### Petition Communications (include date/time)

Block Party located at 6541 E. Lafayette from 10:00am - 8:00pm; with temporary street closure on Bellevue Street.

**ALL permits and license requirements must be fulfilled for an approval status**

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>N/A</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td></td>
<td>DPD</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>DPD will Provide Special Attention; Contracted with Nowell Security Agency to Provide Private Security Services</td>
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<tr>
<td></td>
<td>DFD/EMS</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Pending Inspections</td>
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<tr>
<td></td>
<td>DPW</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>ROW Permit Required</td>
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<tr>
<td></td>
<td>Health Dept.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Temporary Health License Required</td>
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<tr>
<td>Date</td>
<td>Department</td>
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<td>DENIED</td>
<td>Additional Comments</td>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>TED</td>
<td></td>
<td>☑️</td>
<td></td>
<td>Type III Barricades &amp; Road Closure Signage Required</td>
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<tr>
<td></td>
<td>Recreation</td>
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<td></td>
<td>No Jurisdiction</td>
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<tr>
<td></td>
<td>Bldg &amp; Safety</td>
<td></td>
<td>☑️</td>
<td></td>
<td>Permits Required for Tents &amp; Generator</td>
</tr>
<tr>
<td></td>
<td>Bus. License</td>
<td></td>
<td>☑️</td>
<td></td>
<td>Vendors License Required for Food Trucks</td>
</tr>
<tr>
<td></td>
<td>Mayor's Office</td>
<td></td>
<td>☑️</td>
<td></td>
<td>All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.</td>
</tr>
<tr>
<td></td>
<td>Municipal Parking</td>
<td></td>
<td>☑️</td>
<td></td>
<td>No Jurisdiction</td>
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<tr>
<td></td>
<td>DDOT</td>
<td></td>
<td>☑️</td>
<td></td>
<td>No Impact on Buses</td>
</tr>
</tbody>
</table>

MAYOR'S OFFICE

Signature: "Bethanie Tuscher"

Date: "March 14, 2019"
DEPARTMENTAL REFERENCE COMMUNICATION

Monday, March 18, 2019

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.

745 Utopia Gardens, Request to hold "Utopia Gardens Block Party" at Lafayette and Bellevue on April 20, 2019 from 10:00 AM to 8:00 PM with the partial closure of Bellevue Street. Set up complete 4-19-19, tear down complete 4-20-19.
City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Utopia Gardens Block Party

Event Location: Lafayette & Bellevue

Is this going to be an annual event? ☐ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Utopia Gardens

Organization Mailing Address: 6541 E. Lafayette, Detroit MI 48207

Business Phone: 313-332-0544 Business Website: www.utopiagardens.com

Applicant Name: Garrett Carter

Business Phone: 313-332-0544 Cell Phone: 248-259-4671 Email: garrett@utopiagardens.com

Event On-Site Contact Person:

Name: Garrett Carter

Business Phone: 313-332-0544 Cell Phone: 248-259-4671 Email: garrett@utopiagardens.com

Event Elements (check all that apply)

[ ] Walkathon [ ] Carnival/Circus [ ] Concert/Performance
[ ] Run/Marathon [ ] Bike Race [ ] Religious Ceremony
[ ] Political Event [ ] Festival [ ] Filming
[ ] Parade [ ] Sports/Recreation [ ] Rally/Demonstration
[ ] Convention/Conference [ ] Fireworks [ ] Business Block Party

☑ Other: Business Block Party

Projected Number of Attendees: 300-500

Please provide a brief description of your event:

We are hoping to create an annual Utopia Gardens Block Party, bringing together businesses and
What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: 04/19/2019 Time: 6:00pm Complete Set-up Date: 04/19/2019 Time: 10:00pm

Event Start Date: 04/20/2019 Time: 10:00am Event End Date: 04/20/2019 Time: 8:00pm

Begin Tearing Down Date: 04/20/2019 Complete Tear Down Date: 04/20/2019

Event Times (if more than one day, give times for each day):
April 20th, 2019 from 10am - 8pm.

### Section 3- LOCATION/SITE INFORMATION

**Location of Event:** Utopia Gardens parking lot, as well as utilizing a portion of Bellevue

<table>
<thead>
<tr>
<th>Facilities to be used (Check)</th>
<th>Street</th>
<th>Sidewalk</th>
<th>Park</th>
<th>City</th>
</tr>
</thead>
</table>

Facilities to use:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**You will be prompted to upload these attachments upon submitting this form**

### Section 4- ENTERTAINMENT

Describe the entertainment for this year’s event:

We will be booking multiple artists to perform throughout the day.

Will a sound system be used?  
☐ Yes  ☐ No

If yes, what type of sound system?  
Crown Power Base 2

Describe specific power needs for entertainment and/or music:

We will be utilizing a generator owned by Utopia Gardens for entertainment power.

How many generators will be used?  
1

How will the generators be fueled?  
A Utopia Gardens employee will be fueling the generator
Name of vendor providing generators: Generator owned by Utopia Gardens

Address: 6541 E. Lafayette Phone: 313-332-0544

City/State/Zip: Detroit, MI 48207

Section 5- SALES INFORMATION

Will there be advanced ticket sales? □ Yes ☐ No
If yes, please describe:

Will there be on-site ticket sales? □ Yes ☐ No
If yes, list price(s):

Will there be vending or sales? ☐ Yes ☐ No
If yes, check all that apply:
☐ Food ☐ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

Indicate type of items to be sold:
We will be securing 1 or 2 food trucks to provide attendees with complimentary food and non-alcoholic beverages.

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Nowell Security Agency

Contact Person: Lamar Nowell

Address: 19100 W 10 Mile Road, Suite 204 Phone: 313-598-4484

City/State/Zip: Southfield, MI 48075

Number of Private Security Personnel Hired Per Shift: 2

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

How will you advise attendees of parking options?

We will be utilizing the Utopia Gardens parking lot. Security will also be directing attendees to an overflow parking area, if needed.
Section 7: COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
A portion of Bellevue will be closed for the event day (April 20, 2019).

Have local neighborhood groups/businesses approved your event?    □ Yes    ● No

Indicate what steps you have or will take to notify them of your event:
We will be working with the local business association to notify neighborhood groups/businesses about the event. We will also be going door-to-door to notify neighborhood groups/businesses.

Section 8: EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

<table>
<thead>
<tr>
<th>Structure</th>
<th>How Many?</th>
<th>Size/Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Tents (enclosed on 3 sides)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Canopy (open on all sides)</td>
<td>1</td>
<td>20' x 40'</td>
</tr>
<tr>
<td>Staging/Scaffolding</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Bleachers</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Section 9: COMPLETE ALL THAT APPLY

Emergency medical services?
Contact Person: Not currently available. Will source if required.
Address:
City/State/Zip:

Name of company providing port-a-johns. Not currently available. Will source if required.
Contact Person:
Address:
City/State/Zip:

Name of private catering company? Not currently available. Will source if required.
Contact Person:
Address:
City/State/Zip:
SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. Barricades are not available from the City of Detroit.

Attach a map or sketch of the proposed area for closure.

STREET NAME: Bellevue St
FROM: Lafayette TO: 300 Feet North from Lafayette

CLOSURE DATES: 4/20/2019 BEG TIME: 6:00am END TIME: 10:00pm
REOPEN DATE: 4/20/2019 TIME: 10:00pm

STREET NAME:
FROM: TO:

CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:

STREET NAME:
FROM: TO:

CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:

STREET NAME:
FROM: TO:

CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:

STREET NAME:
FROM: TO:

CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:
April 20, 2019 Businesses

1xRun/Murals in the Market
- Based in Detroit, Michigan, 1xRUN ("one-time run") is the world’s leading publisher of fine art editions and online destination for original art
- Interested in vending artwork from Detroit artists

Aptemal Clothing
- Our mission is to shine a spotlight on Detroit’s emerging and established artist by bringing their products and visions to the marketplace through collaboration. We want to stay true to the culture by portraying an honest self-expression of the city, and those that relentlessly follow their passion of hustling to make a living.
- Interested in vending their clothing

DCFC Field House
- Detroit City Fieldhouse is Detroit’s new 75,000 square foot indoor facility located at 3401 E Lafayette Street. Home to men's, women's, co-ed and youth soccer leagues, as well as indoor lacrosse, ultimate frisbee and more!
- Not interested in vending

McClary Brothers
- McClary Bros. is based in the Eastern Market district of Detroit and we handcraft delicious small batch Drinking Vinegars. We source out the majority of our fruits, vegetables and herbs from local farmers. These farmers grow in the metro Detroit area and regions throughout the Great Lakes.
- Interested in vending their drinking vinegars
Sanitation Plan

*Utopia Gardens will coordinate all sanitation*

Pre-Event

- Utopia Gardens will acquire a total of two (2) trash receptacles & two (2) recycling receptacles. These will be placed on Bellevue Street, as designated on the layout with item 5.
- Utopia Gardens also has an enclosed dumpster with weekly pickups for trash

During Event

- A Utopia Gardens Employee will do hourly pickups of the trash and recycling receptacles, to be placed within the enclosure of the dumpster, and replaced the receptacles with new bags.
- If needed, more regular pickups will be made throughout the event

Post-Event

- All bags will be given a visual inspection to ensure correct placement of trash/recycling.
- Once all trash and recycling is sorted, we’ll place trash into dumpster and recycling will be driven to Recycle Here!
  - Recycle Here!
    - 1331 Holden Street, Detroit, MI 48202
# Certificate of Liability Insurance

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVE 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).

<table>
<thead>
<tr>
<th>PRODUCER</th>
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<tbody>
<tr>
<td>Kovelkin Insurance Group</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 431</td>
<td></td>
</tr>
<tr>
<td>Southfield, MI 48037-0431</td>
<td></td>
</tr>
<tr>
<td>Matthew Warsh</td>
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<table>
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<tr>
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<tr>
<td>Utopia Gardens LLC</td>
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</tr>
<tr>
<td>Material Asset Management LLC</td>
<td></td>
</tr>
<tr>
<td>6541 East Lafayette</td>
<td></td>
</tr>
<tr>
<td>Detroit, MI 48207</td>
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<table>
<thead>
<tr>
<th>CONTACT</th>
<th><a href="mailto:angel@getkig.com">angel@getkig.com</a></th>
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<tbody>
<tr>
<td>NAME: Angel Longthorne</td>
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<td>FAX (A/C, Ext): 248-352-0305</td>
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<tr>
<th>INSURER A</th>
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<tr>
<td>INSURER B</td>
<td>Cenifer Insurance Company</td>
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<th>REVISION NUMBER:</th>
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<tr>
<td>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.</td>
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<table>
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<tr>
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<th>TYPE OF INSURANCE</th>
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<td>CLAIMS-MADE X OCCUR</td>
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<tr>
<td>A X</td>
<td>Products Liability</td>
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<td>GEN'L AGGREGATE LIMIT APPLIES PER POLICY</td>
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<tr>
<td></td>
<td>OTHER:</td>
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### AUTOMOBILE LIABILITY

- ANY AUTO OWNED
- OWNED AUTOS ONLY
- NON-OWNED AUTOS ONLY
- SCHEDULED AUTOS

### UMBRELLA LIABILITY

- OCCUR CLAIMS-MADE
- EXCESS LIAB
- DED RETENTION $100,000

### WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/SHAREHOLD | N/A |
- DESCRIPTION OF OPERATIONS below:

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<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
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<tr>
<td></td>
<td>Y/N</td>
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</table>

### LIMITS

- EACH OCCURRENCE
- DAMAGE TO RENTED PREMISES (1 occurrence)
- MED EXP. (Any one person)
- PERSONAL & ADJ. INJUR
- GENERAL AGGREGATE
- PRODUCTS - COM/GOOD AGG

- COMM. INSURANCE LIMIT
- BODY INJURY (Per person)
- PROPERTY DAMAGE (Per accident)

- EACH OCCURRENCE
- AGGREGATE

### LIMITS

- EACH OCC
- F.L. EACH ACCIDENT
- E.L. DISEASE - EMPLOYEE
- E.L. DISEASE - POLICY LIMIT

### DESCRIPTION

City of Detroit is included as additional insured on the General Liability when required by written contract, written agreement or permit.

---

**CERTIFICATE HOLDER**

City of Detroit  
2 Woodward Avenue  
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**

Kens M. [Signature]

---

ACORD 25 (2016/03)  
© 1988-2015 ACORD CORPORATION. All rights reserved.  
The ACORD name and logo are registered marks of ACORD.
Subject: Quote
Date: Wednesday, February 27, 2019 at 12:52:01 PM Eastern Standard Time
From: lori
To: Garrett Carter

Our special event unit is $125.00.
Price includes: delivery, pick up, toilet paper, and hand sanitizer.

Thank You,
Lori Proctor

Bob's Sanitation Service Inc/Scotty's Potties
PO Box 530845, Livonia, MI, 48153
734-421-1400
Garrett,

You have my permission to use the lots owned by eastside ventures located across the street from utopia gardens on bellevue and east lafayette detroit mi. For your company event scheduled for 4-20-19.

Regards,
Jordan Ellis
313-580-0941
special events - Fwd: April 20th Block Party

From: Donnell Cravens <donnell@utopiagardens.com>
To: "specialevents@detroitmi.gov" <specialevents@detroitmi.gov>
Date: 2/27/2019 3:08 PM
Subject: Fwd: April 20th Block Party
Cc: Garrett Carter <garrett@utopiagardens.com>

Hello Bethanie, Forwarding correspondence with General Acid Proofing located at 1051 Bellevue allowing us to hold the block party in its current format.

Donnell E. Cravens
Utopia Gardens
6541 E Lafayette
Detroit, MI 48207
248-231-7280

Begin forwarded message:

From: <generalacidproof@cs.com>
Subject: Re: April 20th Block Party
Date: February 27, 2019 at 2:42:19 PM EST
To: donnell@utopiagardens.com

Donnell,

Good afternoon! We have no problems with you having a block party on April 20th, as long as we can access our gate. Have a great party. If you have any questions feel free to give me a call or an e-mail. Have a great day!

Thank You,

Shane Wiedyke
General Acid Proofing, Inc.
1051 Bellevue
Detroit, MI 48207
Phone (313) 571-1700
Fax (313) 571-1483
Email generalacidproof@cs.com

-----Original Message-----
From: Donnell Cravens <donnell@utopiagardens.com>
To: generalacidproof@cs.com <generalacidproof@cs.com>
Cc: Garrett Carter <garrett@utopiagardens.com>
Sent: Wed, Feb 27, 2019 2:29 pm
# QUOTE

Utopia Gardens  
6541 E Lafayette  
Detroit, MI

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hrs Worked</th>
<th>Total Guards</th>
<th>Amount Paid</th>
<th>Total Amount</th>
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<tbody>
<tr>
<td>Saturday, April 20, 2019</td>
<td>10:00 AM</td>
<td>8:00 PM</td>
<td>10</td>
<td>3</td>
<td>$15.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

TOTAL  
10  

$450.00

THANK YOU FOR YOUR BUSINESS!

Lamar Nowell Sr., President  
(313) 598-4484

Brenda Ellis, HR/Payroll  
(313) 627-1745
Petition of Utopia Gardens, Request to hold "Utopia Gardens Block Party" at Lafayette and Bellevue on April 20, 2019 from 10:00 AM to 8:00 PM with the partial closure of Bellevue Street. Set up complete 4-19-19, tear down complete 4-20-19.

REferred to the following Department(s)

Mayor's Office  Police Department
Fire Department  DPW - City Engineering Division
Planning and Development Department  Municipal Parking Department
Business License Center  Transportation