

# 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.	2026-014
Name of Petitioner	Charles H. Wright Museum of African American History
Description of Petition	Petition request to hold "African World Festival" at Hart Plaza on July 10, 2026 at 11:00 AM to July 12, 2026, at 11:30 PM . Set-up to begin July 06, 2026 at 8:00 AM and completed on July 10, 2026 at 10:00 AM. Tear down to begin on July 12, 2026 at 12:00 AM and completed by 12:00 PM on July 13, 2026.
Type of Petition	<b>Special Events</b>
Submission Date	02/05/2026
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 Charles H. Wright Museum of African American History 315 E. Warren Ave. Detroit, MI 48210 P: (313) 529-6600 <a href="mailto:Ptalbert95@gmail.com">Ptalbert95@gmail.com</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:** Phillip Talbert

**Date:** 1/15/2026

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:** African World Festival

**Event Date:** 7/10 - 7/12/2025

**Event Organizer:** Charles H. Wright Museum &

**Applicant Signature:** Phillip Talbert

**Date:** 1/15/2025

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** African World Festival

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

**Petitioner Name / Organization:** Charles H. Wright Museum of African American History

**Event Location:** Hart Plaza

**Event Date(s) and Time(s):** 07/10/26 11:00 AM to 07/12/26 11:30 PM

**Type of Event:** Festival

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

<b>Submission Date:</b>	01/15/26 2
<b>Date of Clerk's Office Referral:</b>	2/4/26
<b>Date of City Departments Sign Off:</b>	2/4/26
<b>Date Referred to Council:</b>	2/6/26

**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 Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Reviewed-Ready for Council

**BSEED**  
BSEED Reviewed-Ready for Council

**Mayor's Office Special Events Signature:** Gaksima Fife

**Date:** February 5, 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: thewright.org \_\_\_\_\_

Which spaces will be used? Park, City Facility \_\_\_\_\_

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

## Event Description

Brief Event Purpose & Description:

The African World Festival is an annual festival celebrating African culture and the Charles H. Wright Museum.

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

Estimated Total Attendance: 10000 \_\_\_\_\_

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

Will there be ticket sales or admission charged? Yes \_\_\_\_\_

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

Will there be merchandise sold? Yes \_\_\_\_\_

Will you be taking donations? No \_\_\_\_\_

Is this a charity event? Yes \_\_\_\_\_

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: Charles H. Wright Museum of African American History

Mailing Address: 315 E. Warren Ave

Detroit Michigan 48210

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

Organization Type: Nonprofit

Organization Website: thewright.org

## Event Setup & Breakdown

Begin Setup: 07/06/26 8:00 AM

Complete Setup: 07/10/26 10:00 AM

Setup Location(s): Hart Plaza

Event Start: 07/10/26 11:00 AM

Event End: 07/12/26 12:00 AM

Begin Tear Down: 07/12/26 12:00 AM

Complete Tear Down: 07/13/26 12:00 PM

Number of Trash Containers: 15 Number of Recycling Containers: 10

Cleaning Service Vendor: GSD

Other Waste Elements: Schupan

## Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? \_\_\_\_\_

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? Neither

Describe the parking plan to accommodate anticipated attendance:

Public parking

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 15 Number of non-truck food vendors: 25

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: TBD

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart medical

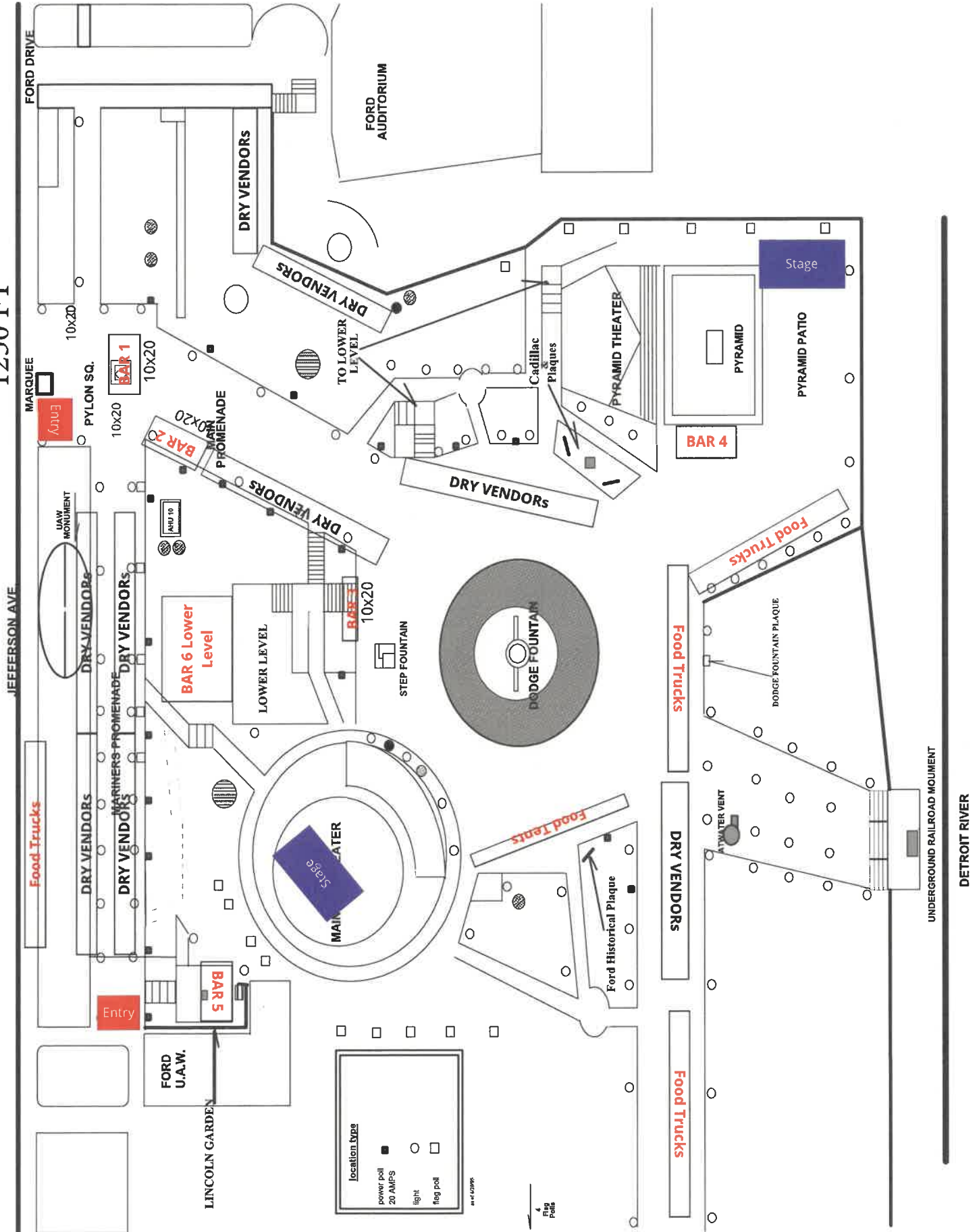
Does this event include fireworks? No

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)



location type

- power pole 20 AMPS
- light
- flag pole



as of 1/20/25

## Communication and Community Impact Plan

### 1. Event Promotion:

- **African World Festival Communications Team:** Total Access Events will collaborate with the African World Festival 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 African World Festival 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:

- **African World Festival Communications Team:** Work with the African World Festival 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:

- **African World Festival 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 African World Festival 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 African World Festival:

### **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.

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**[EXTERNAL] Re: ticket price list**

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From Phillip Talbert <pjtalbert@totalaccessinc.com>

Date Thu 2/5/2026 11:12 AM

To Yakeima Fife <fifeya@detroitmi.gov>

Hey Yakeima,

### **General Admission**

- **\$20 – Single Day Pass**  
Access to all festival programming, cultural exhibits, performances, food vendors, and merchandise market for one day of your choice.
- **\$55 – 3-Day Pass (Early Bird)**  
Enjoy full access to all three days of the festival at a special discounted price. Limited quantity available!

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### **VIP Admission – An Elevated Experience**

- **\$150 – Single Day VIP Pass**
- **\$250 – VIP 3-Day Pass (Early Bird)**

VIP includes:

- Expedited VIP entry
- Access to exclusive VIP lounge with private bar & shaded seating
- Private restrooms
- Front-of-stage viewing area
- Massage/ Relax Area
- Live Art Experience
- **Private cooking demos by featured chefs**
- **Intimate conversations with national artists and celebrities** (moderated Q&A sessions and meet & greet moments)

Please let me know you have any questions! Can I also request for our permit time to be 12am ending for all three days?

thank you,

Phil Talbert

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

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits Charles H. Wright Museum of African American History to host "African World Festival" (2026-014) to be held on July 10 to July 12, 2026, at Hart Plaza from 11:00 AM to 11:30 PM.

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

**PROVIDED**, there will be DFD Pending Inspections w/ Contracted Private EMS to provide services; and be it further

**PROVIDED**, there will be BSEED Permits Required for Tents, Stages, Generators, Business Licenses and be it further

**PROVIDED**, that there will be DPD Liquor License Inspections Required; and be it further

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

**PROVIDED**, that there will be a GSD Permits 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.