

Janice M. Winfrey
City Clerk

City of Detroit
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.	2025-246
Name of Petitioner	Detroit Riverfront Conservancy
Description of Petition	Petition request to hold "Ralph C. Wilson Park Grand Opening Featuring Detroit Harvest Fest" from October 24, 2025 at 4:00 PM to October 26, 2025 at 8:00 PM at Ralph C. Wilson Park. Set-up will begin on October 22, 2025 at 8:00 AM and be completed by 12:00 PM on October 24, 2025. Tear down will begin on October 26, 2025 at 8:00 PM and be completed by 6:00 PM on October 27, 2025.
Type of Petition	Special Events
Submission Date	09/25/25
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	Rachel Frierson Detroit Riverfront Conservancy 600 Renaissance Center #1720 Detroit, MI 48243 P: (517) 285-3378 Rachel.frierson@detroitriverfront.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:

8/8/25

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.

Ralph C. Wilson Free Grand Opening

Event Name: Free Grand Opening Detroit Museum

Event Date:

10/24 - 10/26, 2025

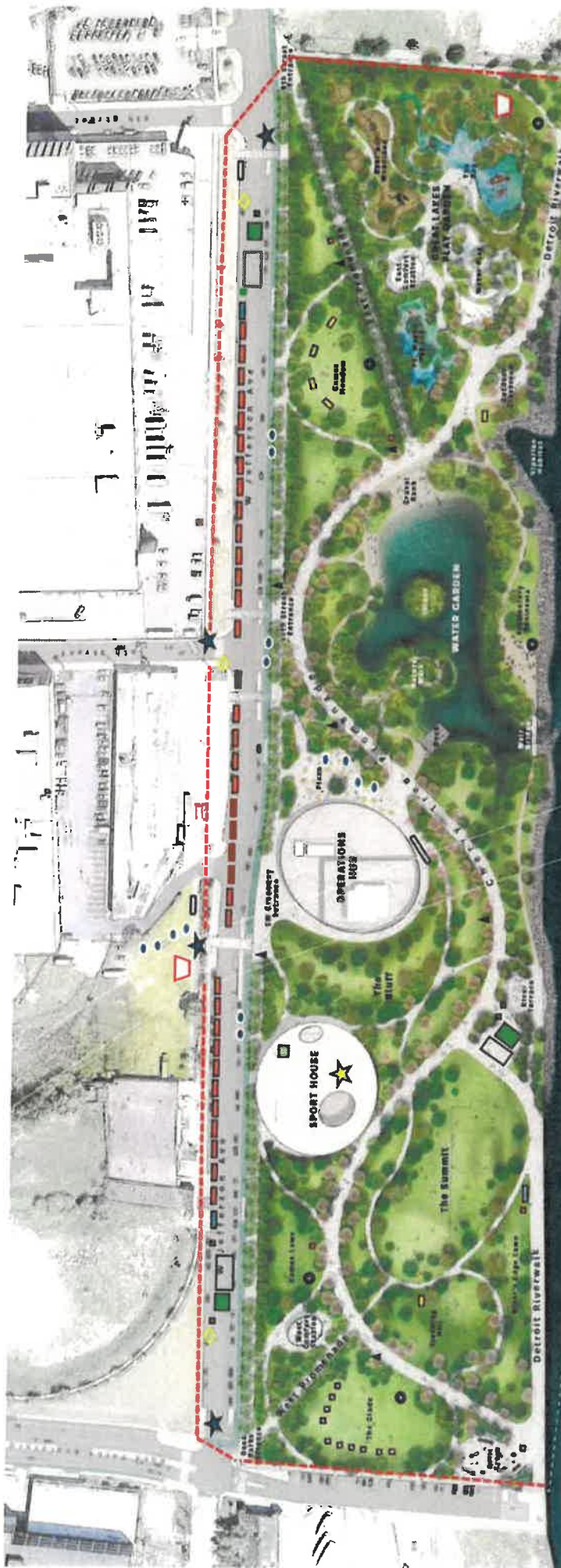
Event Organizer: Detroit Riverfront Conservancy

Applicant Signature:



Date:

8/8/25



KEY

Music Stage	Kids Activities	Event Entrance
FOH & Dressing Tents	Trick or Treat	Sponsor Tent
Stage Seating	Emerging Artists	Restrooms
DJ Stage	Buskers	Generator
Food Truck	Strolling Music	Perimeter Fence
Food Carts	Sports Activities - Basketball, Yoga, Roller Skating	Bike Corral
Beverage Booth		

Ralph C. Wilson Park Grand Opening featuring Detroit Harvest Fest
 October 24 - 26, 2025
 jwa - 8-8-25 v5.0

D E T R O I T R I V E R

Communication & Community Impact Plan

The Detroit Riverfront Conservancy is inviting everyone from throughout the Detroit community to celebrate the grand opening of Ralph C. Wilson, Jr. Centennial Park the weekend of October 24-26.

The Ralph Wilson Park project first began in 2017 and is one of the most anticipated public spaces to open in Michigan. The 22-acre world-class park will be home to four major attractions, including the William Davidson Sport House, which features two regulation basketball courts; the five-acre Delta Dental Play Garden, which features an array of animal structures for kids to climb in and around; the 2.5-acre Huron-Clinton Metroparks Water Garden, and the DTE Foundation Summit, with its lush, green lawn that will be used for special events and programming.

The celebration begins on Friday, October 24, with a recognition event for the numerous contractors, funders, volunteers, and staff who helped make the park a reality. On Saturday, October 25 the celebration continues with a 10 a.m. press conference and ceremonial grand opening of the 22-acre park, after which the community is invited to experience this landmark park for the first time. The celebration continues through Sunday, October 26.

In addition to celebrating the grand opening of the much-anticipated park, the Conservancy is incorporating elements of its popular annual Detroit Harvest Fest—which typically is held every fall along the Dequindre Cut—into the weekend. This free event will feature live entertainment, fall activities, food trucks, and fun for all ages throughout the new park.

The Conservancy will work closely with community leaders and organizations from throughout Southwest Detroit, Corktown, Mexicantown and Hubbard-Richard to ensure that all residents are aware of the event and that they are invited to attend. Additionally, the Conservancy will utilize a robust campaign using social media, traditional public relations, Email blasts and limited advertising to ensure that Detroiters from throughout the community know about the event.

**2025 Ralph C. Wilson Centennial Park Grand Opening
featuring Detroit Harvest Fest
Security Plan, Medical Plan**

Riverfront Security:	Rachel Frierson	313-566-8234	rachel.frierson@detroitriverfront.org
Libert Security:	Keith Murray	855-457-4732	kmurray@libertysecurity.us
Hart Medical:	Adam Gottlieb	313-366-4278	adam@hartems.com
On-Site Ops:	Jeff Wilson	248-240-0137	jwilson@artsbeatseats.com

Security Plan

The 2025 Ralph C. Wilson Centennial Park Grand Opening - featuring Detroit Harvest Fest Weekend will utilize the services of Riverfront Security with support from a private security company to adequately secure the 2025 event. This security plan will secure all barricades, stages, crowd control, parking areas, production compound and event elements in and around Ralph C. Wilson Park and along Jefferson Avenue between Rosa Parks and 8th Street. These security groups will work directly with Detroit Police Department and Detroit Fire Department to ensure a safe and secure event.

Private Medical Plan

The 2025 Ralph C. Wilson Centennial Park Grand Opening – featuring Detroit Harvest Fest will utilize a private medical (Hart Medical) and EMS provider for the downtown event. The Medical Provider will have an on-site command center in which to work from for the duration of the 2025 Event. The Medical Provider will work directly with Festival Management, Riverfront Security, the Detroit Fire Department and the Detroit Police Department, and will provide a list of commanding supervisors, along with contact information to the DFD and the DPD supervisors. There will 4 Medical Tents set up throughout the event site, as well as, Ambulance Service.

Medical Response Plan

Medical Provider will provide the On-Site Emergency Medical Services for the 2025 Ralph C. Wilson Centennial Park Grand Opening – featuring Detroit Harvest Fest.

Medical Provider will be in operation on Saturday October 25, 2025. Medical Provider will have an Ambulance stationed at the event. In addition to the ambulances the medical provider will have four (4) EMS tents stations along the Event Site.

Medical Provider will position its Command Center in the operations area of the event and will invite the City of Detroit to station an EMS officer in command center for coordinated deployment. The Command Center will be up and running at the scheduled times of the event. Medical Provider will utilize one operator to staff the Command Center and communicate with all services involved in the execution of the event. Medical Provider will have direct communication with the Festival Management, Riverfront Security, Detroit Police and all Medical Ambulance and Sector Teams. In the case that a large incident occurs during the 2025 Ralph C. Wilson Centennial Park Grand Opening – featuring Detroit Harvest Fest, it is requested that Detroit EMS Supervisor coordinate with Medical Provider.

Lost Parent/Child Protocol

Whenever a child is discovered to be lost, the staff person/volunteer/vendor is instructed to find the closest person with a radio. They **MUST** contact the Production Team on the Production Channel. The Production department will contact Riverfront Security and direct the appropriate staff person to come to the location of the lost child. That person will conduct a brief search of the immediate area for the parent(s). They will obtain the child's name (if possible), write down a description of the child and any information on the parents that is available. If the parents are not immediately located in the area, then the staff person and security will take the child to Volunteer Headquarters and inform the Production Staff. If the child and their parent are still not reunited and the festival has closed for the day, the child will be taken to Riverfront Security headquarters and the Detroit Police department will be contacted at that time.

Lost and Found

Lost and Found will be located at the event's Volunteer Headquarter, which is located at Operations Hub. All lost articles will be taken to the volunteer command center during the festival. When the event has ended on October 26th, all the lost and found items will be given to the event management team.

Evacuation Plan

The 2025 Ralph C. Wilson Centennial Park Grand Opening – featuring Detroit Harvest Fest event will provide the above mentioned security and medical plans for the 2025 event. In the case that an evacuation is necessary for the patrons at the event site the Event management team will work in conjunction with the RiverFront Security's protocol for a proper and safe evacuation of the event area and will defer any and all procedures to that of the supervising RiverFront Security staff. The Event Staff will assist the evacuation with announcements from all stages and performance areas using the standard public announcement systems that will be in each area.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Ralph C. Wilson Park Grand Opening Featuring Detroit Harvest Fest

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

Petitioner Name / Organization: Detroit Riverfront Conservancy

Event Location: Ralph C. Wilson Park

Event Date(s) and Time(s): 10/24/25 4:00 PM to 10/26/25 8:00 PM

Type of Event: Festival

Applicant Contact:
Rachel Frierson
rachel.frierson@detroitriverfront.org
+1 (517) 285-3378

Submission Date:	08/08/25 3
Date of Clerk's Office Referral:	9/24/25
Date of City Departments Sign Off:	9/24/25
Date Referred to Council:	9/25/25

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: *Jakeima Fife*

Date: September 25, 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: detroitriverfront.com _____

Which spaces will be used? Street, Sidewalk, Park _____

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

Event Description

Brief Event Purpose & Description:

Grand Opening Events for the Ralph C. Wilson Park and Detroit Harvest Fest. Hold a Event will feature a Friday Night Private Opening featuring Music, Food and Drinks and the a Saturday and Sunday Public Opening event that will feature the Detroit Harvest Fest activities. Kids Activities, Music Stages, Food trucks, Communit Partners, Sponsors.

Estimated Peak Attendance: 5000 _____

Estimated Total Attendance: 20,000.00 _____

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 Riverfront Conservancy

Mailing Address: 600 rennassiance Center #1720

Detroit Michigan 48243

Primary Contact:	Secondary Contact:
Rachel Frierson	Jeff Wilson
rachel.frierson@detroitriverfront.org	jwilson@artsbeatseats.com
	+1 (248) 240-0137

Organization Type: Nonprofit

Organization Website: detroitriverfront.org

Event Setup & Breakdown

Begin Setup: 10/22/25 8:00 AM

Complete Setup: 10/24/25 12:00 PM

Setup Location(s): Ralph C. Wilson Park and Jefferson Avenue between Rosa Park and C

Event Start: 10/24/25 4:00 PM

Event End: 10/26/25 8:00 PM

Begin Tear Down: 10262025 8:00 PM

Complete Tear Down: 10/27/25 6:00 PM

Number of Trash Containers: 100 Number of Recycling Containers: 100

Cleaning Service Vendor: Clean Detroit

Other Waste Elements: We will also provide Dumpster from GFL and Recycling from Schupan

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. Jefferson Avenue 10/23/25

Rosa Park and Cabacie 6:00 AM 6:00 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:

We will direct patron to park in the surrounding Surface Lots, Parking Structures and Street Parking 2 parking decks reserved with mobility hub at MC also looking into a shuttle from parking in SW Detroit

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 35 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: Friday 10/24 5pm to 9pm -Saturday 10/25 11am - 8pm -

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 3

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 30

Number of tents larger than 10' x 10': 6

Tent Contractor: S&R Event Rental

What other structures will your event include? None

Will your event use any grills? Yes

What kind of grills? Propane and Charcoal

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? By a State of Michigan licensed Diesel Provider

Generator contractor: United Rentals

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

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

Number of private personnel per shift: 40

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

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 Riverfront Conservancy to host "Ralph C. Wilson Park Grand Opening Featuring Detroit Harvest Fest" (2025-246) from October 24, 2025 to October 26, 2025 at 1801 W. Jefferson Detroit, MI from 8:00 AM -8:00 PM.

PROVIDED, that there will be DPD Assisted Event w/ Contracted Private Security; 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 BSEED Permits Required for Tents, Stages, Generators and be it further

PROVIDED, that there will be Health Department Inspections and Licenses Required; and be it further

PROVIDED, that there will be DPW ROW Permits Required w/ Type III Barricades; and 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.