

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.	2025-254
Name of Petitioner	Detroit 300 Conservancy/Downtown Detroit Partnership
Description of Petition	Petition request to hold "City of Detroit's 22 nd Annual Tree Lighting Ceremony" from November 21, 2025 at 4:00 PM to 10:00 PM the same day at Campus Martius Park. Set-up will begin on November 19, 2025 at 5:00 AM and be completed by 2:00 PM on November 21, 2025. Tear down will begin on November 21, 2025 at 10:00 PM and be completed by 12:00 PM on November 22, 2025.
Type of Petition	Special Events
Submission Date	10/02/25
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 Detroit 300 Conservancy/Downtown Detroit Partnership 1000 Woodward Ave, Suite 380 Detroit, MI 48226 P: (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

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: City of Detroit's 22nd Annual Tree Lighting Ceremony

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

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

Event Location: Campus Martius Park

Event Date(s) and Time(s): 11/21/25 4:00 PM to 11/21/25 10:00 PM

Type of Event: Concert/Performance, Festival

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

Submission Date:	08/07/25 8
Date of Clerk's Office Referral:	
Date of City Departments Sign Off:	
Date Referred to Council:	

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD

BSEED

Mayor's Office Special Events Signature: _____

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: downtowndetroit.org _____

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:

Annual Tree Lighting Ceremony at Campus Martius Park and the surrounding area. Musical performers and dignitaries on stage, figure skating performances on the ice rink, live television broadcast. Food trucks, vendor and sponsor activations.

Estimated Peak Attendance: 110000 _____

Estimated Total Attendance: 110,000.00 _____

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 300 Conservancy/Downtown Detroit Partnership

Mailing Address: 1000 Woodward Ave., Suite 380

Detroit MI 48226

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

Organization Type: Nonprofit

Organization Website: downtowndetroit.org

Event Setup & Breakdown

Begin Setup: 11/19/25 5:00 AM

Complete Setup: 11/21/25 2:00 PM

Setup Location(s): Campus Martius Park and the surrounding area

Event Start: 11/21/25 4:00 PM

Event End: 11/21/25 10:00 PM

Begin Tear Down: 11/21/25 10:00 PM

Complete Tear Down: 11/22/25 12:00 PM

Number of Trash Containers: 50 Number of Recycling Containers: 50

Cleaning Service Vendor: Block by Block/DDP Ambassadors

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 5+

Will you be closing any part of Woodward Avenue? Yes

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? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

Nearby public parking on streets, at meters and at parking lots and garages

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 12 Number of non-truck food vendors: 2

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: 11/21/25: 4:00pm-9:30pm

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? Yes

Number of tents 10' x 10' and smaller: 6

Number of tents larger than 10' x 10': 8

Tent Contractor: WillScot/Wahl Tents

What other structures will your event include? 5 Large video screens supported by truss systems

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? Generators will arrive pre-fueled

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: 90

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 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)

Tree Lighting 2025

Emergency Action Plan (EAP)

**** A MORE DETAILED AND COMPREHENSIVE SAFETY, SECURITY & EMERGENCY OPS AND ACTION PLAN WILL BE RELEASED CLOSER TO THE EVENT IN COORDINATION WITH DPD AND OTHER DOWNTOWN SAFETY STAKEHOLDERS. A MEETING AND BRIEFING WILL BE HELD PRIOR TO THE EVENT WITH ALL CITY SAFETY AND SECURITY STAKEHOLDERS, LED BY DDP CHIEF OF SECURITY MIKE BRUGGEMAN ****

1. Event Information

- **Event Name:** City of Detroit's 22nd Annual Tree Lighting Ceremony
- **Date & Time:** Friday, November 21st, 2025
- **Location:** Campus Martius Park and surrounding area
- **Event Organizer:** Alex Fields, 313.617.8408
- **Estimated Attendance:** 100,000

2. Emergency Contacts

- **Emergency Services (Police, Fire, EMS):** 911
- **Event Safety Coordinator:** Mike Bruggeman
- **On-site Medical Team:** MedStar
- **Security Team:** Liberty Security Group
- **Local Hospital:** Detroit Receiving

3. Emergency Notification & Communication

- **Communication System:** Cell phones, 2-way radios, DDP/DPD Command Center
- **Notification Procedure:**
 1. Staff or attendee reports an emergency to on-site staff or security
 2. Staff or security radio DDP Command Center

3. Mike Bruggeman/DPD assesses the situation and dispatches necessary security and/or emergency services
4. Announcements made to attendees if necessary

4. Evacuation Plan

- **Evacuation Routes:** Event staff and security will follow in the moment guidance from DPD and the Command Center for evacuation areas. Fencing will be opened to allow attendees to flow quickly out of the footprint.
- **Assembly Points:** One Campus Martius lobby, First National Building Lobby, Chase Building Lobby, Spirit Plaza, Hart Plaza
- **Staff Roles:**
 - Security Team & DPD: Guide attendees to safety.
 - Medical Team: Assist injured individuals.
 - Event Staff: Direct attendees and provide information.

5. Medical Emergency Plan

- **Response Procedure:**
 1. First responder (event staff or security) assesses the situation.
 2. Contact Command Center who can then contact on-site medical team immediately.
 3. On-site medical and ambulances will coordinate with on-site DPD for navigating event footprint and exiting the footprint to get to hospital.
 4. Security + DPD assist with crowd control to reach affected persons.

6. Fire & Severe Weather Response

- **Fire Response:**
 1. Identify fire location 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:** Utilize Code Adam procedures, security or staff stay with lost person or search for lost person. DDP/DPD Command Center/OCM Lobby will be holding/meeting points.
- **Threat Response:**
 - If a threat is identified, inform Command Center, security and law enforcement immediately.
 - DDP Command Center along with DPD will coordinate in-the-moment action plan which all event staff and security will adhere and assist with.















8. Post-Incident Reporting & Review

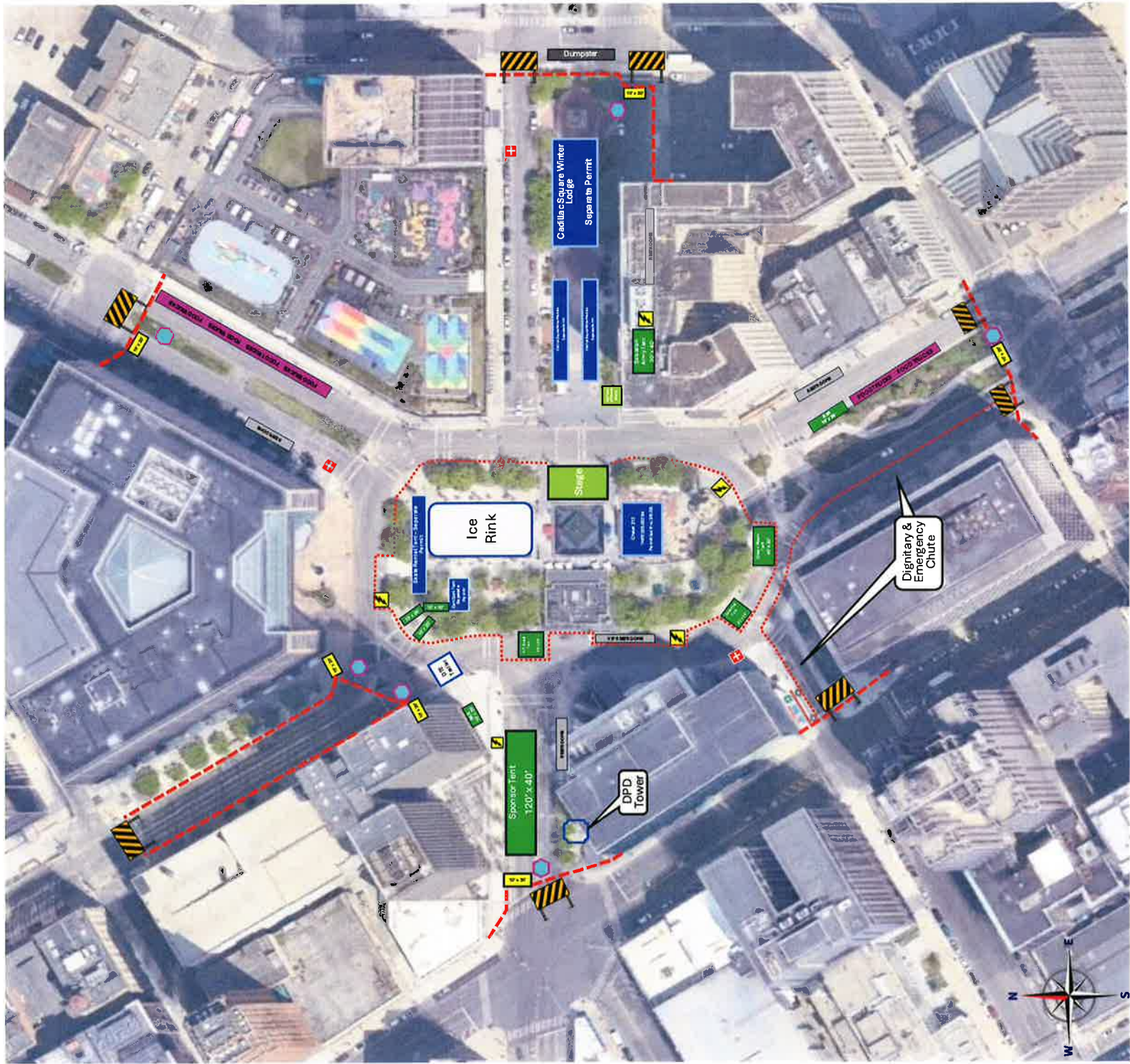
- **Incident Report:** Document all details of the emergency.
- **Debriefing:** Hold a post-event meeting with DPD and other stakeholders to discuss emergency response effectiveness.
- **Improvements:** Update the EAP based on lessons learned.

Prepared by: Alex Fields **Date:** 8/6/25

Tree Lighting 2025

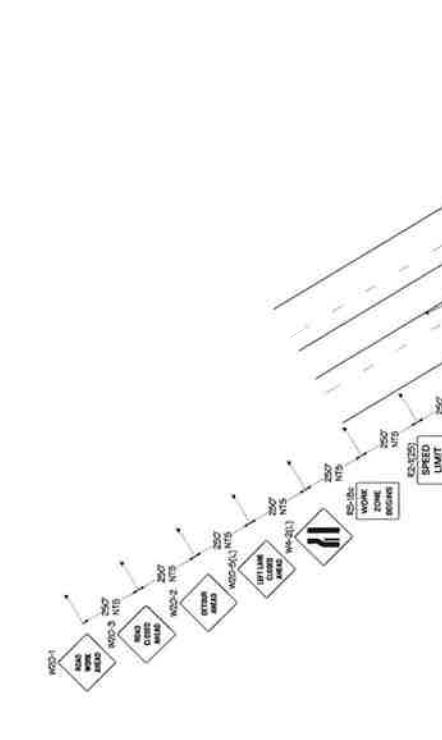
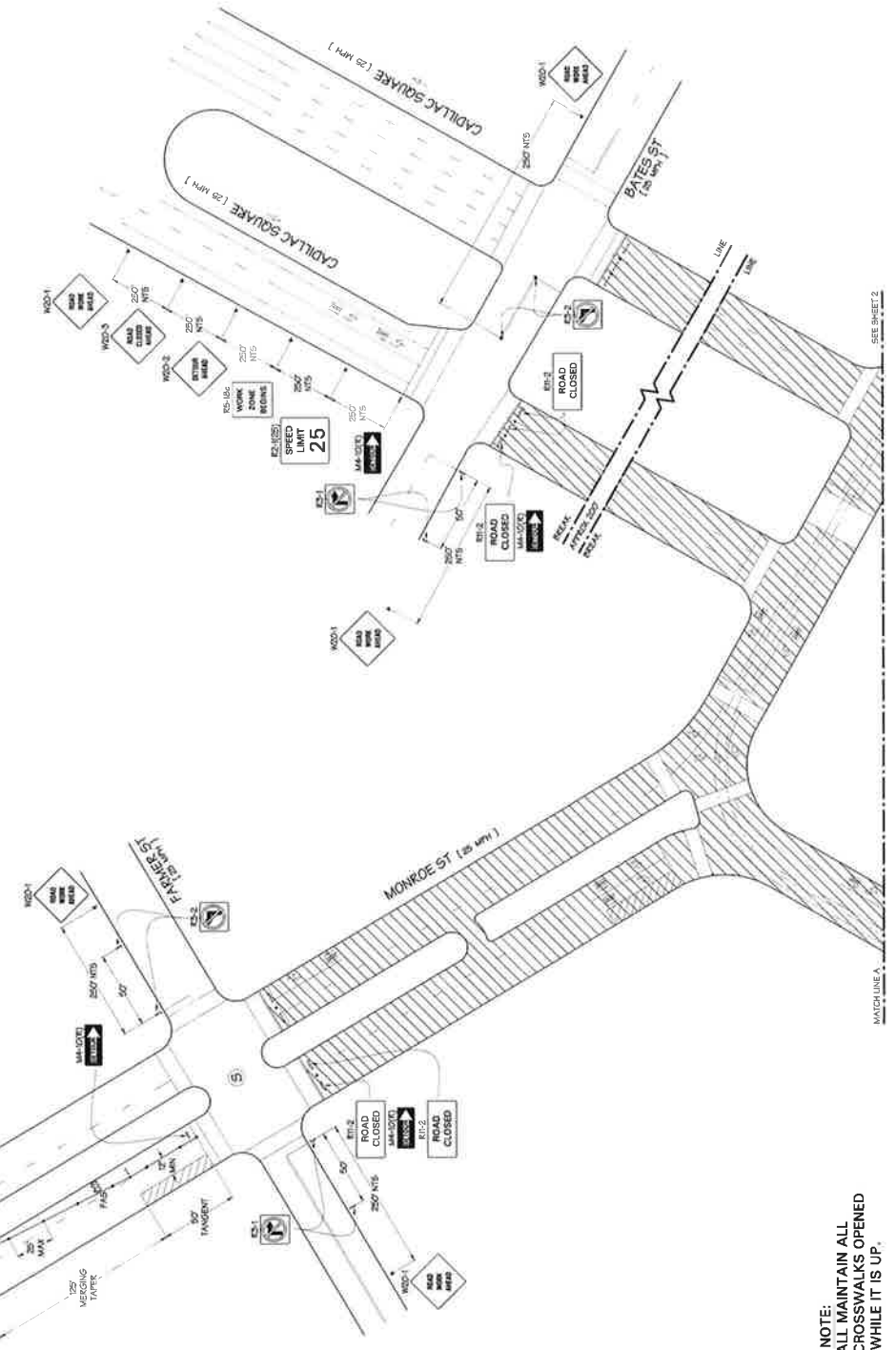
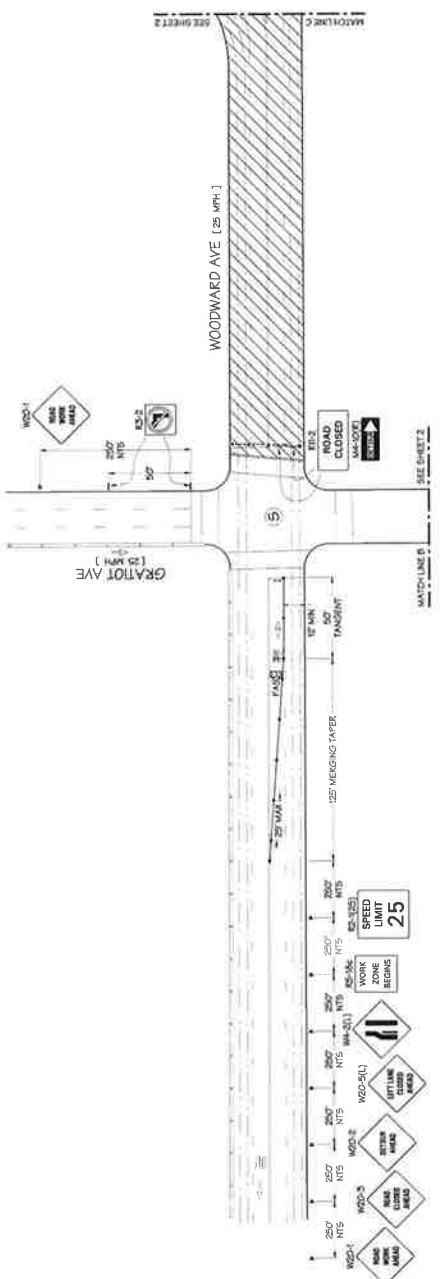
Friday, November 21st, 2025
4pm – 10pm

-  Staging
-  Tenting
-  Tents & Structures in Other/Existing Event Permits
-  Entry + Magnetometer Tents
-  RESTROOMS
-  FOOD TRUCKS
-  Generator
-  Medic 10' x 10' Tent
-  DPD Tower
-  Light Tower
-  Ambulance Staging
-  Road Closure
-  Bike Rack Barricade
-  6' Fence





PHASE: 1



LEGEND:

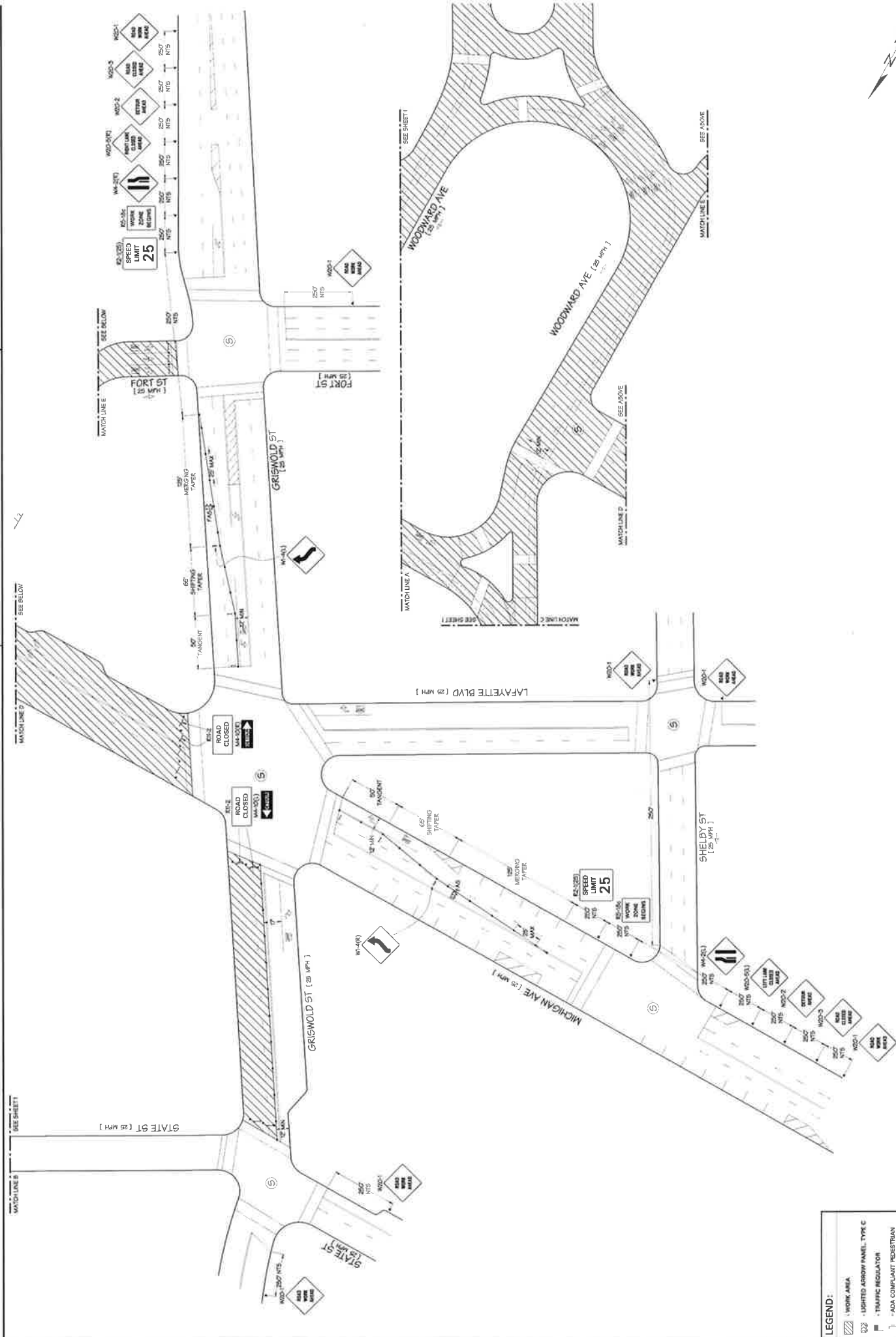
- WORK AREA
- LIGHTED ARROW PANEL, TYPE C
- TRAFFIC REGULATION
- ADA COMPLIANT PEDESTRIAN BARRICADE W/ SIGN
- TYPE E BARRICADE W/ SIGN
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN

ALL EQUIPMENT SHALL BE MDOT COMPLIANT.

NOTE:
 CONTRACTOR SHALL MAINTAIN ALL SIDEWALKS AND CROSSWALKS OPENED WITHIN CLOSURE WHILE IT IS UP.



PHASE: 1



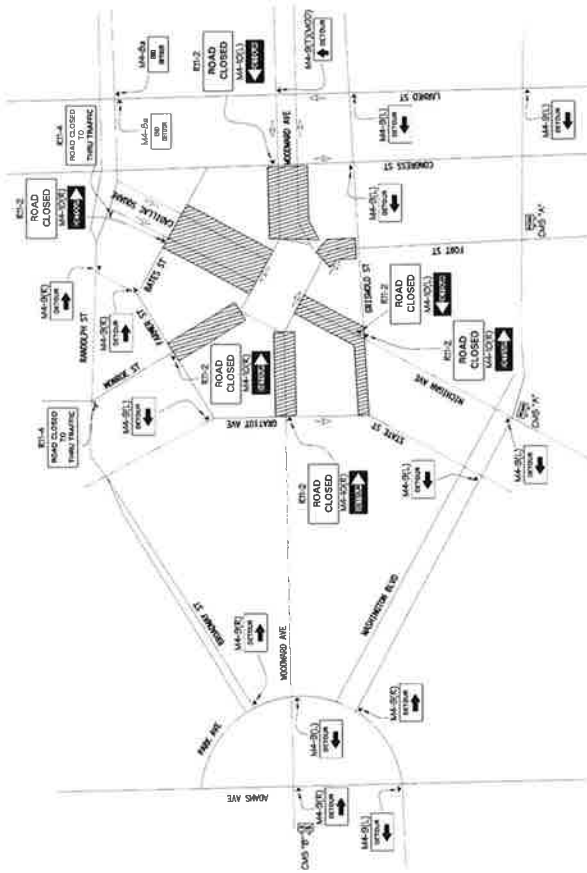
NOTE:
 CONTRACTOR SHALL MAINTAIN ALL
 SIDEWALKS AND CROSSWALKS OPENED
 WITHIN CLOSURE WHILE IT IS UP.

LEGEND:

- WORK AREA
- LIGHTED ARROW PANEL, TYPE C
- TRAFFIC REGULATION
- ADA COMPLIANT PEDESTRIAN BARRICADE W/ SIGN
- TYPE-B BARRICADE W/ SIGN
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN

ALL EQUIPMENT SHALL BE MDOT COMPLIANT

DETOUR MAP: NOT TO SCALE



CMS "A"

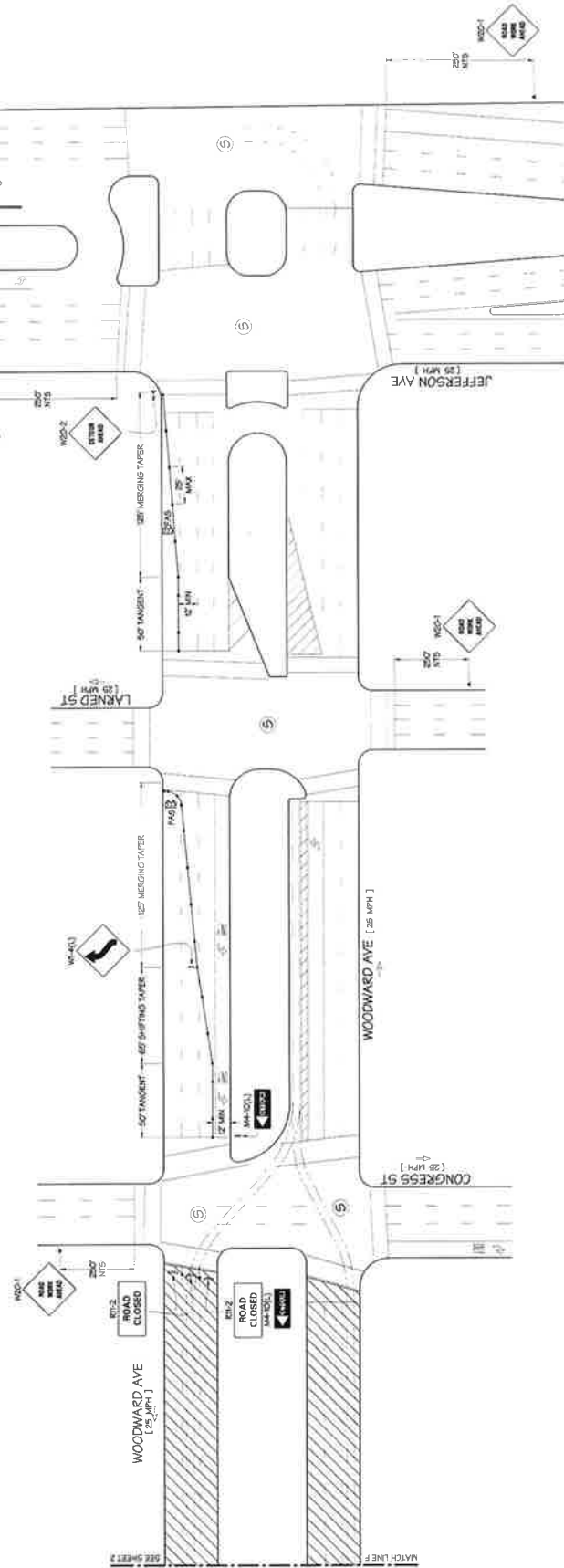
- WOODWARD AVE CLOSED - SCREEN 1
- USE ALT DETOUR - SCREEN 2
- ROUTE WASHGNTN BLVD - SCREEN 3

Install PCMS at least 1 week prior to construction.

CMS "B"

- WOODWARD AVE CLOSED - SCREEN 1
- AT GRATIOT DETOUR - SCREEN 2
- ROUTE ADAMS AVE - SCREEN 3

Install PCMS at least 1 week prior to construction.



PHASE: 1

- LEGEND:**
- ▨ - WORK AREA
 - ⬆ - LIGHTED ARROW PANEL, TYPE C
 - ⬆ - TRAFFIC REGULATOR
 - ⬆ - ADA COMPLIANT PEDESTRIAN SIGNATURE W/ SIGN
 - ⬆ - TYPE III BARRICADE W/ SIGN
 - ⬆ - CHANNELIZATION DEVICE
 - ⬆ - SIGN
 - ⬆ - EXISTING SIGN
- ALL EQUIPMENT SHALL BE MDDOT COMPLIANT

NOTE:
CONTRACTOR SHALL MAINTAIN ALL SIDEWALKS AND CROSSWALKS OPENED WITHIN CLOSURE WHILE IT IS UP.

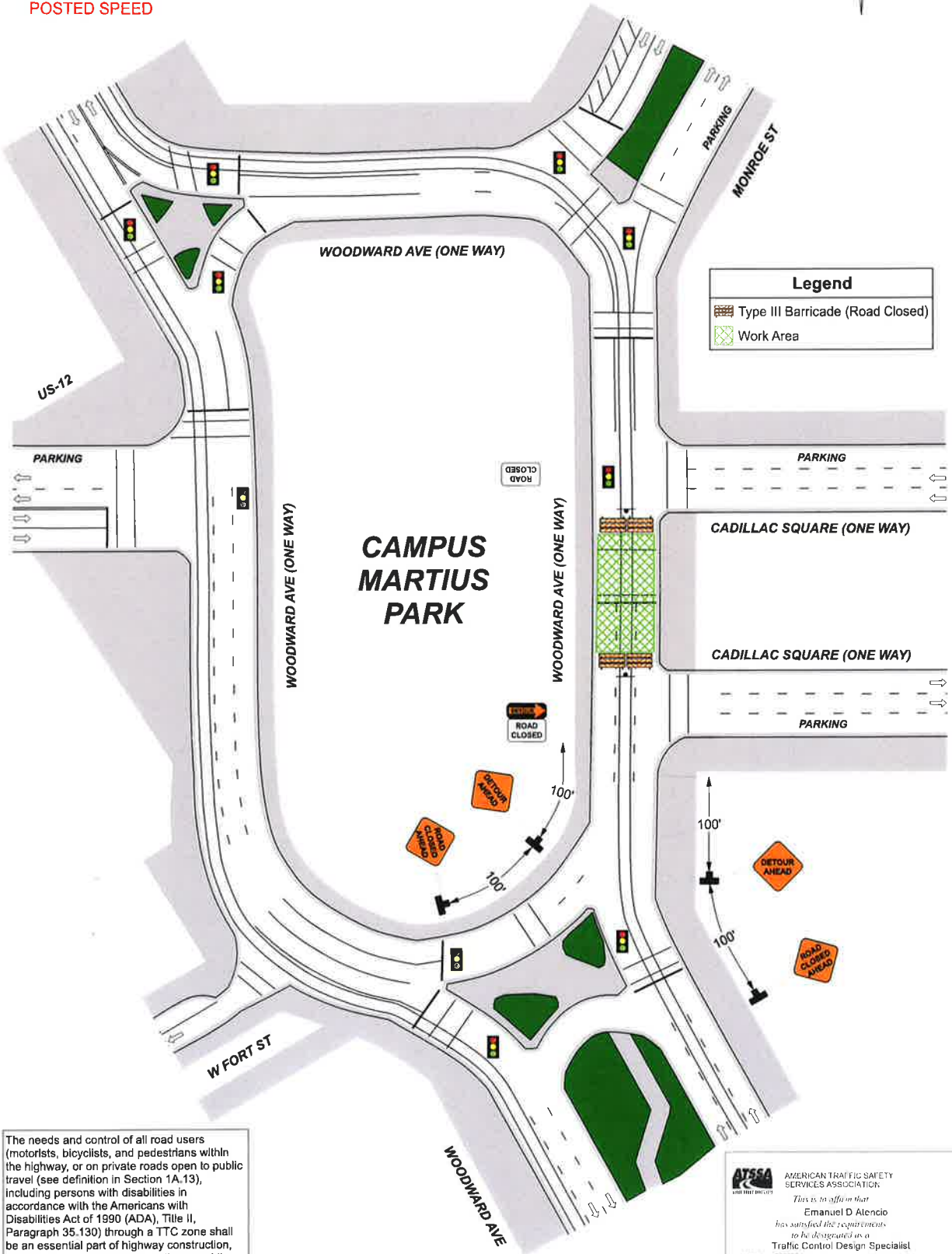
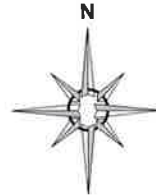
THIS DRAWING IS FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE

NOTE:
 THIS M.O.T. IS BASED ON MUTCD & THE MICHIGAN DEPARTMENT OF
 TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC
 CONTROL DEVICES MUST BE SET AND PLACE BY PERSONS CERTIFIED
 IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

DETOUR FOR A CLOSED STREET (TA-20)

SPEED
 LIMIT
25

POSTED SPEED



The needs and control of all road users (motorists, bicyclists, and pedestrians within the highway, or on private roads open to public travel (see definition in Section 1A.13), including persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), Title II, Paragraph 35.130) through a TTC zone shall be an essential part of highway construction, utility work, maintenance operations, and the management of traffic incidents.

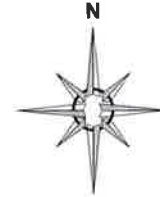
ATSSA
 AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION
 This is to affirm that
Emanuel D Alencio
 has satisfied the requirements
 to be designated as a
Traffic Control Design Specialist
 78229
 Issue Date: 2/15/2020
 Expiration Date: 3/10/2024
 Certification Board

09/22/2023	Cadillac Square & Woodward AVE	Detroit, MI	Campus Martius Park	Will Munaco	313-483-7649	DRAWING	Detroit	REVISIONS
DATE	LOCATION	CITY / STATE	JOB #	CONTACT	PHONE #	1 OF 2	AHJ	0

THIS DRAWING IS FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE

NOTE:
 THIS M.O.T. IS BASED ON MUTCD & THE MICHIGAN DEPARTMENT OF
 TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC
 CONTROL DEVICES MUST BE SET AND PLACED BY PERSONS CERTIFIED
 IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

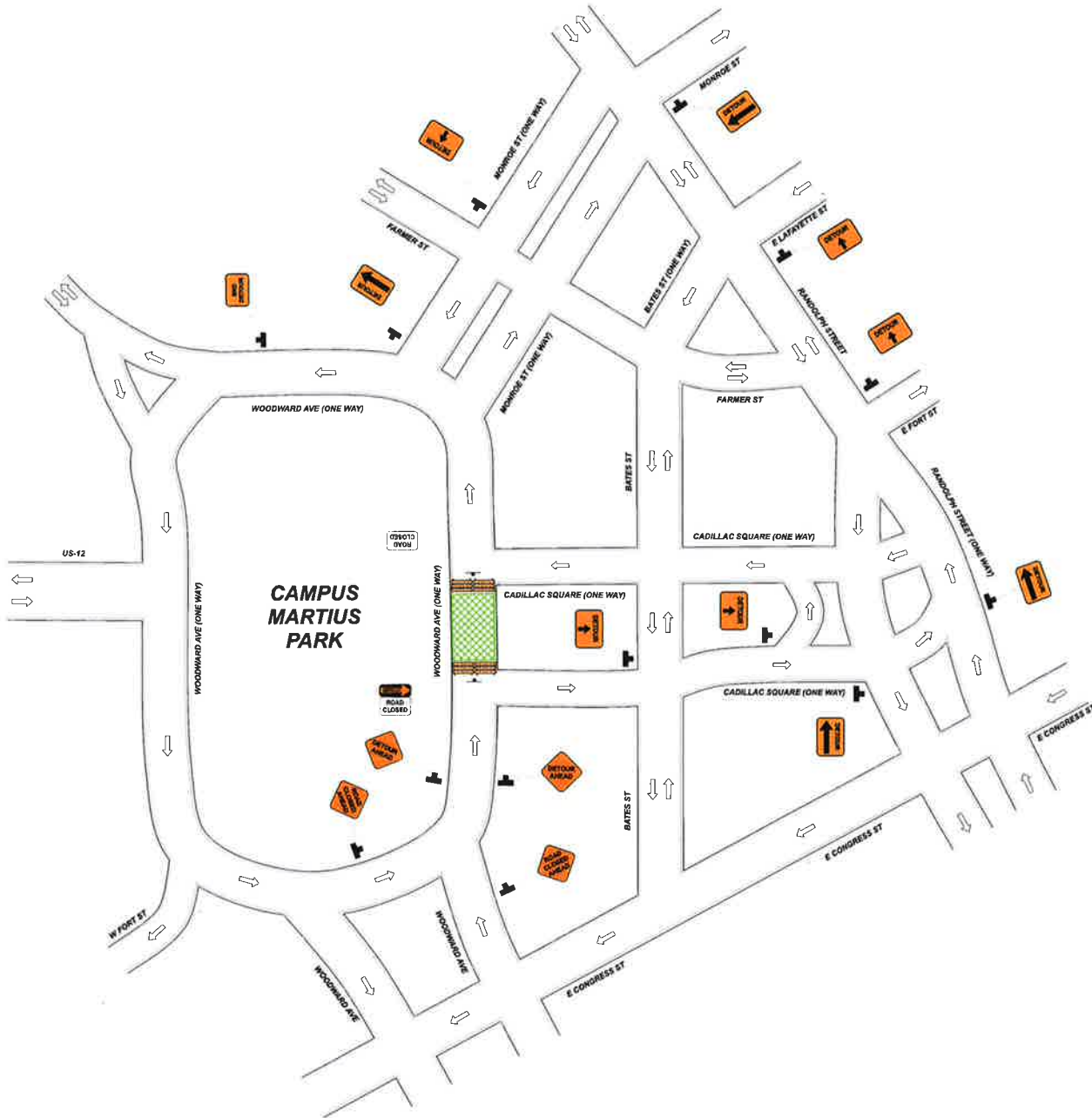
DETOUR FOR A CLOSED STREET (TA-20)



SPEED
 LIMIT
 25

POSTED SPEED

DETOUR FOR A CLOSED STREET



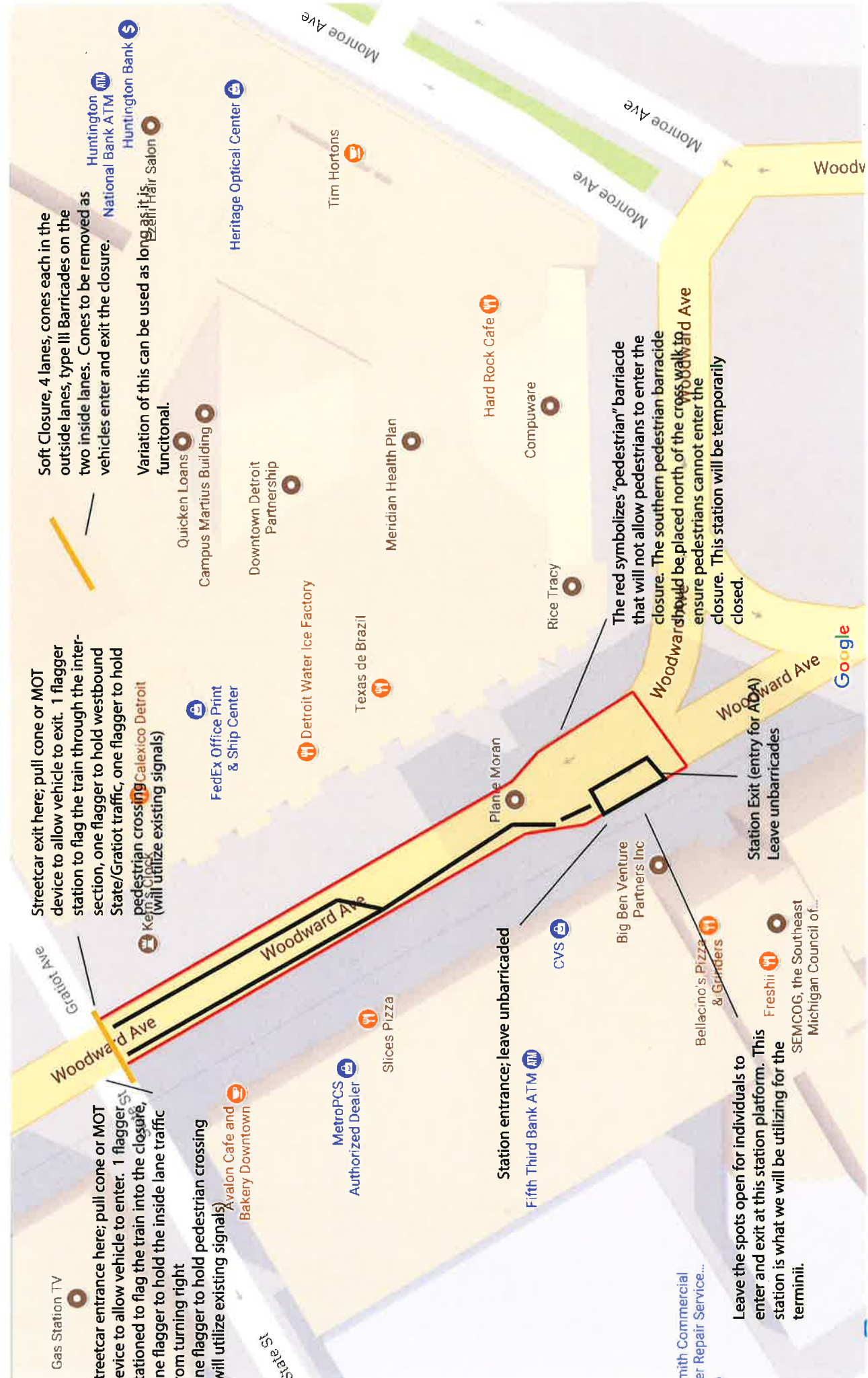
The needs and control of all road users (motorists, bicyclists, and pedestrians within the highway, or on private roads open to public travel (see definition in Section 1A.13), including persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), Title II, Paragraph 35.130) through a TTC zone shall be an essential part of highway construction, utility work, maintenance operations, and the management of traffic incidents.

ATSSA AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION
TRAFFIC CONTROL DESIGN SPECIALISTS

This is to affirm that
Emanuel D Alencio
 has satisfied the requirements
 to be designated as a
Traffic Control Design Specialist

Exp. No. 787250
 Issue Date: 3/1/2022
 Expiration Date: 3/1/2024

09/22/2023	Cadillac Square & Woodward AVE	Detroit, MI	Campus Martius Park	Will Munaco	313-483-7649	DRAWING	Detroit	REVISIONS
DATE	LOCATION	CITY / STATE	JOB #	CONTACT	PHONE #	2 OF 2	AHJ	0



Soft Closure, 4 lanes, cones each in the outside lanes, type III Barricades on the two inside lanes. Cones to be removed as vehicles enter and exit the closure.

Variation of this can be used as long as it is functional.

Streetcar exit here; pull cone or MOT device to allow vehicle to exit. 1 flagger stationed to flag the train through the intersection, one flagger to hold westbound State/Gratiot traffic, one flagger to hold pedestrian crossing (will utilize existing signals)

Streetcar entrance here; pull cone or MOT device to allow vehicle to enter. 1 flagger stationed to flag the train into the closure, one flagger to hold the inside lane traffic from turning right, one flagger to hold pedestrian crossing (will utilize existing signals)

The red symbolizes "pedestrian" barricade that will not allow pedestrians to enter the closure. The southern pedestrian barricade should be placed north of the crosswalk to ensure pedestrians cannot enter the closure. This station will be temporarily closed.

Leave the spots open for individuals to enter and exit at this station platform. This station is what we will be utilizing for the terminii.

Station entrance; leave unbarricaded

Station Exit (entry for ADA) Leave unbarricades



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The James B. Oswald Company 39572 Woodward Ave Suite 201 Bloomfield Hills MI 48304	CONTACT NAME: Leslie Mitchell PHONE (A/C, No, Ext): (248) 433-1466 E-MAIL ADDRESS: lmitchell@oswaldcompanies.com	FAX (A/C, No): (248) 433-7611
	INSURER(S) AFFORDING COVERAGE	
INSURED Detroit 300 Conservancy 1000 Woodward Avenue #380 Detroit MI 48226	INSURER A: CSU Producer Resources Inc.	
	INSURER B: Selective Insurance Group	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC #

COVERAGES

CERTIFICATE NUMBER: 24-25 D300 Liability

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CSU0220016	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CSU0220016	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Included in GL \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CSU0220017	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC9136331	06/12/2024	06/12/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Detroit is included as additional insured with regards to General Liability on a Primary and Non-Contributory basis where required per written contract. 30 Notice of Cancellation applies.

CERTIFICATE HOLDER

City of Detroit
 2 Woodward Ave
 Detroit MI 48226

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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: 8.6.2025

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: 22nd Annual Tree Lighting Ceremony

Event Date: 11/21/25

Event Organizer: Detroit 300 Conservancy / DDP

Applicant Signature:



Date: 8.6.2025