DUE \$611.94
 ENCLOSED

DATE	ACTIVITY	AMOUNT	OPEN AMOUNT
03/03/2025	Invoice #38649: Due 04/02/2025.	305.97	305.97
06/03/2025	Invoice #39699: Due 07/03/2025.	305.97	305.97

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
0.00	305.97	0.00	0.00	305.97	\$611.94

Interested in receiving your invoices electronically? Please provide us with your email address and we will send all invoices directly to your inbox and eliminate excess paper.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-188

Event Name: Sickle Cell Matters! Awareness Walk

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

Petitioner Name / Organization: Sickle Cell Disease Association Of America Michigan Chapter

Event Location: Charles Wright Musuem of African American History

Event Date(s) and Time(s): 09/13/25 9:00 AM to 09/13/25 1:00 PM

Type of Event: Walkthon

Applicant Contact:
Craig Bradley
bradleyc@scdaami.org
+1 (313) 719-4127

Submission Date:	07/03/25 1
Date of Clerk's Office Referral:	7/16/25
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 Approval Not Required	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 Approval Not Required

BSEED
BSEED Reviewed-Ready for Council

Mayor's Office Special Events Signature: 

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: N/A _____

Which spaces will be used? Sidewalk, Private Facility _____

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

Event Description

Brief Event Purpose & Description:

Sickle Cell Matters! Awareness Walk will raise community awareness about Sickle Cell Disease and money to support the mission of the Sickle Cell Disease Association of America Michigan Chapter. It will celebrate the resilience of individuals living with the most common genetic disorder in the United States.

Estimated Peak Attendance: 800 _____

Estimated Total Attendance: 800 _____

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: Sickle Cell Disease Association Of America Michigan Chapter

Mailing Address: 18516 James Couzens

Detroit MI 48235

Primary Contact:	Secondary Contact:
Craig Bradley	
bradleyc@scdaami.org	

Organization Type: Nonprofit

Organization Website: www.scdaami.org

Event Setup & Breakdown

Begin Setup: 09/13/25 7:00 AM

Complete Setup: 09/13/25 9:00 AM

Setup Location(s): Charles Wright Museum

Event Start: 09/13/25 9:00 AM

Event End: 09/13/25 1:00 PM

Begin Tear Down: 09/13/25 1:00 PM

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

Number of Trash Containers: 5 Number of Recycling Containers: 3

Cleaning Service Vendor: _____

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. Farnsworth 09/13/25

Between Brush and John R 8:00 AM 3:00 PM

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:

The Cultural Center Parking lot and surrounding area for parking on the street.

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

Number of food trucks: _____ Number of non-truck food vendors: _____

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? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 15

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

Tent Contractor: N/A

What other structures will your event include? None

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

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? 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? Yes

Name of emergency medical services contractor: Hart EMS

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 **Sickle Cell Disease Association of America Michigan Chapter** to host “**Sickle Cell Matters! Awareness Week.**” (2025-188) on **September 13, 2025** from **9:00AM – 1:00PM** at **Charles Wright Museum of African American History**.

PROVIDED, that there will be DPD Assisted Event; with community volunteers and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with private EMS to Provide Services; and be it further

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

PROVIDED, that there will be MPD permit required for blocked meters; and be it further

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