

# 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.	2026-046
Name of Petitioner	Trivium
Description of Petition	Petition request to hold "Run the 313" from August 22, 2026, at 7:00 AM to 11:00 AM the same day at Palmer Park. Set-up will begin on August 22, 2026, at 4:00 AM and be completed by 8:00 AM the same day. Tear down will begin on August 22, 2026, at 10:00 AM and be completed by 12:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	01/08/26
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	Hannah Gaffner Trivium 11348 Tower Road Byron, Michigan 48418 P: (616)634-6581 <a href="mailto:hannah@triviumracing.com">hannah@triviumracing.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:** Hannah Gaffner

**Date:** 12/12/2025

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.

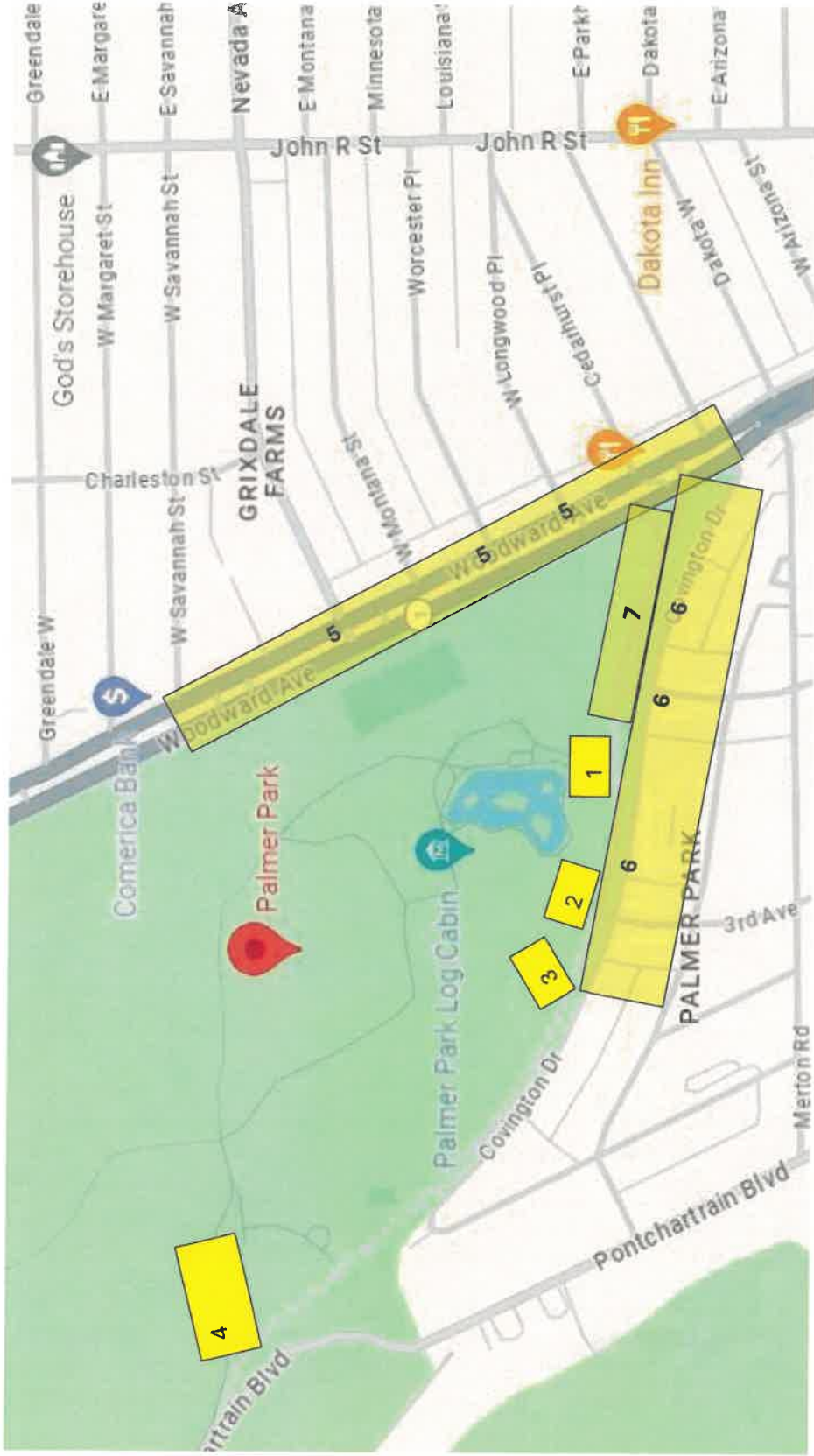
**Event Name:** Run the 313

**Event Date:** 08/22/2026

**Event Organizer:** Trivium Racing

**Applicant Signature:** Hannah Gaffner

**Date:** 12/12/2025



**Area 1:** This area has about 30 parking spots but will be closed well before the race starts and will not open until after the course is clear. It will also be used almost exclusively for Volunteers and race staff. Available spots may be used by athletes.

**Area 2:** This area has about 20 parking spots and is a very short walk to Race registration.

**Area 3:** This narrow lot near the training building can be used for parking and has about 25 additional spots.



**Pre-Event Cleanup**

On the morning of the event, prior to setup and participant arrival, race staff will conduct a walkthrough of the park and immediate event areas. Any existing trash or debris within the event footprint will be collected and properly disposed of to ensure the space is clean before the race begins.

**Post-Event Cleanup**

Immediately following the conclusion of the event, race staff and volunteers will complete a thorough cleanup of the park and surrounding areas used for the race. This will include collecting any trash generated by participants, spectators, or event operations, as well as removing temporary signage, aid station materials, and equipment.

**Equipment Removal Timeline**

All event equipment and resources will be removed within **2.5 hours of race course closure**.

**Trash Disposal Coordination**

Event organizers will coordinate with the park to determine the appropriate locations and procedures for trash disposal and dumping, and all trash will be handled in accordance with park and city guidelines.



## **Emergency Risk Management Plan**

### **Medical Emergencies**

EMS will be stationed at the finish line.

### **Crowd Management**

Fencing will be placed at the finish line to cordon off the course from spectators to ensure the safety of participants and those watching.

### **Adverse Weather Conditions**

Weather forecasts will be monitored prior to the event, paying special attention to the possibility of heavy rain, thunder and lightning, high winds and extreme temperatures. If necessary, athletes will be made aware of these predictions on the event website so that participants can properly prepare for severe weather during the race as well as possible course alterations. Severe weather updates will also be sent to participants via email as necessary.

The Race Director will monitor the weather and make a decision if any action will be taken to modify the race. Possible changes include: altering the start time for the race or, in extreme situations, cancellation of the event.

Visible lightning will cause the race to be postponed for a minimum of 15 minutes. Additional sightings will continue to delay the race in 15 minute increments.

If high winds are present, extra care will be taken to secure race signage, start and finish areas, mile markers, fencing, banners, timing clocks and other equipment.

Wet, slick roadways, standing water, and poor visibility due to heavy rains may require rerouting or shortening of the course.

If extreme heat is predicted, extra water will be provided to the athletes, both prior to, during, and after the event. The medical team will be alerted that athletes may require additional medical attention during and after the event due to the high temperatures.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Run the 313

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

**Petitioner Name / Organization:** Trivium

**Event Location:** Palmer Park

**Event Date(s) and Time(s):** 08/22/26 7:00 AM to 08/22/26 11:00 AM

**Type of Event:** Run/Marathon

<b>Applicant Contact:</b>
Hannah Gaffner
hannah@triviumracing.com
+1 (616) 634-6581

<b>Submission Date:</b>	12/12/25 1
<b>Date of Clerk's Office Referral:</b>	3/18/26
<b>Date of City Departments Sign Off:</b>	3/18/26
<b>Date Referred to Council:</b>	3/19/26

**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:** *Gaksima Fife*

**Date:** March 19, 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: <https://runsignup.com/Race/MI/Detroit/Runthe313>

Which spaces will be used? Street \_\_\_\_\_

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

## Event Description

### Brief Event Purpose & Description:

Get ready to lace up and celebrate everything that makes Southeast Michigan's running scene unforgettable! Run the 313 5K isn't just a race—it's a full community experience, hosted in Detroit's Palmer Park by Trivium Racing and WeRun313. This fast, flat, USATF-certified course is built for everyone: Seasoned runners chasing a PR, first-timers stepping up to the start line, families with strollers, and kids soaking up the race-day magic.

And the celebration doesn't end when you cross the finish line. Stick around and enjoy the post-race hype—music, community vibes, recovery and cool-down opportunities, and all the energy you've come to expect from WeRun313 and Trivium's biggest Detroit event of the year. Plus: custom race swag, great awards, and plenty of reasons to hang out with your people.

Don't miss out on one of Detroit's most uplifting race-day traditions. Let's make 2026 the best year yet!

Estimated Peak Attendance: 1300 \_\_\_\_\_

Estimated Total Attendance: 1,000.00 \_\_\_\_\_

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? 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: Trivium

Mailing Address: 11348 Tower Road

Byron Michigan 48418

Primary Contact:	Secondary Contact:
Hannah Gaffner	
<a href="mailto:hannah@triviumracing.com">hannah@triviumracing.com</a>	

Organization Type: Other

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

## Event Setup & Breakdown

Begin Setup: 08/22/26 4:00 AM

Complete Setup: 08/22/36 8:00 AM

Setup Location(s): Palmer Park

Event Start: 08/22/26 7:00 AM

Event End: 08/22/26 11:00 AM

Begin Tear Down: 08/22/26 10:00 AM

Complete Tear Down: 08/22/26 12:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 0

Cleaning Service Vendor: \_\_\_\_\_

Other Waste Elements: \_\_\_\_\_

## Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

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

1. Merrill Plaisance St 08/22/26

Woodward and Merrill Plaisance St 8:00 AM 10:00 AM

2. Pontchartrain Blvd 08/22/26

W McNichols Rd and Pontchartrain Blvd 8:00 AM 10:00 AM

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:

Area 1: This area has about 30 parking spots but it will be closed well before the race starts and will not open until after the course is clear. It will also be used almost exclusively for volunteers and race staff. Available spots may be used by athletes.

Area 2: This area has about 20 parking spots and is a very short walk to race registration.

Area 3: This narrow lot near the training building can be used for parking and has about 25 additional spots.

Area 4: This much larger lot is .45 miles from the registration area. There is path directly from this lot to registration and the start line. It will also be the easier lot to exit from after the race. This lot contains 125+ parking spots.

Area 5: This area is BY FAR the easiest to park at and also will have some of the spots closest to registration. This is parking on Woodward. There are hundreds of spots on both sides of the street. If you are parking near the tennis course you will be extremely close to registration.

Area 6: This area is neighborhood parking south of the Start/Finish area. There is a lot of parking on these streets, especially Covington. Please be respectful of the neighbors on race day.

### Food & Beverage

Area 7: We have gotten permission to park cars on the North side of Merrill Plaisance BEHIND the finish line. This is normally a no parking zone, but parallel parking during the race is being allowed. Please only pull up as far as the cones, and the no parking signs. Anyone parking here can only stay until after awards. If you are staying for yoga, or the picnic do not park here or you may find a ticket when you return.

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 0 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? No

## 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: 8

Number of tents larger than 10' x 10': 0

Tent Contractor: NA

What other structures will your event include? No Other

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? Electric

Generator contractor: \_\_\_\_\_

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? No

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: info@starems.com

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 Trivium to host "Run the 313" (2026-046) on August 22, 2026 at Palmer Park Detroit, MI from 7:00 AM to 11:00 AM.

**PROVIDED**, that there will be DPD Assisted Event; and be it further

**PROVIDED**, that there will be DFD Pending Inspections w/ Private Medical Emergency to provide service; and be it further

**PROVIDED**, that there will be DPW Permits for road closures required; and it further

**PROVIDED**, there will be GSD Permits Required obtained following City Council approval; and be it further

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