

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.	2025-255
Name of Petitioner	Downtown Detroit Partnership/Detroit 300 Conservancy
Description of Petition	Petition request to hold "2025 Cadillac Square Winter Markets and Cadillac Lodge" from November 12, 2025 at 11:00 AM to 11:00 PM on January 04, 2026 at Cadillac Square Park. Set-up will begin on October 20, 2025 at 8:00 AM and be completed by 10:00 AM on November 12, 2025. Tear down will begin on January 05, 2026 at 8:00 AM and be completed by 6:00 PM on January 30, 2026.
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: 2025 Cadillac Square Winter Markets and Cadillac Lodge

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

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

Event Location: Cadillac Square Park

Event Date(s) and Time(s): 11/12/25 11:00 AM to 01/04/26 11:00 PM

Type of Event: Other

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

Submission Date:	08/15/25 9
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: deckedoutdetroit.com _____

Which spaces will be used? Park _____

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

Event Description

Brief Event Purpose & Description:

Holiday Market collection inside customized shipping container retail spaces with a deck. Seasonal warming tent with furniture, food and beverage (including alcohol sales) and various programmatic activities.

Estimated Peak Attendance: 250 _____

Estimated Total Attendance: 75,000.00 _____

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: Downtown Detroit Partnership/Detroit 300 Conservancy

Mailing Address: 1000 Woodward Ave., Suite 380

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Alex Fields	Jeff Wilson
alex.fields@downtowndetroit.org	jwilson@artsbeatseats.com
	+1 (248) 240-0137

Organization Type: Nonprofit

Organization Website: downtowndetroit.org

Event Setup & Breakdown

Begin Setup: 10/20/25 8:00 AM

Complete Setup: 11/12/25 10:00 AM

Setup Location(s): Cadillac Square Park

Event Start: 11/12/25 11:00 AM

Event End: 01/04/26 11:00 PM

Begin Tear Down: 01/05/26 8:00 AM

Complete Tear Down: 01/30/26 6:00 PM

Number of Trash Containers: 30 Number of Recycling Containers: 15

Cleaning Service Vendor: Block by Block/DDP BIZ Ambassador program

Other Waste Elements: _____

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. Cadillac Square Westbound 10/20/25

Between Bates & Woodward 5:00 AM 12:00 AM

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:

Nearby downtown parking

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 3

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: Sunday-Saturday: 11am - 11pm

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': 3

Tent Contractor: WillScot/Wahl Tents

What other structures will your event include? Decking, Shipping Containers

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? By fuel truck pulling up curbside next to the generator

Generator contractor: United Rentals + LaBelle Electric

Will additional wiring be installed? Yes

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: 4

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

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)

2025 Cadillac Square Winter Markets & Lodge

Emergency Action Plan (EAP)

1. Event Information

- **Event Name:** 2025 Cadillac Square Winter Markets & Lodge
- **Date & Time:** November 6th, 2025 – January 4th, 2026
- **Location:** Cadillac Square Park
- **Event Organizer:** Downtown Detroit Partnership | Alex Fields, 313.617.8408
- **Estimated Attendance:** 75,000 over 2 months. 5,000 average daily attendance

2. Emergency Contacts

- **Emergency Services (Police, Fire, EMS):** 911
- **Event Safety Coordinator:** Alex Fields + Liberty Security Group
- **On-site Medical Team:** N/A
- **Security Team:** Liberty Security Group
- **Local Hospital:** Detroit Receiving

3. Emergency Notification & Communication

- **Communication System:** Two-way radios, PA system, 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, DDP contacts and Liberty Security Group
 2. Event staff notifies the Safety Coordinator.

3. Safety Coordinator assesses the situation and contacts emergency services if necessary.
4. Announcements made via PA system and in-person via event staff & security guards.

4. Evacuation Plan

- **Evacuation Routes:** Clearly marked exits and pathways to safety zones.
- **Assembly Points:** Campus Martius Park East Plaza & First National Building Lobby
- **Staff Roles:**
 - Security Team: Guide attendees to safety.
 - Event Staff: Direct attendees and provide information.

5. Medical Emergency Plan

- **First Aid Stations:** At both security huts as show on activation map.
- **Response Procedure:**
 1. First responder (event staff or security) assesses the situation.
 2. If needed, call 911 and provide detailed location info.
 3. Crowd control measures implemented to assist emergency responders.

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 & Event Staff guide guests

- **Lost Persons:**

- Interior of park security hut is reunification location.
- Announcements made over PA system inside Lodge tent.

- **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: Alex Fields **Date:** 8.12.2025

**DETROIT 300 CONSERVANCY/Downtown Detroit Partnership & Jon Witz
and Associates
Downtown Detroit Winter Markets & Cadillac Lodge**

Lodge & Markets Dates

Thursday, November 12th, 2025 thru January 4th, 2026

Hours of Operation

Wed/Thurs: 11:00am-8:00pm

Friday/Saturday: 11:00am-10:00pm

Sunday: 11:00am-7:00pm

WINTER MARKETS

SECURITY PLAN:

DDP will contract with Liberty Security Group for daily security services.

TRASH & RECYCLING PLAN:

DDP will employ Ambassadors/Block by Block for clean services & temporary trash & recycling bins throughout event footprint.

RESTROOMS:

Port-a-Johns and restroom trailers behind main lodge tent at the east end of Cadillac Square Park.

EVENT LOAD IN/LOAD OUT

LOAD IN: 10/20/25 – 11/12/25 – WB Cadillac Square Rd. Closed from Woodward Ave. to Bates St.

LOAD OUT: 1/5/26 – 1/30/26 – WB Cadillac Square Rd. Closed from Woodward Ave. to Bates St.

POWER

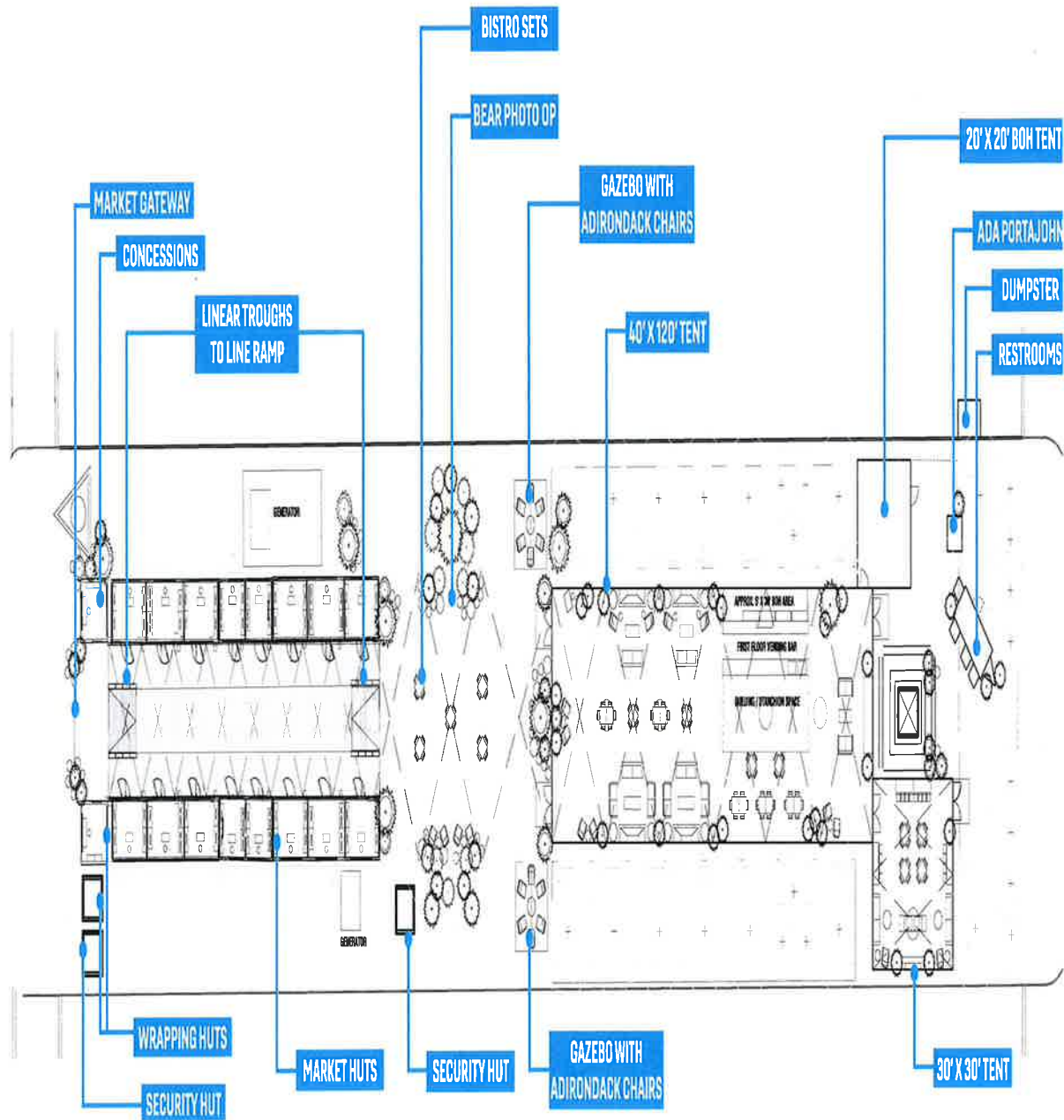
A mix of house power and generators will be used

HEATING

Propane, forced air heaters with large propane storage tanks on-site.

COMMUNITY IMPACT PLAN

Our activations will aim to improve the quality of life of residents in surrounding areas and should not negatively impact pedestrian or visitor traffic. All lighting and sound elements will be strategically placed to ensure there is no disruption to nearby residential or office tenants. Due to the close partnership between Rock Security and public/private Law Enforcement (including Detroit Police/MSP) this event will only positively impact the surrounding community. Additionally, Rock Security's 24/7 Command Center is in close proximity to the event(s) and will remain vigilant in monitoring, responding, and assisting from a safety/security standpoint for the entire duration of the event(s).



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: 8/12/25

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: Cadillac Lodge & Markets

Event Date: 11/12/25

Event Organizer: DDP/Jon Witz & Associates

Applicant Signature:



Date: 8/12/25