

# 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.	2026-018
Name of Petitioner	City of Detroit General Services Department
Description of Petition	Petition request to hold "Easter Fun Fest" from March 28, 2026 at 1:00 PM to 5:00 PM the same day at Butzel Family Recreation Center. Set-up will begin on March 26, 2026 at 8:00 AM and be completed by March 28, 2026 at 1:00 PM. Tear down will begin on March 28, 2026 at 5:00 PM and be completed by 10:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	02/13/2026
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	Phillip Talbert City of Detroit General Services Department 115 Erksine Detroit, MI 48201 P: (313) 529-6600 <a href="mailto:ptalbert95@gmail.com">ptalbert95@gmail.com</a>

# 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:** Phillip Talbert

**Date:** 2/3/2026

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:** Easter Fun Fest

**Event Date:** 3/28/2026

**Event Organizer:** City of Detroit General Servi

**Applicant Signature:** Phillip Talbert

**Date:** 2/3/2026



## Communication and Community Impact Plan

### 1. Event Promotion:

- **Easter Fun Fest Communications Team:** Total Access Events will collaborate with the Easter Fun Fest Communications Team to create and manage social media posts for the event.
- **Social Media:** Regularly post event updates, and behind-the-scenes content, and engage with the community on platforms like Facebook and Instagram.
- **Email Campaigns:** Send newsletters with event updates/flyers to the Easter Fun Fest mailing list.

### 2. Event Information:

- **Event Program:** Event Schedule and timeline posted on social media.
- **Map:** An event map with key locations and distribute it at the event.
- **Contact Information:** Display event organizer contact information on all materials.

### 3. Community Engagement:

- **Easter Fun Fest Communications Team:** Work with the Easter Fun Fest Communications Team to organize community meetings and outreach efforts.
- **Local Schools:** Partner with nearby schools to involve students.
- **Community Outreach:** Distribute event information at local centers and libraries.
- **Volunteer Opportunities:** Encourage community members to volunteer with perks like free admission.

### 4. Sustainability and Community Impact:

- **Easter Fun Fest Communications Team:** Collaborate on messages related to sustainability and community impact.
- **Eco-Friendly Initiatives:** Implement waste recycling and eco-friendly practices.
- **Local Vendors:** Prioritize local businesses and artisans.
- **Community Donations:** Allocate giveaways that support the community
- **Feedback Mechanism:** Collect feedback from attendees and community members after the event.

### 5. Emergency Communication:

- **Emergency Plan:** Work with the Easter Fun Fest Communications Team to include emergency communication procedures.
- **Communication Hub:** Establish a centralized hub for emergency communication.
- **Emergency Contacts:** Prominently display emergency contact numbers.

## Cleanup Plan for Easter Fun Fest:

### **1. Pre-Event Setup**

- Coordinate with waste management vendors to place sufficient trash, recycling, and compost bins throughout the venue, especially near food areas, high-traffic spots, and exits.
- Brief staff and volunteers on waste separation protocols to minimize contamination and ensure proper disposal practices.

### **2. During the Event**

- Assign dedicated staff or volunteers to monitor waste bins and replace bags as needed, preventing overflow and maintaining a clean environment.
- Encourage festival-goers to dispose of waste properly through signage and announcements, highlighting eco-friendly practices like recycling and composting.

### **3. Post-Event Cleanup**

- Schedule a comprehensive waste pickup and disposal service immediately after the event, including separate collection for recyclables, compostables, and landfill waste.
- Conduct a final sweep of the venue and surrounding areas, ensuring all trash is removed, and restore the space to its original state.
- Review cleanup practices with the team to identify improvements for future events, including waste reduction and efficient disposal methods.

## **Emergency Plan for Easter Fun Fest**

### **Event Details:**

- **Date:** March 28th, 2026
  - **Time:** 1:00 p.m. - 5:00 p.m.
  - **Location:** Butzel Family Recreation Center
  - **Organized by:** City of Detroit General Services Department & Total Access Events Inc.
  - **Objective:** Ensure the safety and well-being of all attendees, staff, and volunteers through a well-structured emergency plan.
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## **1. Preparation and Coordination:**

### **Emergency Response Team:**

- **Form an emergency response team** consisting of key event staff, security personnel, and medical professionals.
- Designate an **Incident Commander** who will oversee all emergency operations.

### **Coordination with Authorities:**

- **Coordinate with local emergency services** including police, fire department, and medical services.
- Ensure they are aware of the event details and have access to the site.

### **Communication Plan:**

- Establish **clear communication channels** for the emergency response team.
  - Use **radios, mobile phones, and PA systems** for effective communication.
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## **2. Risk Assessment and Mitigation:**

### **Identify Potential Risks:**

- **Assess potential risks** such as severe weather, medical emergencies, fire, crowd control issues, and security threats.
- Develop **mitigation strategies** for each identified risk.

### **Site Layout and Safety:**

- **Map out the event site** highlighting emergency exits, first aid stations, fire extinguishers, and assembly points.
  - Ensure **all areas are accessible** to emergency services.
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## **3. On-Site Emergency Procedures:**

### **Emergency Evacuation Plan:**

- Establish **clear evacuation routes** and assembly points.
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- Train staff and volunteers on **evacuation procedures**.
- **Announce evacuation routes** to attendees at the start of the event.

#### **Medical Emergencies:**

- Set up **first aid stations** staffed with qualified medical personnel.
- Have an **ambulance on standby** at the event site.
- Ensure all staff know the **location of first aid stations** and how to contact medical personnel.

#### **Fire Safety:**

- Equip the site with **fire extinguishers** and train staff on their use.
- Identify and eliminate potential **fire hazards** before the event.

#### **Security Incidents:**

- Hire **professional security personnel** to monitor the event.
- Establish a **security command center** to coordinate responses to incidents.
- Implement **bag checks and security screenings** at entry points.

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### **4. Emergency Communication:**

#### **Emergency Announcements:**

- Use the **PA system** to make clear and calm emergency announcements.
- Provide **instructions** on what to do and where to go in case of an emergency.

#### **Information Hub:**

- Set up an **information hub** where attendees can get updates and assistance.
- Ensure the hub is staffed with **knowledgeable personnel**.

#### **Contact Information:**

- Display **emergency contact numbers** prominently throughout the event site.
- Include contacts for **police, fire, medical services, and event security**.

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### **5. Post-Emergency Actions:**

#### **Incident Reporting:**

- Document all incidents and emergencies that occur.
- Complete **incident reports** with detailed information on the response and outcome.

#### **Debriefing:**

- Conduct a **debriefing session** with the emergency response team to review the incident and response effectiveness.
- Identify **areas for improvement** in the emergency plan.

### **Support Services:**

- Provide **support services** such as counseling for attendees, staff, or volunteers affected by the emergency.
  - Ensure ongoing **communication with emergency services** as needed.
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## **6. Training and Drills:**

### **Staff Training:**

- Conduct **emergency response training** for all staff and volunteers.
- Include **evacuation drills, medical response training, and fire safety training.**

### **Regular Drills:**

- Schedule **regular emergency drills** leading up to the event.
- Evaluate and improve procedures based on drill outcomes.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Easter Fun Fest

**Event Status:** In Review- Clerk's Office (Step 2 of 6)

**Petitioner Name / Organization:** City of Detroit General Services Department

**Event Location:** Butzel Family Recreation Center

**Event Date(s) and Time(s):** 03/28/26 1:00 PM to 03/28/26 5:00 PM

**Type of Event:** Festival, Other

<b>Applicant Contact:</b>
Phillip Talbert
ptalbert95@gmail.com
+1 (313) 529-6600

<b>Submission Date:</b>	02/03/26 3
<b>Date of Clerk's Office Referral:</b>	2/12/26
<b>Date of City Departments Sign Off:</b>	2/12/26
<b>Date Referred to Council:</b>	2/13/26

**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:** Februray 13, 2026

## 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 \_\_\_\_\_

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

## Event Description

Brief Event Purpose & Description:

Easter Fun Fest is a family-oriented Easter event with activities including carnival games, a circus, and giveaways. Easter Fun Fest is an annual event produced by the City of Detroit General Services Department.

Estimated Peak Attendance: 5000 \_\_\_\_\_

Estimated Total Attendance: 8000 \_\_\_\_\_

Is this a public event? \_\_\_\_\_

Will there be ticket sales or admission charged? No \_\_\_\_\_

Does this event use Hart Plaza? \_\_\_\_\_

Will there be merchandise sold? No \_\_\_\_\_

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: City of Detroit General Services Department

Mailing Address: 115 Erskin

Detroit MI 48201

Primary Contact:	Secondary Contact:
Phillip Talbert	
ptalbert95@gmail.com	

Organization Type: Government

Organization Website: \_\_\_\_\_

## Event Setup & Breakdown

Begin Setup: 03/26/26 8:00 AM

Complete Setup: 03/28/26 1:00 PM

Setup Location(s): Butzel Family Recreation Center

Event Start: 03/28/26 1:00 PM

Event End: 03/28/26 5:00 PM

Begin Tear Down: 03/28/26 5:00 PM

Complete Tear Down: 03/28/26 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 4

Cleaning Service Vendor: GSD

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. Seyburn st. 03/26/26

E Vernor Hwy. and Kercheval 10:00 AM 5:00 PM

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:  
The parking plan will use local lots and street parking to accommodate guests.

**Food & Beverage**

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 8 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? 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: 5

Number of tents larger than 10' x 10': 4

Tent Contractor: S&R Rentals

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? GSD

Generator contractor: GSD

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: \_\_\_\_\_

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 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)

City Council Member: \_\_\_\_\_

**Resolved,** The Mayor's Office is hereby authorized and directed to issue permits to City of Detroit General Services Department to host "Easter Fun Fest" (2026-018) on March 28, 2026 1:00 PM – 5:00 PM at Butzel Family Recreation Center 7737 Kercheval, Detroit, MI 48214.

**PROVIDED,** that there will be DPD Assisted Event with Contracted Private Security; and be it further

**PROVIDED,** that there will be DFD Pending Inspections with Private EMS to provide Services; and be it further

**PROVIDED,** that there will be DPW Permits for the Right of Way and Type III Barricades; and be it further

**PROVIDED,** that there will be DHD inspections; and be it further

**PROVIDED,** that there will be GSD permits ; and be it further

**PROVIDED,** that there will be BSEED Permits Required for tents, stages and generators pending City Council's 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.