

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.	2025-180
Name of Petitioner	Amelia Duran
Description of Petition	Petition request to hold "SW Fest" on August 23, 2025 from 1:00 PM until 10:00 PM the same day at Senate Theatre, 6424 Michigan Ave, Detroit MI, 48210. Set-up will begin at 12:00 PM on August 22, 2025 and be completed by 12:00 PM on August 23, 2025. Tear down will begin at 11:00 PM on August 23, 2025 and be completed by 12:00 PM August 24, 2025.
Type of Petition	Special Events
Submission Date	07/9/25
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	Amelia Duran 4670 Junction Ave. Detroit, MI 48210 (Ph) 313-475-7414 info@garagecultural.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:

5-14-25

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:

SWTFEST

Event Date:

8-23-25

Event Organizer:

AMELIA DURAN

Applicant Signature:



Date:

5-14-25

1. **Event Cleanup Plan**

Our event is in a private contained area bordered by fencing, we use both the Senate Theatre's permanent bulk waste garbage container to discard all waste collected throughout the day. We empty garbage receptacles scattered throughout the lots and inside the theater the night of the event and have approximately 25 volunteers that come back the next day to pick up any additional waste left on the floor in both the lots and outside pedestrian areas/streets. If we see a need for overflow of waste we will dispose of it at our permanent bulk waste receptacle at Garage Cultural (less than a mile away).

2. **Communication & Community Impact Plan**

This event is put on by a collective of 10 NextGen creatives from Southwest Detroit with the support of Garage Cultural which has a 30 year history of producing arts and cultural work in the community. It has become one of the most beautiful and diverse events in Southwest, the positive impacts that it has had on our creative economy and youth, resident families and elders is tremendous. It is extremely critical that we support and strengthen this resident-led efforts to create a rich arts and cultural ecosystem.

Surrounding neighborhood community members are notified and invited to participate in the event a week before the event takes place. Pedestrian traffic will be managed by traffic controllers at all three relevant intersections with appropriate signage indicating where permissible parking is available in order to not disrupt residents. Safety will be addressed in our emergency safety plan and sound carryover will be minimal and aligned with city ordinances.

SW FEST: SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

I. GENERAL

SW Fest will be held on Saturday August 24th, 2024, at the Senate Theatre located at The Senate Theatre 6424 Michigan Ave., Detroit, Michigan 48210.

II. PURPOSE PROCESS

- A. Precautionary methods will be taken before and after SW Fest in response to an emergency or otherwise hazardous condition. The following actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, and Emergency Medical Services.

IV. BASIC PLAN

A. EAP Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event.
 - a. PRIMARY CONTACT: Rebeca Maxon
 - b. TELEPHONE NUMBER: (313) 478-2893

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. Our organization will have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number
 - d. We will have an on-site safety team and an Emergency Medical Service contractor 313 Care Collective and Heed Health.

C. Severe Weather

1. Weather Forecasts and current conditions will be monitored through National Weather Service's Raleigh Weather Forecast Office website at www.weather.gov/rah.
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. Inside provisions for sheltering will be available on site sheltering in the events of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
 - a. **In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.**

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.
 - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by event staff.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. We will be following the Fire Code conditions for the use of open flame for grilling during the event:
 - a. Will have a valid fire extinguisher, 2A10BC or class K on-site.
 - b. Each space will have 1 LP tank per cooking device and only one spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.).
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. Our organization will have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

2. Should an incident occur that requires Emergency Medical Services, the on-site Safety Team and Emergency Medical Service contractor will be contacted to request this resource.

F. Emergency Vehicle Access

1. Access for emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by STAFF/PRIVATE SECURITY
5. Parking for vendor and staff vehicles will be located at the venue
6. Parking for attendee vehicles will be at the venue

G. Active Shooter

1. In the event of an active shooter the event will follow the U.S. Department of Homeland Security protocol handbook "[Active Shooter: How to Respond](#)".

G. Missing Child

2. In the event of a missing child the event will follow the [Missing-child. Emergency-Response. Quick-reference Guide for Families](#).

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: SW Fest

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

Petitioner Name / Organization: Amelia Duran

Event Location: Senate Theatre, 6424 Michigan Ave, Detroit, MI , 48210

Event Date(s) and Time(s): 08/23/25 1:00 PM to 08/23/25 10:00 PM

Type of Event: Festival

Applicant Contact:
Amelia Duran
info@garagecultural.org
+1 (313) 475-7414

Submission Date:	05/14/25 6
Date of Clerk's Office Referral:	7/9/25
Date of City Departments Sign Off:	7/9/25
Date Referred to Council:	7/14/25

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 Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED
BSEED Reviewed- Ready for Council

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

July 14, 2025

Date: _____

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? Private Facility _____

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

Event Description

Brief Event Purpose & Description:

SW Fest is a free intergenerational and multicultural community music and arts festival founded in the summer of 2021. It is a true reflection of the linguistic and cultural diversity of the neighborhood which has provided a platform for local artists, creatives, and youth to both express and retain their cultural connections and traditions.

Estimated Peak Attendance: 800 _____

Estimated Total Attendance: 1500 _____

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? Yes _____

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: Amelia Duran

Mailing Address: 4670 Junction Ave

Detroit MI 48210

Primary Contact:	Secondary Contact:
Amelia Duran	Gabriel Duran
info@garagecultural.org	gabrielxduran98@gmail.com
	+1 (313) 452-7570

Organization Type: Nonprofit

Organization Website: www.garagecultural.org

Event Setup & Breakdown

Begin Setup: 08/22/25 12:00 PM

Complete Setup: 08/23/25 12:00 PM

Setup Location(s): 6424 Michigan Ave, Detroit, MI , 48210

Event Start: 08/23/25 1:00 PM

Event End: 08/23/25 10:00 PM

Begin Tear Down: 08/23/25 11:00 PM

Complete Tear Down: 08/24/25 12:00 PM

Number of Trash Containers: 30 Number of Recycling Containers: 15

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? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

We have at least 6 volunteers on the day of the event at each intersection helping direct traffic towards available street and overflow parking on Michigan Avenue, Gilbert Street, and Morton Street. Several private lots on the south side of Mich Ave are also used for event attendees and artists. We also email parking instructions to all vendors 10 days prior to the event to ensure a smooth and quick drop off.

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? No

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? 2

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': 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: Generators, Utility Power

How will generators be fueled? Gas

Generator contractor: Sunbelt

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: Elite protection Services LLC

Number of private personnel per shift: 6

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: 313 Care Collective, Heed Health

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 **Amelia Duran** to host "SW Fest" (2025-180) on **August 23, 2025**, from **1:00PM – 10:00PM** at **Senate Theatre, 6424 Michigan Ave., Detroit, MI, 48210**.

PROVIDED, that there will be DPD Assisted Event; 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 DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for business licenses, stages, tents, and generators per City Council approval; 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.