

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.	2025-247
Name of Petitioner	Southwest Detroit Business Association
Description of Petition	Petition request to hold "Run of the Dead" on November 1, 2025 from 8:00 AM until 12:00 PM on the same day in the Patton Recreation Center. Set-up will begin at 5:00 AM on October 31, 2025 and be completed by 7:00 AM on November 1, 2025. Tear down will begin at 12:00 PM on November 1, 2025 and be completed by 4:00 PM on the same day.
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	Michelle Tuck 7752 Vernor Hwy Detroit, MI 48209 (Ph) 313-682-0700 mtuck@fmllevents.com

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: *Michelle Suck* **Date:** *6/26/2025*

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: *Run of the Dead* **Event Date:** *11/11/2025*
Event Organizer: *Southwest Detroit Business Association*

Applicant Signature: *Michelle Suck* **Date:** *6/26/2025*

Run of the Dead - 5K Course Map



Map Key:

- 1** 5K mile markers
- S** Start/finish lines
- P** Parking

Detroit, MI



Start / Finish

175



Run of the Dead - 10K Course Map



Map Key:

- 1** 10K mile markers
- S** Start/finish lines
- P** Parking

Detroit, MI





Turn by turn directions for ROTD 5K
USATF Cert # MI 25021 MN

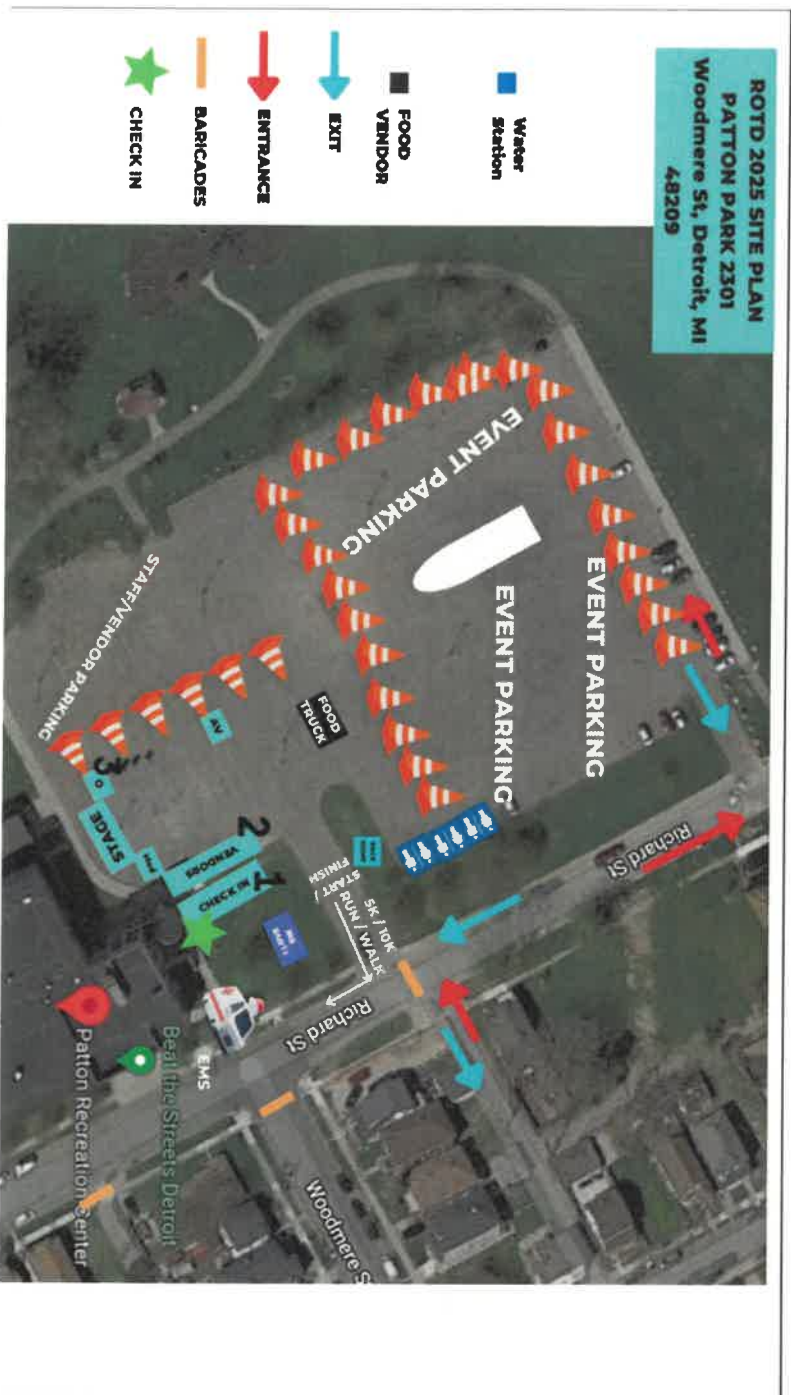
1. Start out at Patton Park parking lot at 5K mile marker
2. Make a right on Woodmere St.
3. Continue on Woodmere St. until you reach the cemetery entrance
4. Make a right into Woodmere Cemetery
5. Go down Reserve St, continue around to Parkview and down Elm back to the exit/entrance of Woodmere Cemetery
6. Make left out of cemetery back down Woodmere Street to Patton Park Recreation Center
7. Make a left into the Patton Park Recreation Center parking lot to 5K marker
8. 5K Runners are complete

Turn by turn directions for ROTD 10K
USATF Cert # MI 25022 MN

1. Start out at Patton Park parking lot at 10K mile marker
2. Make a right on Woodmere St.
3. Continue on Woodmere St. until you reach the cemetery entrance
4. Make a right into Woodmere Cemetery
5. Go down Reserve St, continue around to Parkview and down Elm back to the exit/entrance of Woodmere Cemetery
6. Make left turn out of cemetery back down Woodmere Street to Patton Park Recreation Center
7. Make left out of cemetery back down Woodmere Street PASS Patton Park Recreation Center entrance/exit to end of street and make a left to continue on Woodmere Street.
8. Make a left on Dix and make a right turn to enter into Holy Cross Cemetery
9. Take the main rd. into the cemetery, staying to the right, follow that main road until it circles back down and out of the cemetery. Follow signs.
10. Continue across Dix, and make left on the sidewalk along Dale St.
11. Make a left on Vernor up the sidewalk to Woodmere St.
12. Make a left onto Woodmere St. to Patton Park Recreation Center

Make a left to enter into Patton Park lot to 10K mile marker
13. 10K Runners are complete.

Updated Site Map/Layout



- **Stage Dimensions**
- Outer shell - 8' wide, 33'4" long, 19' high
- Stage area: 14' x 28'

- **Park Dimensions**
- 84 acre park

DPRD Facility / Field Permit

Detroit Parks & Recreation Department
115 Erskine St
Detroit, Michigan 48201
Phone: (313) 224-1866 Fax: (313) 224-1867
www.detroitparksandrec.com | email: dp@detparksandrec.com

DPRD Facility/Field Permit

Permit # Issued:

34814953

Applicant Information

Organization Name: Southwell Detroit Business Association
Contact Person: Laura Chavez-Waltermud-On
Contact Phone Number: 313.84.0936
Event Date: 11/07/2024, 09:00 AM - 11:45 PM
Event Purpose: Open House
Type of Organization: N/A
Has Organization previously rented a DPRD facility before? No
Previous Rental Details:
Event Type:
Alternative Event Dates:

Organization will be required to submit a layout plan to the DPRD 3 days before event.

Requested Period:
Event open to Public:
Admission Fee:
Admission Fee to be Charged:

Facility Information

Location: Patton Park
Area of Usage (rooms): Green Space
On Site Contact Person: Laura Chavez-Waltermud-On
Date of Application: 04/08/2024
Application Status: Approved
Optional Programs:

Number of this permit at knowledge's your acquaintance of and compliance with all rules and regulations of the Detroit Parks & Recreation Department is stated in the application packet

Organization/Individual may cancel an event up to 3 days after payment and prior to the date of the event to ensure a full refund. Cancellation after 3 days will be refunded according to the below refund scale

# of days after payment	Refunding Fee
<= 3	0%
> 3 or <= 7	25%
> 7 or <= 14	50%
> 14	No refund issued

NEED THIS> Grace Whimbley



Run of the Dead 2025 Emergency Action Plan (EAP)

1. Event Information

- **Event Name:** Run of the Dead
- **Date & Time:** November 1, 2025, 7am – 12pm
- **Location:** 2301 Woodmere St., Detroit, MI 48209
- **Event Organizer:** Michelle Tuck 313-682-0700
- **Estimated Attendance:** 400+ estimated

2. Emergency Contacts

- **Emergency Services (Police, Fire, EMS):** 911
- **Event Safety Coordinator:** Michelle Tuck
- **On-site Medical Team:** HART Medical
- **Security Team:** DPD/Commander Holderbaum
- **Local Hospital:** Children's Hospital of Michigan Main Campus 3901 Beaubien Boulevard Detroit (313) 745-5447, MI 48201 and DMC Detroit Receiving Hospital 4201 St. Antoine Boulevard Detroit, MI 48201 (313) 745-3000

3. Emergency Notification & Communication

- **Communication System:** Two-way radios, cell phones
- **Emergency Code Words:**
 - Medical Emergency: "Code Red"
 - Fire: "Code Blue"
 - Severe Weather: "Code Yellow"
 - Security Threat: "Code Black"
- **Notification Procedure:**

1. Staff or attendee reports an emergency to the nearest event staff.
2. Event staff notifies the Safety Coordinator.
3. Safety Coordinator assesses the situation and contacts emergency services if necessary.
4. Communication is made via 2-way radios and/or cell phone.

4. Evacuation Plan

- **Evacuation Routes:** Clearly marked exits and pathways to safety zones.
- **Assembly Points:** Designated safe zones away from hazards.
- **Staff Roles:**
 - Security Team: Guide attendees to safety.
 - Medical Team: Assist injured individuals.
 - Event Staff: Direct attendees and provide information.
- **Transportation:** Shuttle services or designated pickup points for evacuees.

5. Medical Emergency Plan

- **First Aid Stations:** Location marked on event maps.
- **Response Procedure:**
 1. First responder (event staff or security) assesses the situation.
 2. Contact on-site medical team immediately.
 3. If needed, call 911 and provide detailed location info.
 4. Crowd control measures are implemented to assist emergency responders.

6. Fire & Severe Weather Response

- **Fire Response:**
 1. Identify fire location(s) and evacuate the immediate area.
 2. Use fire extinguishers if safe; otherwise, call 911.
 3. Direct attendees to evacuation zones.
- **Severe Weather (Storms, Lightning, High Winds):**

1. Monitor weather conditions via local authorities and apps.
2. Issue alerts and direct attendees to designated shelters.
3. Suspend activities until conditions improve.

7. Security & Crowd Control

- **Entry & Exit Control:** Security
- **Lost Persons:**
 - Designated Lost & Found station.
 - Announcements made over PA system.
 - Reunification procedure for missing children or vulnerable persons.
- **Threat Response:**
 - If a threat is identified, inform security and law enforcement immediately.
 - Follow lockdown or evacuation protocols as needed.

8. Post-Incident Reporting & Review

- **Incident Report:** Document all details of the emergency.
- **Debriefing:** Hold a post-event meeting to discuss emergency response effectiveness.
- **Improvements:** Update the EAP based on lessons learned.

Prepared by: [Michelle Tuck] **Date:** [September 22, 2025]

Run of the Dead Event Clean Up Plan
Saturday, Nov. 1, 2025

Pre-Event Clean Up Plan:

With the help of community volunteers, walk the route for 5k and 10K run through Holy Cross and Woodmere Cemeteries as well as Patton Recreation Center and clean any debris from the streets, sidewalks and cemetery grounds including small tree branches, broken glass, bottles and or plastic that may collect from pedestrians and natural causes.

Event space clean up at Patton Recreation Center:

Any clean up that is needed at Patton Recreation Center will be the responsibility of the Recreation Center. Event volunteers will be along the race routes to pick up any trash during the race. Garbage cans will be available during the event for trash.

Post Event Clean Up Plan:

With the help of community and event volunteers we will re-walk the route after the event and pick up trash and debris from the run for both the 5K and 10K route.

Respectfully,

Michelle Tuck

FMLLC doing Business on behalf of SDBA

mtuck@fmllevents.com

313.682.0700

Communication and Community Impact Plan
Saturday, Nov. 1, 2025

Communication for this event has been sent through community volunteers of the Southwest area including 48209, 48210 and 48216 area codes. This community looks forward to the work that SDBA provides to it's community throughout the year.

Run of the Dead 2025 is a fundraiser for the Center of Music & Performing Arts Southwest (COMPÁS). The mission of COMPÁS is to provide high-quality performing arts training and cultural experiences with an emphasis on youth socio-emotional development. The program preserves the Latinx heritage of Southwest Detroit and celebrates its diversity through the arts. Your sponsorship and partnership will support this mission for years to come.

The Run provides 5k and 10k options. The USATF-Certified event will celebrate the Mexican holiday of Día de los Muertos (Day of the Dead). In commemoration of the annual Día de los Muertos holiday, that honors deceased relatives and loved ones, an ofrenda (altar) will be created and displayed by a community leader. Participants will celebrate by wearing traditional face-paint, flowers and attire. Enjoy light bites, vendors and entertainment by COMPAS.

This event impacts every aspect of the community, bringing in people to see how the growth, change and development is flourishing. Restaurants and local businesses also invest, participate and benefit from the event as well.

Respectfully,
Michelle Tuck
FMLLC doing Business on behalf of SDBA
mtuck@fmllevents.com
313.682.0700

Street Closures and Barricades



SOUTHWEST DETROIT
BUSINESS ASSOCIATION

WARNING
WOODMERE STREET CLOSED
FROM FORT STREET TO OAKDALE
THIS SATURDAY
EXPECT DELAYS AT VERNOR & DIX

WWW.SOUTHWESTDETROIT.COM



SOUTHWEST DETROIT
BUSINESS ASSOCIATION

JOIN US THIS SATURDAY!
from 9am to 12pm
5K / 10K WALK RUN
EXPECT DELAYS ON WOODMERE
AT VERNOR & DIX

WWW.SOUTHWESTDETROIT.COM



SOUTHWEST DETROIT
BUSINESS ASSOCIATION

ADVERTENCIA
CALLE WOODMERE CERRADA
DESDE FORT ST HASTA OAKDALE
SÁBADO 2 DE NOVIEMBRE
ESPERE RETRASOS EN VERNOR Y DIX

WWW.SOUTHWESTDETROIT.COM

- DPD Partners
 - SHELLY HOLDERBAUM
 - MANUEL GUTIERREZ 162
- Street barricades are donated by Marathon
- All side streets will be blocked with wooden horse barricades (movable from the park to both cemeteries) in the residential area
- DPD will block main street traffic
- FOOP (Friends of Patton Park) Volunteer team help to monitor those crosswalks
- We also partner with a bike club to lead and end the race to keep an eye on all participants

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Run of the Dead

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

Petitioner Name / Organization: Southwest Detroit Business Association

Event Location: Patton Recreation Center

Event Date(s) and Time(s): 11/01/25 8:00 AM to 11/01/25 12:00 PM

Type of Event: Run/Marathon

Applicant Contact:
Michelle Tuck
mtuck@fmllevents.com
+1 (313) 682-0700

Submission Date:	06/26/25 9
Date of Clerk's Office Referral:	9/25/25
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 Reviewed- Ready for Council	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: *Gakeima 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: N/A _____

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:

Run of the Dead 2025 is an annual fundraiser for the Center of Music & Performing Arts Southwest (COMPÁS). The mission of COMPÁS is to provide high-quality performing arts training and cultural experiences with an emphasis on youth socio-emotional development. The program preserves the Latinx heritage of Southwest Detroit and celebrates its diversity through the arts. The Run provides 5k and 10k options. The USATF-Certified event will celebrate the Mexican holiday of Día de los Muertos (Day of the Dead).

Estimated Peak Attendance: 500 _____

Estimated Total Attendance: 500 _____

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? Yes _____

Will you be taking donations? No _____

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: Southwest Detroit Business Association

Mailing Address: 7752 Vernor Hwy

Detroit MI 48209

Primary Contact:	Secondary Contact:
Michelle Tuck	Nina Payne
mtuck@fmllevents.com	foundationmgtservices@gmail.com
+1 (313) 682-0700	+1 (248) 797-9311

Organization Type: Nonprofit

Organization Website: www.southwestdetroit.com

Event Setup & Breakdown

Begin Setup: 10/31/25 5:00 AM

Complete Setup: 11/01/25 7:00 AM

Setup Location(s): Patton Recreation Center 2301 Woodmere St Detroit, MI/Holy Cross C

Event Start: 11/01/25 8:00 AM

Event End: 11/01/25 12:00 PM

Begin Tear Down: 11/01/25 12:00 PM

Complete Tear Down: 11/01/25 4:00 PM

Number of Trash Containers: 2 Number of Recycling Containers: 2

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Woodmere Street 11/01/25

From Fort St. to Oakdale 9:00 AM 10:00 AM

2. N/A

N/A

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:

Parking will be located within the parking lot at the Patton Recreation Center, additional parking will be street parking

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 1 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? _____

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? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 4

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

Tent Contractor: S & R Tent Rental

What other structures will your event include? _____

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? 1

Generator contractor: N/A

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? 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 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 checked="" 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 Southwest Detroit Business Association to host "Run of the Dead" (2025-247) on November 1, 2025 at Patton Recreation Center and run through Woodmere St. Detroit from 8:00 AM to 12:00PM.

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

PROVIDED, that there will be DFD Pending Inspections w/ Private Medical Emergency to provide service; and be it further

PROVIDED, that there will be BSEED Permits for tents and generators required; and it further

PROVIDED, that there will be DHD Pending Inspections required; and it be further

PROVIDED, that there will be Business Licenses 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.