

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.	2025-236
Name of Petitioner	Wayne State University Research and Technology Park in the City of Detroit
Description of Petition	Petition request to hold "TechTown Detroit Toast of the Town 2025 Fundraiser" on October 10, 2025 from 5:00 PM until 9:00 PM on the same day at 440 Burroughs, Detroit, MI 48202. Set-up will begin at 6:00 AM on October 10, 2025 and be completed by 4:00 PM on the same day. Tear down will begin at 7:00 AM on October 11, 2025 and be completed by 2:00 PM on the same day.
Type of Petition	Special Events
Submission Date	09/18/25
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	Jason McNeely 440 Burroughs Detroit, MI 48202 (Ph) 313-879-5250 jason@techtowndetroit.org

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

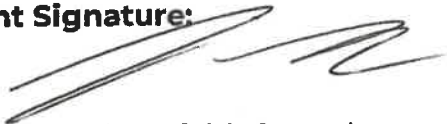
(313) 224 - 3260 | Fax: (313) 224 - 1466

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:

05/30/25

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: Toast of the Town 2025

Event Date: 10/10/25

Event Organizer:

Jason McNulty

Applicant Signature:



Date:

05/30/25

**TECHTOWN DETROIT
BURROUGHS STREET**

Site of the Town Fundraising Event
 Plan
 Tuesday, October 10th, 2025
 Event Closure: 6am to 11pm
 Event Runtime: 5:00pm to 9:00pm

Scale: 1/16" = 1'

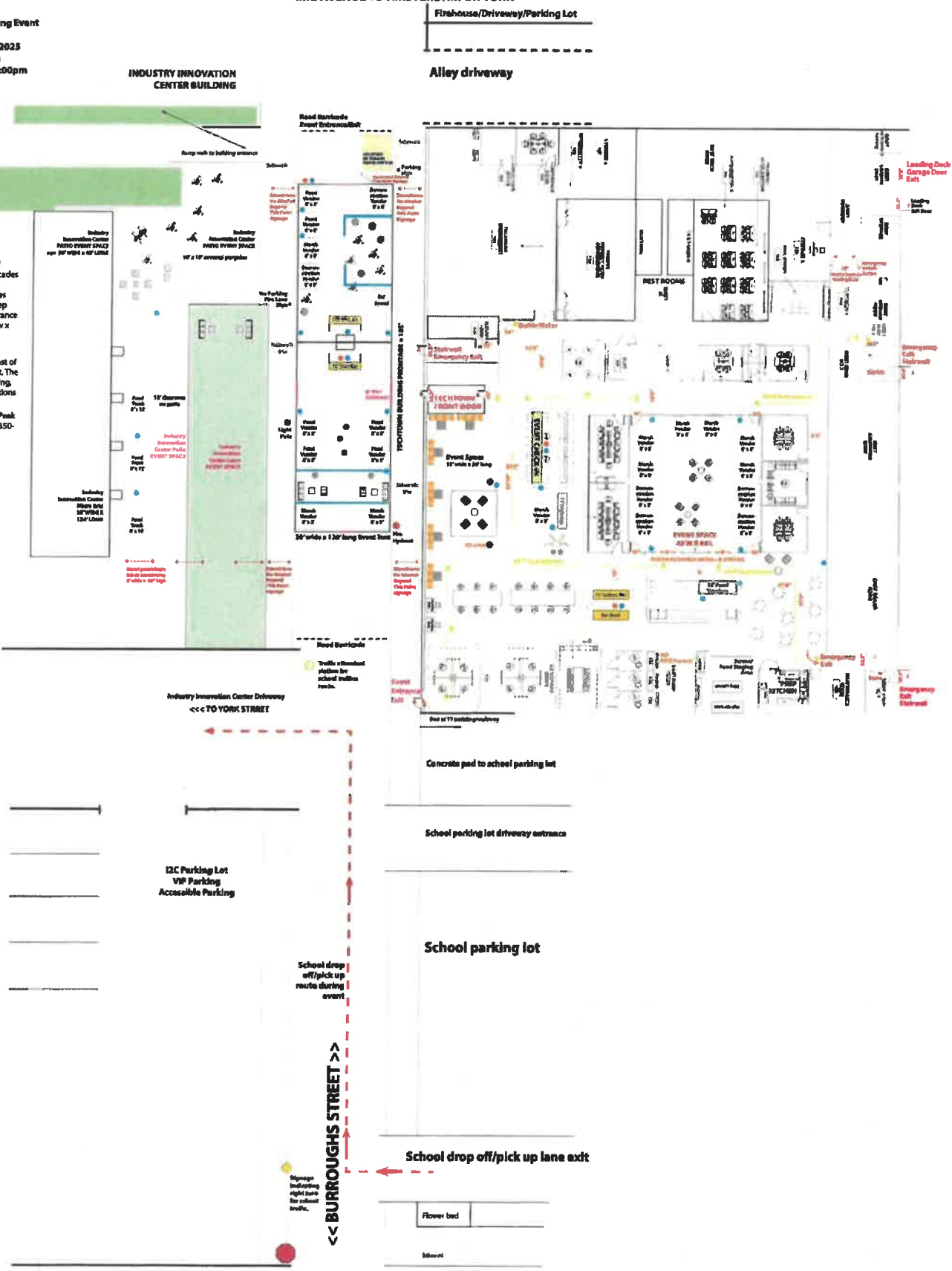
- 20' High Top
- 20' High Top
- 20' High Top
- 20' High Top

**TEMPORARY USE PERMIT:
TYPE OF WORK:**

Work includes blocking off Burroughs Street with Type 3 Barricades, street alley/fire chief parking at 2nd Avenue end and east/Cas use end just past University Prep elementary School parking lot entrance large tent will be erected: 30'w x long.

Event is TechTown Detroit's 10th of Town Annual Fundraising event. The event features retail pop up shopping, vendors, and tech demonstrations. Expected attendance is approx 900 people over the course of 4 hours. Peak attendance at any one time is approx 350 people.

<< 2nd AVENUE >>
ALTERNATE FIRE ROUTE:
2nd AVENUE TO AMSTERDAM OR YORK



<< CASS AVENUE >>

bldg & exterior



May 30, 2025

To: City of Detroit | Special Events

Re: Cleanup Plan

Sanitation Agreement, Port-a-John Agreement: Special Events Application

TechTown Detroit's annual fundraising event, Toast of the Town, will be held on October 10, 2025 from 5:00pm to 9:00pm. This year, we are applying for a Special Events License, a Right of Way Permit, and a Temporary Use Permit to block off a portion off Burroughs Street, in front of the TechTown building located at 440 Burroughs, and erect a tent.

The Special Events Application requires a Sanitation Agreement. The expected attendance at the event will be approximately 350 people at any one time, with an overall expected attendance of 800-900. TechTown will be taking care of trash removal and sanitation by hiring event support staff from Instawork an event staffing company. Trash will be collected during, and at the end of, the event and placed in our own dumpster. Staff will also be responsible for busing and cleaning tables and sweeping the event site.

The Special Events Application also requires a Port-a-John agreement. We will be securing a vendor of trailer-style, self-contained portable restrooms pending quotes. The event will also be held inside the TechTown building, as well as outside under the tent, and our public restrooms on the first floor of the building. The capacity of the restrooms was adequate for last year's fundraising event at which approximately 750 people were in attendance over the course of the 4-hour event.

Sincerely,

Jason McNeely
Event Coordinator, Collaborative Workspaces Events & Marketing
TechTown Detroit | 440 Burroughs | Detroit MI 48202
Jason@techtowndetroit.org



May 30, 2025

To: City of Detroit | Special Events
Re: Communication and Community Impact Plan
Letter of Support Example

Plan includes:

TechTown Detroit's annual fundraising event, Toast of the Town, will be held on Friday, October 10, 2025, from 5:00pm to 9:00pm. This year, we are applying for a Special Events License, a Right of Way Permit, and a Temporary Use Permit to block off a portion off Burroughs Street, in front of the TechTown building located at 440 Burroughs and erect a tent. We will once again be seeking neighborhood letters of support from:

- **University Preparatory Academy: UPA Elementary School: Mark Murray Campus located at 435 Amsterdam St, Detroit, MI 48202**
 - School traffic for morning drop off and afternoon pick up will be re-routed through the alley drive between 6001 Cass and WSU Industry Innovation Center.
 - TechTown will provide a letter for parents stating the time and route of school traffic, signage on the day of event, a security/parking attendant to direct traffic on the day of event.
- **Wayne State University Police Station located at 6050 Cass Ave, Detroit, MI 48202**
 - WSU Police Chief typically signs our liquor license, as TechTown is part of the WSU Office of Economic Development.
- **Detroit Fire Department Engine 17 Ladder 7: Chief 5, located at 6100 2nd Ave, Detroit, MI 48202**
 - Fire truck traffic will be re-routed to York or Amsterdam Streets if necessary.

Sample of Letter:

To: TechTown Detroit Neighbors and Community:

Once again, Tech Town is hosting our annual fundraiser, Toast of the Town, on-site, for a block party on October 10, 2025. The event will take place from 5pm to 9pm and will occupy Burroughs Street between Cass and Second Avenues beginning at 6am through clean up on Saturday, October 11 by 2pm. We are seeking support from our neighbors surrounding TechTown and these crossroads, as we want to ensure the safety and support of our community members. We are currently in the process of working with the City of Detroit to obtain a Special Event License, a Right of Way Permit, and a Temporary Use Permit for this road closure. Please email Jason McNeely at Jason@TechTownDetroit.org or call 734-276-9662 for questions or concerns.

If TechTown has your continued support to move forward with our Special Events Application and the planning of our October 10th block party fund raiser, please sign here:

[Name and Title of Person giving support]

Sincerely,

Jason McNeely

Event Coordinator, Collaborative Workspaces Events & Marketing

TechTown Detroit | 440 Burroughs | Detroit MI 48202

EMERGENCY RESPONSE PLAN

TechTown Detroit's Toast of the Town Fundraising Event



EVENT ORGANIZER:	Wayne State University Research and Technology Park in the City of Detroit DBA TechTown Detroit
EVENT LOCATION:	440 Burroughs Street (Street will be blocked off with Type 3 barricades apx. 200 feet of frontage in front of the TechTown building, 440 Burroughs.)
EVENT DATE:	Friday, October 10, 2025
START TIME/EVENT RUN TIME:	6am setup, 5:00pm to 9:00pm event run time
END/CLEANUP TIME:	Breakdown: Saturday, October 11, 7am - 2pm
EXPECTED CROWD SIZE:	800 - 900 attendees total, 70 staff/volunteers/contracted event support staff
SITE LEAD:	Jason McNeely jason@techtowndetroit.org

EVENT DESCRIPTION:

Toast of the Town is TechTown's annual fundraiser honoring Detroit's hardworking entrepreneurs and the role we play in strengthening our city, neighborhoods and economy. Attendees will be able to eat at various small business food vendors, shop a pop-up retail store featuring TechTown program alumni business and experience tech startup demos. Alcohol will be sold via the event ticket admission. A tent with walls, 30' wide x 110' long will be erected on Burroughs as part of the event space. Check-in area will be in the TechTown building. Indoor event space will be the first floor of the TechTown building at 440 Burroughs.

SECURITY PLAN:

A private security company will be contracted to provide two guards to cover the outdoor tent area and the building interior event space for the duration of the event.

EVACUATION PLAN:

In the event that the site or facility needs to be evacuated, event attendees, staff and volunteers will be instructed to return to their vehicles in the TechTown parking lot located at the northeast corner of Cass and Amsterdam. Announcements will be made over the public address system that will be set up within the venue. Emergency Exits are marked on framed diagrams hanging in multiple places on TechTown's first floor. Lighted Exit signs hang above each exit. There are four 8-foot doorways in the large main tent, and two 8-foot doorways in the smaller check-in tent. Each doorway will have an exit sign above it.

SEVERE WEATHER / TORNADO SHELTERING PLAN:

In the event of severe weather, event attendees, staff, and volunteers will be instructed to go inside the TechTown building, or into the interior auditorium in the Industry Innovation Center. The interior of the building will be the primary muster location. The large tents are heavily weighted to comply with the city's BSEED specifications in the Temporary Use permit that is being issued and

entrances/exits will be closed by event security and TechTown staff so attendees may also remain in the tent if necessary. Communications will be made over the public address system that will be set up within the venue. TechTown staff will act as guides to get people to safety.

LOST CHILD:

In the event of a child being lost on site, staff and volunteers will be instructed to take the lost child to the TechTown reception desk inside the building, where they will wait until the parent or guardian can be located and reunited. Announcements will be made over the public address system within the venue.

MEDICAL EMERGENCY PLAN:

Two ED nurses, who are BLS, ACLS, and TNCC certified will be on site for the duration of the event. In the event of a medical emergency, first aid will be administered while staff and volunteers call 911 if necessary. A portable defibrillator is available, and first aid kits will be located at each bar, check in station, and at the TechTown reception desk.

ACTIVE SHOOTER:

In the event of an active shooter, event attendees, staff and volunteers should alert event security personnel on site or call 911. Attendees, staff and volunteers will be advised to return to their vehicles if it is deemed safe to do so by the security personnel on site. Several TechTown staff are trained in the active shooter response protocol below that can be followed if such a situation arises. TechTown staff and event security will assist and guide attendees in this response.



OTHER NOTES:

TechTown's building at 440 Burroughs is situated between Detroit Fire Department Engine 17 Ladder 7 Chief 5 located at 6100 2nd Ave, Detroit, MI 48202 and Wayne State University Police Station located at 6050 Cass Ave, Detroit, MI 48202.

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: TechTown Detroit Toast of the Town 2025 Fundraiser

Event Status: In Review- Special Events Management Team (Step 1 of 6)

Petitioner Name / Organization: Wayne State University Research and Technology Park in the Ci

Event Location: 440 Burroughs, Detroit, MI 48202

Event Date(s) and Time(s): 10/10/25 5:00 PM to 10/10/25 9:00 PM

Type of Event: Other

Applicant Contact:
Jason McNeely
jason@techtowndetroit.org
+1 (313) 879-5250

Submission Date:	05/30/25 1
Date of Clerk's Office Referral:	9/18/25
Date of City Departments Sign Off:	9/18/25
Date Referred to Council:	9/19/25

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed-Ready for Council	DPD in Review	EMS in Review	GSD Approval Not Required	DDOT Reviewed-Ready for Council	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: *Yakima Fife*

Date: September 19, 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: https://techtowndetroit.org/ _____

Which spaces will be used? Street, Sidewalk, Private Facility _____

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

Event Description

Brief Event Purpose & Description:

Toast of the Town is TechTown Detroit's annual fundraiser. TechTown Detroit is a 501c3 non-profit in the city of Detroit (Wayne State University Research and Technology Park in the City of Detroit DBA TechTown Detroit). The purpose of the event is to celebrate entrepreneurs and small businesses (both tech and brick and mortar) in the city who have been helped or have participated in TechTown's educational resources and connections. Toast of the Town honors Detroit's hardworking entrepreneurs and the role we play in strengthening our city, neighborhoods and economy. Food, drinks, and fun activities through the evening.

Estimated Peak Attendance: 300 _____

Estimated Total Attendance: 850 _____

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? 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: Wayne State University Research and Technology Park in the City of L

Mailing Address: 440 Burroughs

Detroit MI 48202

Primary Contact:	Secondary Contact:
Jason McNeely	Michelle DiMercurio
jason@techtowndetroit.org	michelle@techtowndetroit.org
+1 (734) 276-9662	+1 (313) 549-6633

Organization Type: Nonprofit

Organization Website: https://techtowndetroit.org/

Event Setup & Breakdown

Begin Setup: 10/10/25 6:00 AM

Complete Setup: 10/10/25 4:00 PM

Setup Location(s): 440 Burroughs

Event Start: 10/10/25 5:00 PM

Event End: 10/10/25 9:00 PM

Begin Tear Down: 10/11/25 7:00 AM

Complete Tear Down: 10/11/25 2:00 PM

Number of Trash Containers: 24 Number of Recycling Containers: 12

Cleaning Service Vendor: TechTown Detroit and contracted event staffing

Other Waste Elements: Gray water

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. 440 Burroughs 10/10/25

West of Cass Avenue and East of 2nd Avenue

6:00 AM

11:00 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:

Event attendees will park free of charge in the TechTown parking lot (MDOT/Amtrack) on the northeast corner of Cass and Amsterdam, entrance located on Amsterdam between Woodward and Cass. Overflow parking will be WSU Lot 14 (a pay lot) on the northwest corner of Cass and Amsterdam. Additional parking is available at the LAZ pay lot on York Street, between Cass and 2nd Avenue.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 3 Number of non-truck food vendors: 8

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: 10/10/25. 5:00 pm to 8:45 pm

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: 0

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

Tent Contractor: TBD

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? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Robert J. Miller, Miller Protection Services. 313.300.0199 - Cellular

Number of private personnel per shift: 2

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: WSU/Wayne Health Mobile Unit, certified I

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 checked="" 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 Wayne State University Research and Technology Park in the City of Detroit to host "TechTown Detroit Toast of the Town 2025 Fundraiser" (2025-236) on October 10, 2025 from 5:00 PM – 9:00 PM at 440 Burroughs

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

PROVIDED, that there will be DFD Pending Inspections w/ Contracted Private EMS to provide services; and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; 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 Tents; be it further

PROVIDED, that there will be a Business License Required obtained following 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.