

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.	2025-205
Name of Petitioner	Detroit 300 Conservancy/Downtown Detroit Partnership
Description of Petition	Petition request to hold "Grand Circus Park Fall Football Event Series" September 13, 2025 from 9:00 AM through October 21, 2025 until 12:00 AM at Grand Circus Park East. Set-up will begin at 7:00 AM on September 12, 2025 and be completed by 8:00 AM on September 13, 2025. Tear down will begin at 12:00 AM on October 21, 2025 and be completed by 5:00 PM the same day.
Type of Petition	Special Events
Submission Date	07/24/25
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	Alex Fields 1000 Woodward Ave., Ste. 380 Detroit, MI 48226 (Ph) 313-617-8408 alex.fields@downtowndetroit.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: 7/8/2025

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: Grand Circus Park Fall Football Event Series **Event Date:** 9/13/25, 9/14/25

Event Organizer: Downtown Detroit Partnership

10/20/25

Applicant Signature:



Date: 7/8/2025

DDP Grand Circus Park Fall Football Events

9/13/25: 9am-5pm
 9/14/25: 9am-5pm
 10/20/25: 12pm-12am



Bike Rack Barricade



Natural Barrier



High Top Tables



Picnic Tables



Activation 10'x10' Tents



Medical Tent



Magnetometer/Entrance



LED Viewing Screen (20'x30')



Generator



Portable Restroom



Trash Bin



DDP Grand Circus Park Fall Football Event Series 2025: Event Communication & Community Impact Plan

We will employ our DDP community and stakeholder small business outreach process to make businesses and tenants aware of the events and curbside-lane closures against Grand Circus Park East as well as the impact of sound amplifications and increased foot traffic.

DDP Grand Circus Park Fall Football Events Series: Event Clean Up Plan

Block by Block Ambassadors will be hired by the Downtown Detroit Partnership to provide temporary trash bins on the event site, a 30 yard dumpster and 10+ Ambassadors on site to clean up during the event, empty trash bins and deposit them into dumpsters. Ambassadors will be employed to clean up the site post-event.

DDP Grand Circus Park Fall Football Event Series 2025: Safety & Security Plan (Short Form Version for Public Consumption)

All events in the series will feature a fully secure perimeter using a mix of existing fencing and bicycle rack barricade.

Each event will have 3 points of entry (Witherell & Adams, Woodward & Adams, and Woodward & Witherell). Each point of entry will have 2 magnetometers for entry security.

DDP will contract with Liberty Security Group (LSG) to provide event security beginning the day prior to each event for set up through the event and event load out the day after the event. There will be an estimated 25 LSG security officers on hand for all event times.

DDP will use Prohibited Item signage at all points of entry to limit allowable items inside the event perimeter.

ID Check and a wristbanding system will be used at the points of entry for alcohol sales age verification.

DDP will contract with Medstar for ambulance and EMT services. There will be 1 ambulance on Adams and 2 EMTs in a dedicated tent for each event.

DDP will distribute a detailed Security Operations & Emergency Response Plan booklet for the event series and hold a briefing prior to the event series, led by the DDP's Chief Safety and Security Officer, Mike Bruggeman. The booklet and briefings will detail all security & emergency protocols for all types of response scenarios. A second briefing may be held in October prior to the October 20th event if deemed necessary.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Grand Circus Park Fall Football Event Series

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

Petitioner Name / Organization: Detroit 300 Conservancy/Downtown Detroit Partnership

Event Location: Grand Circus Park East

Event Date(s) and Time(s): 09/13/25 9:00 AM to 10/21/25 12:00 AM

Type of Event: Festival

Applicant Contact:
Alex Fields
alex.fields@detroitdetroit.org
+1 (313) 617-8408

Submission Date:	07/08/25 9
Date of Clerk's Office Referral:	7/24/25
Date of City Departments Sign Off:	7/24/25
Date Referred to Council:	7/24/25

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: *Gakeima Fife*

Date: July 24, 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? Park _____

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

Event Description

Brief Event Purpose & Description:

Public activation of Grand Circus Park East around football games and activities at Ford Field or with Detroit Lions-related activities. Food trucks, alcohol sales, lawn games, sponsor and partner activations, music & video screen.

Estimated Peak Attendance: 750 _____

Estimated Total Attendance: 2000 per event _____

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: Detroit 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward Ave., Ste. 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Laura Dean
alex.fields@detroitdetroit.org	laura.dean@detroitdetroit.org
+1 (313) 241-6948	+1 (313) 720-7714

Organization Type: Nonprofit

Organization Website: www.detroitdetroit.org

Event Setup & Breakdown

Begin Setup: 09/12/25 7:00 AM

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

Setup Location(s): Grand Circus Park East

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

Event End: 10/21/25 12:00 AM

Begin Tear Down: 10/21/25 12:00 AM

Complete Tear Down: 10/21/25 5:00 PM

Number of Trash Containers: 14 Number of Recycling Containers: 10

Cleaning Service Vendor: DDP BIZ Block by Block Ambassador Program

Other Waste Elements: 30 yard dumpster

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:

None. Pass through foot traffic surrounding other downtown events. Attendees will have already parked for other purposes than these events.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 1

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? Yes

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: 9:00am-12:00am

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: 10

Number of tents larger than 10' x 10': 1

Tent Contractor: Wahl Tents/WilScott

What other structures will your event include? Truss for video screen

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? Filled with gas prior to transport to venue

Generator contractor: M.A.D. Power

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: Liberty Security Group

Number of private personnel per shift: 24

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Medstar

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 Detroit 300 Conservancy/Downtown Detroit Partnership to host “Grand Circus Park Fall Football Event Series” (2025-205) on September 13, 2025 through October 21, 2025 from 9:00 AM – 11:59 PM at Grand Circus Park East.

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

PROVIDED, that there will be DFD Pending Inspections with Private EMS to provide Services; 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 DPD inspections for temporary liquor license; and be it further

PROVIDED, that there will be BSEED Permits Required for tents, stages 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.