

# 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*

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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.

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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 <sup>nd</sup> 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	<b>Special Events</b>
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 <a href="mailto:Alex.fields@downtowndetroit.org">Alex.fields@downtowndetroit.org</a>

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:**

8.6.2023

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:** 22<sup>nd</sup> Annual Tree Lighting Ceremony

**Event Date:** 11/21/25

**Event Organizer:** Detroit 300 Conservancy / DDP

**Applicant Signature:**

















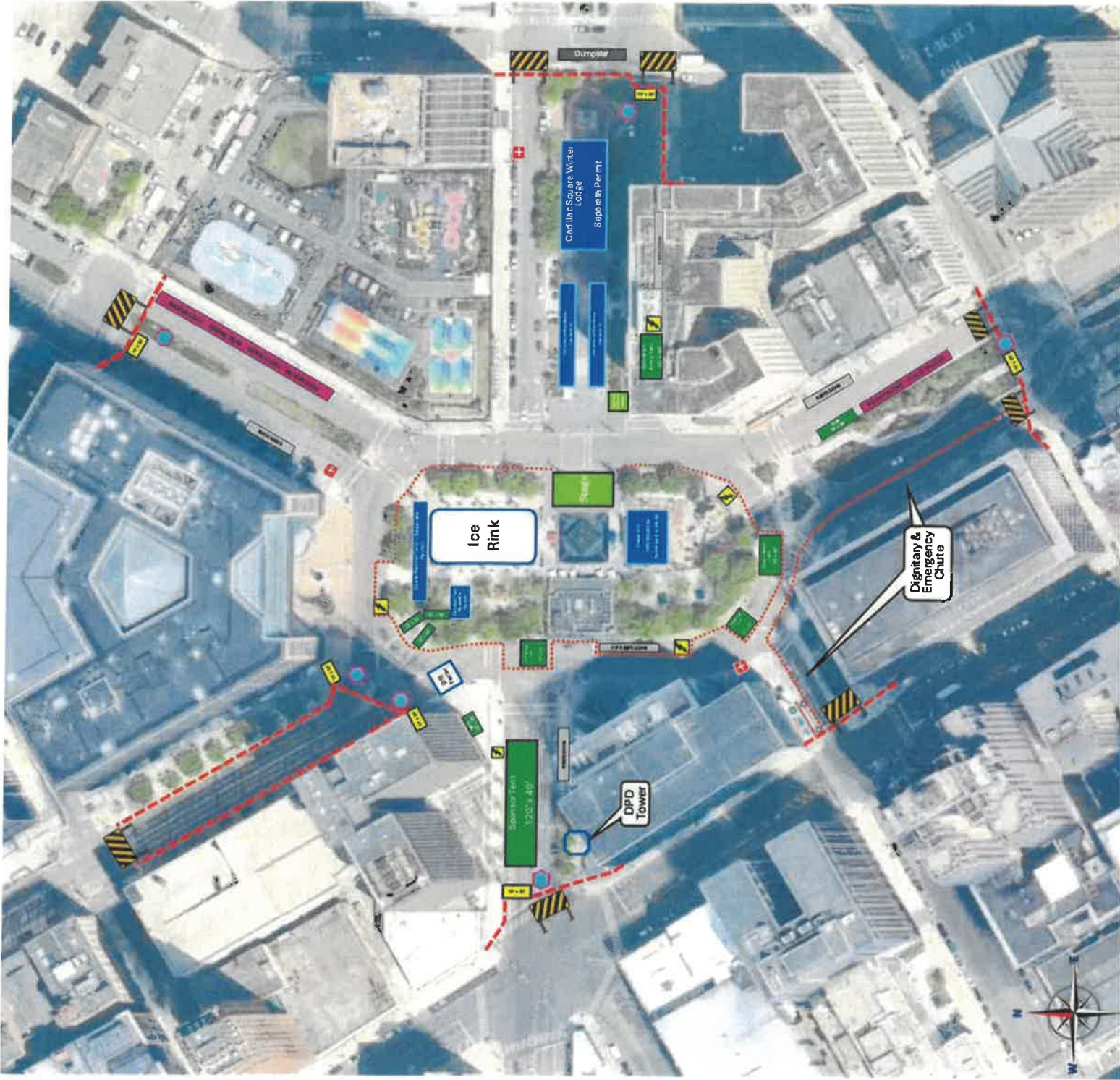
**Date:**

8.6.2023

# Ice Lighting 2025

Friday, November 21<sup>st</sup>, 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



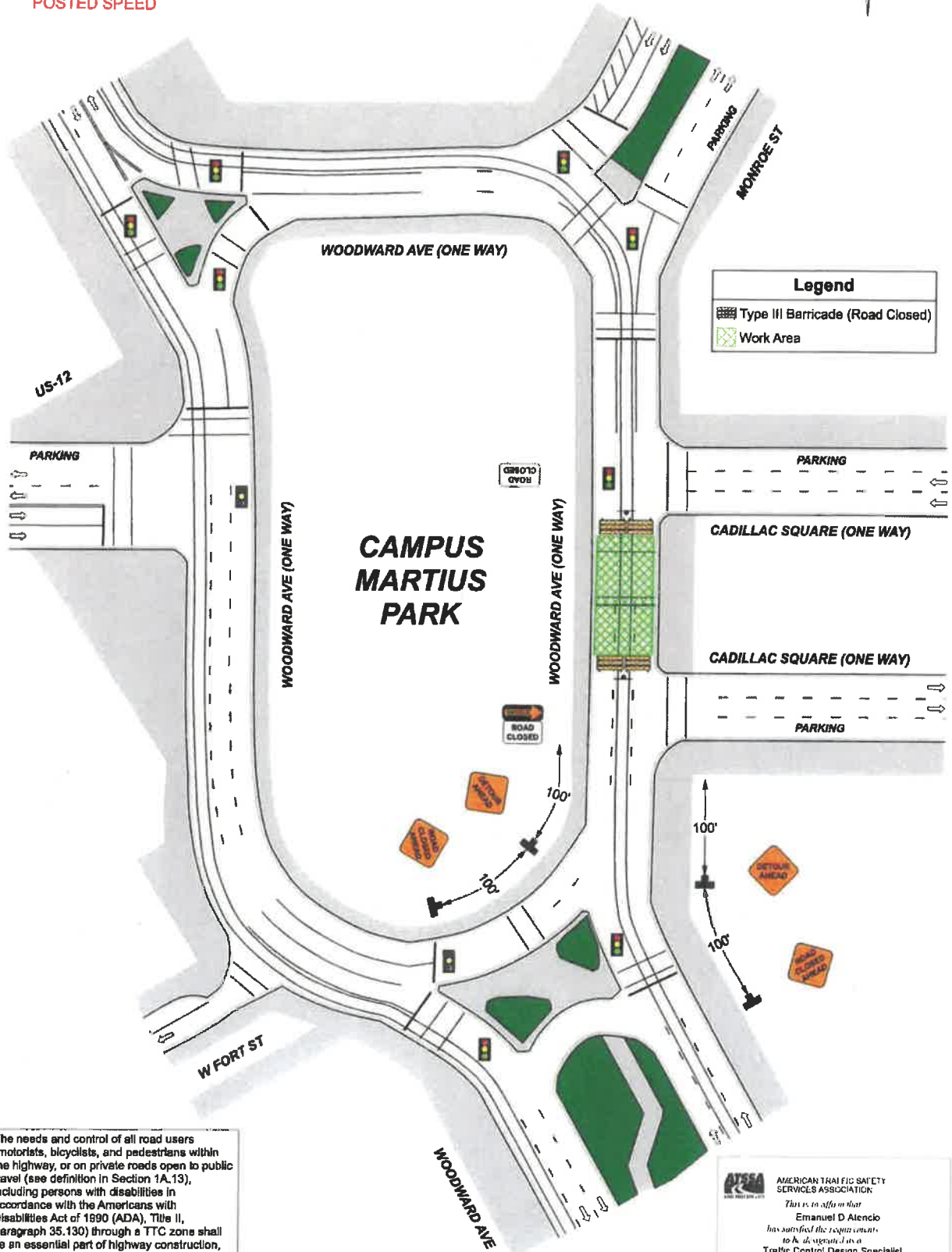
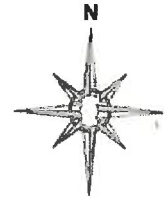
THIS DRAWING IS FOR OVERVIEW PURPOSE ONLY  
**DRAWING NOT TO SCALE**

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**



**Legend**

- Type III Barricade (Road Closed)
- Work Area

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.

**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**

08/22/2023	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

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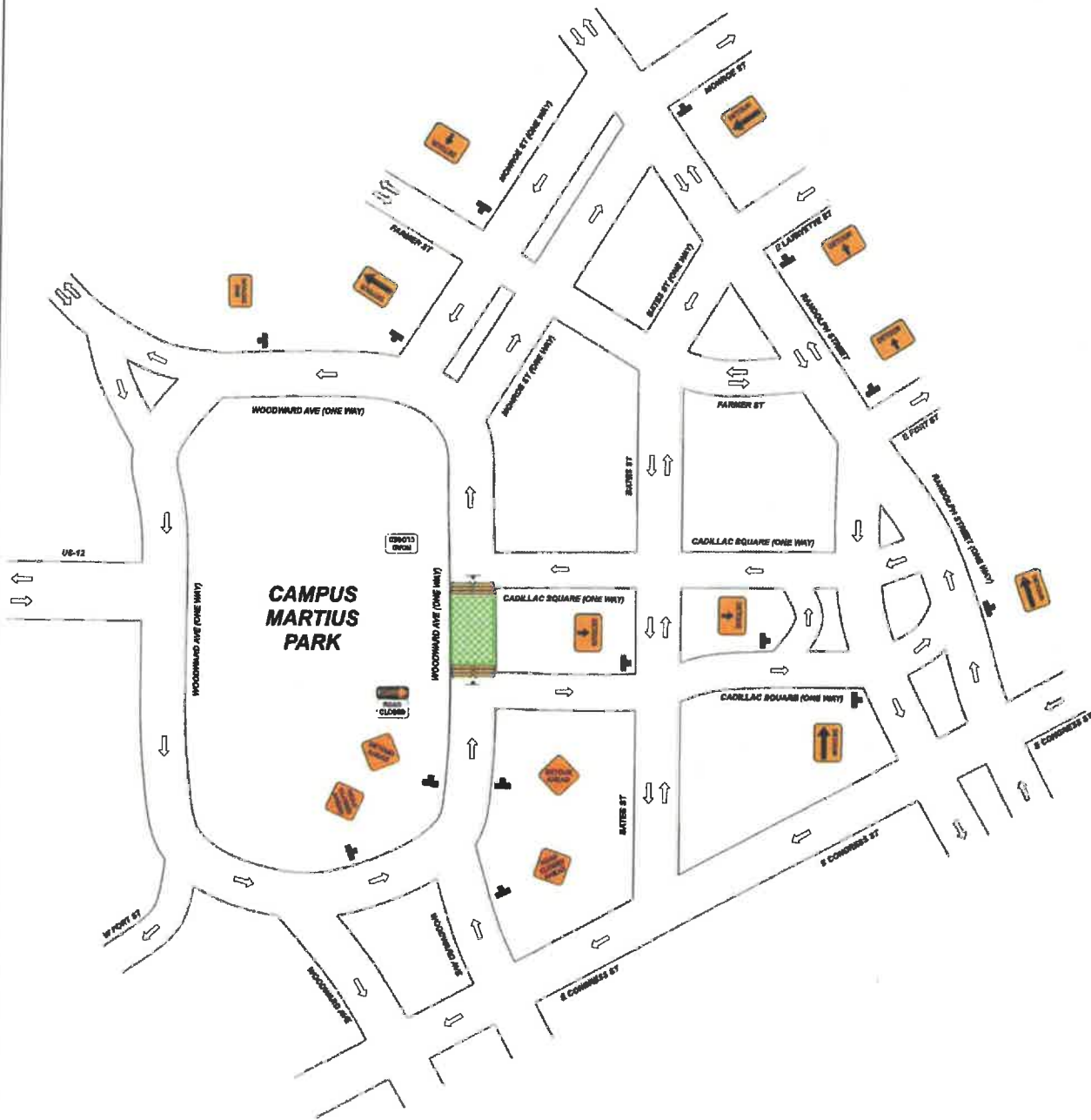
DETOUR FOR A CLOSED STREET (TA-20)



**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  
 This is to certify that  
**Emanuel D Alencio**  
 has satisfied the requirements to be designated as a  
**Traffic Control Design Specialist**  
 767250  
 Issue Date: 2/17/2022  
 Expiration Date: 2/10/2024

08/22/2023	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



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** 2025-254

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

**Event Status:** In Review- Clerk's Office (Step 2 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

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

<b>Submission Date:</b>	08/07/25
<b>Date of Clerk's Office Referral:</b>	10/2/25
<b>Date of City Departments Sign Off:</b>	10/1/25
<b>Date Referred to Council:</b>	10/2/25

**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:** October 6, 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: 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: <sup>5+</sup> \_\_\_\_\_

Will you be closing any part of Woodward Avenue? <sup>Yes</sup> \_\_\_\_\_

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

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? <sup>No</sup> \_\_\_\_\_

Valet parking or blocking metered parking spaces? <sup>Blocking metered parking spaces</sup> \_\_\_\_\_

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? <sup>Yes</sup> \_\_\_\_\_

Will food be prepared on site? <sup>No</sup> \_\_\_\_\_

Number of food trucks: <sup>12</sup> \_\_\_\_\_ Number of non-truck food vendors: <sup>2</sup> \_\_\_\_\_

## 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 checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input checked="" 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 300 Conservancy/DDP to host "City of Detroit's 22<sup>nd</sup> Annual Tree Lighting Ceremony" "2025-254" on November 21, 2025 from 4:00 PM to 10:00 PM at Campus Martius Park.

**PROVIDED,** that there will be DPD Assisted Event with Contracted 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 and Generators 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 Health Department Inspections; and be it further

**PROVIDED,** that there will be Business License Required obtained following City Council approval; and be it further

**PROVIDED,** all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.