

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

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.

Petition No.	2026-056
Name of Petitioner	Detroit 300 Conservancy/ Downtown Detroit Partnership
Description of Petition	Petition request to hold "DDP Summer Programming in the Parks" from May 22, 2026 at 9:00 AM to October 04, 2026 at 10:00 PM at Campus Martius Park, Cadillac Square, Beacon Park, Capitol Park, & Grand Circus Park. Set-up will begin on May 21, 2026 at 8:00 AM and be completed by 5:00 PM the same day. Tear down will begin on October 05, 2026 at 8:00 AM and be completed by 5:00 PM the same day.
Type of Petition	Special Events
Submission Date	03/26/26
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	Alex Fields 1000 Woodward Ave., Suite 380 Detroit, MI 48226 P: (313) 617-8408 Alex.fields@downtowndetroit.org

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: 03/13/2026

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: DDP Summer Programming in the Parks

Event Date: Summer 2026

Event Organizer: Detroit 300 Conservancy/Downtown Detroit Partnership

Applicant Signature:



Date: 03/13/2026

CAMPUS MARTIUS PARK AND CADILLAC SQUARE 2025 SUMMER PROGRAMS:

Saturday Beach Parties | Campus Martius | Sat. June 20, July 18, August 29, September 19 | 6pm – 10pm

Movie Nights in the D | Campus Martius | Fridays July 3 – August 28 | 7pm – 9pm

Market Thursdays | Cadillac Square | Thursdays May 21 – August 27 | 11am – 3pm

Campus Kids Days | Campus Martius | Sunday | July 12, August 9, September 13, October 4 | 1pm - 5pm

Campus Martius Beach | June – September

Pilates in the Park | Capitol Park | June – September | Fridays: 11am – 1pm & Sundays 6pm – 7pm

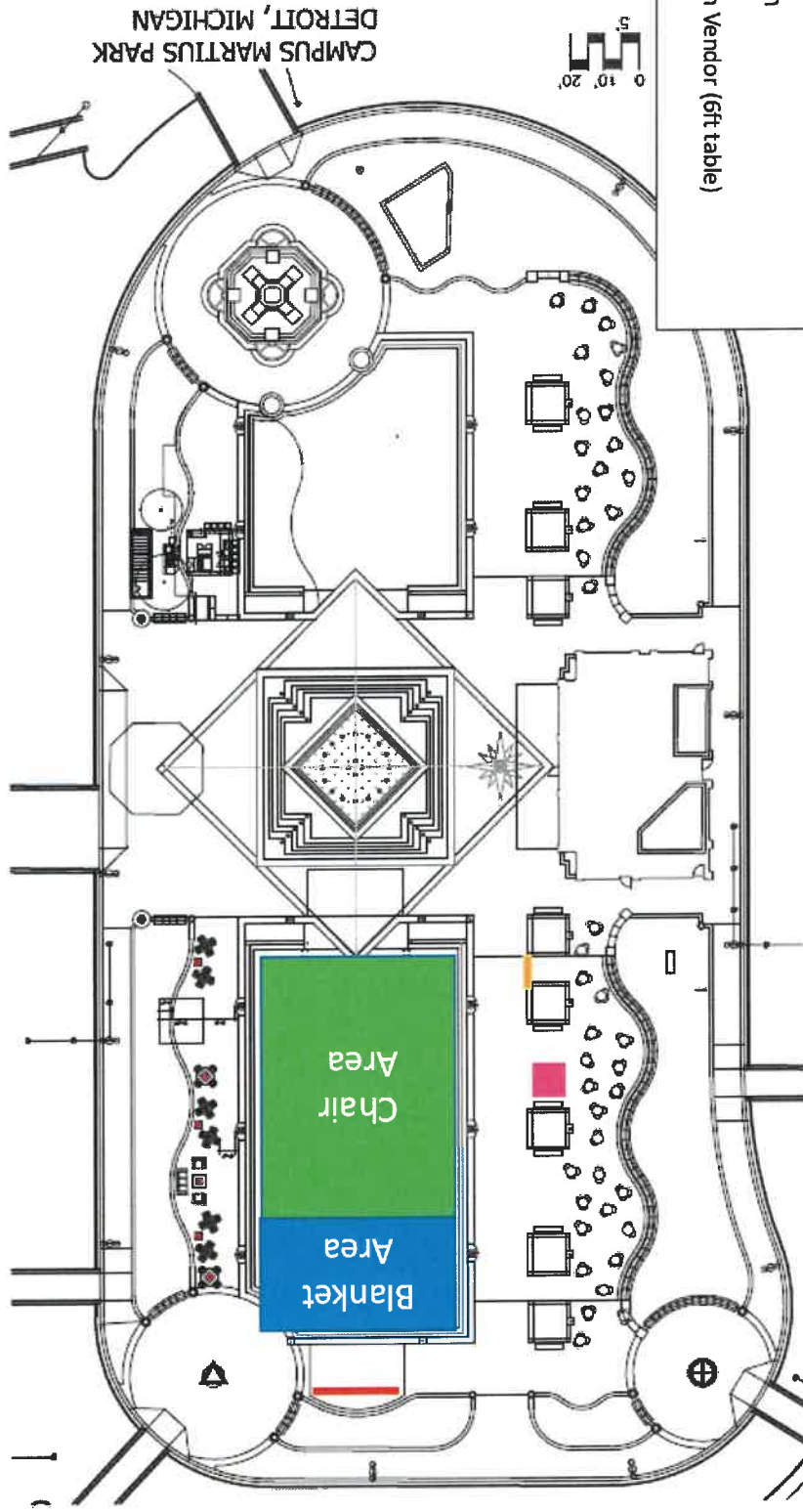
Placemaking Week | Campus Martius & Beacon Park | June 24 – June 26

Grand Circus Dog Park Events | Grand Circus Park East | Sat. July 25, August 22, September 26, October 25

Movie Nights In the D

Fridays
7p - 10p

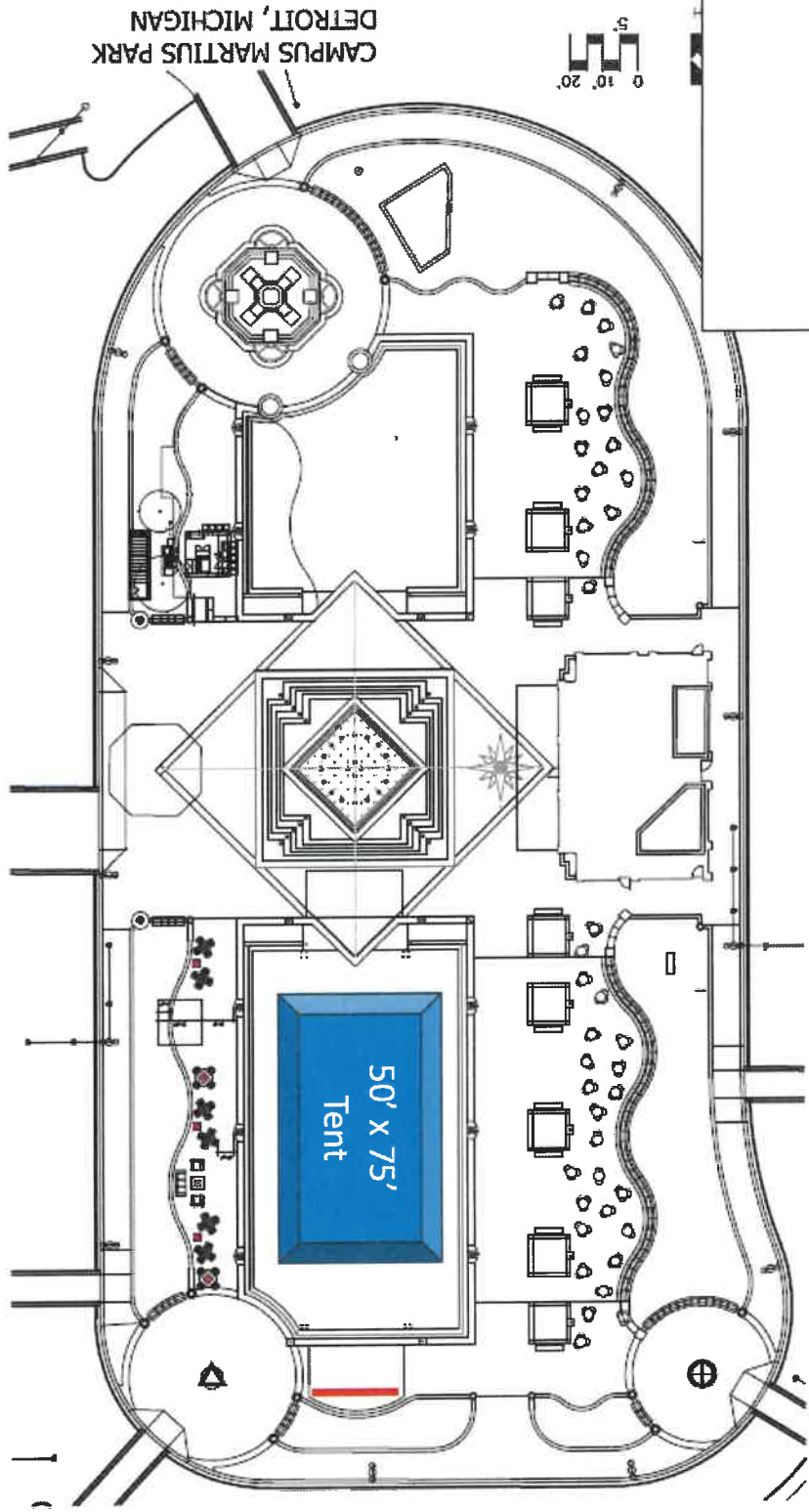
- Screen
- Popcorn Vendor (6ft table)



**Project for Public Spaces
Placemaking Week Events**

June 24-26

12pm - 10pm

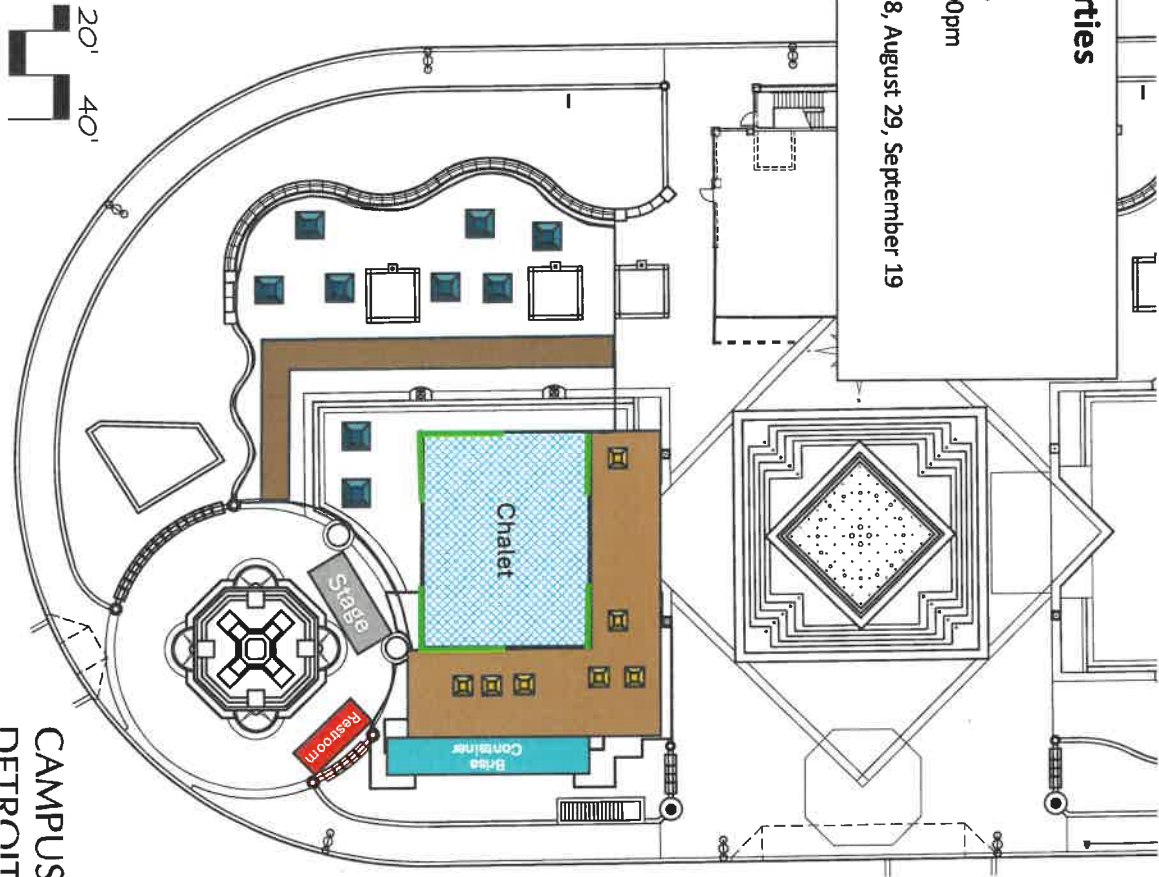


Beach Parties

Saturdays

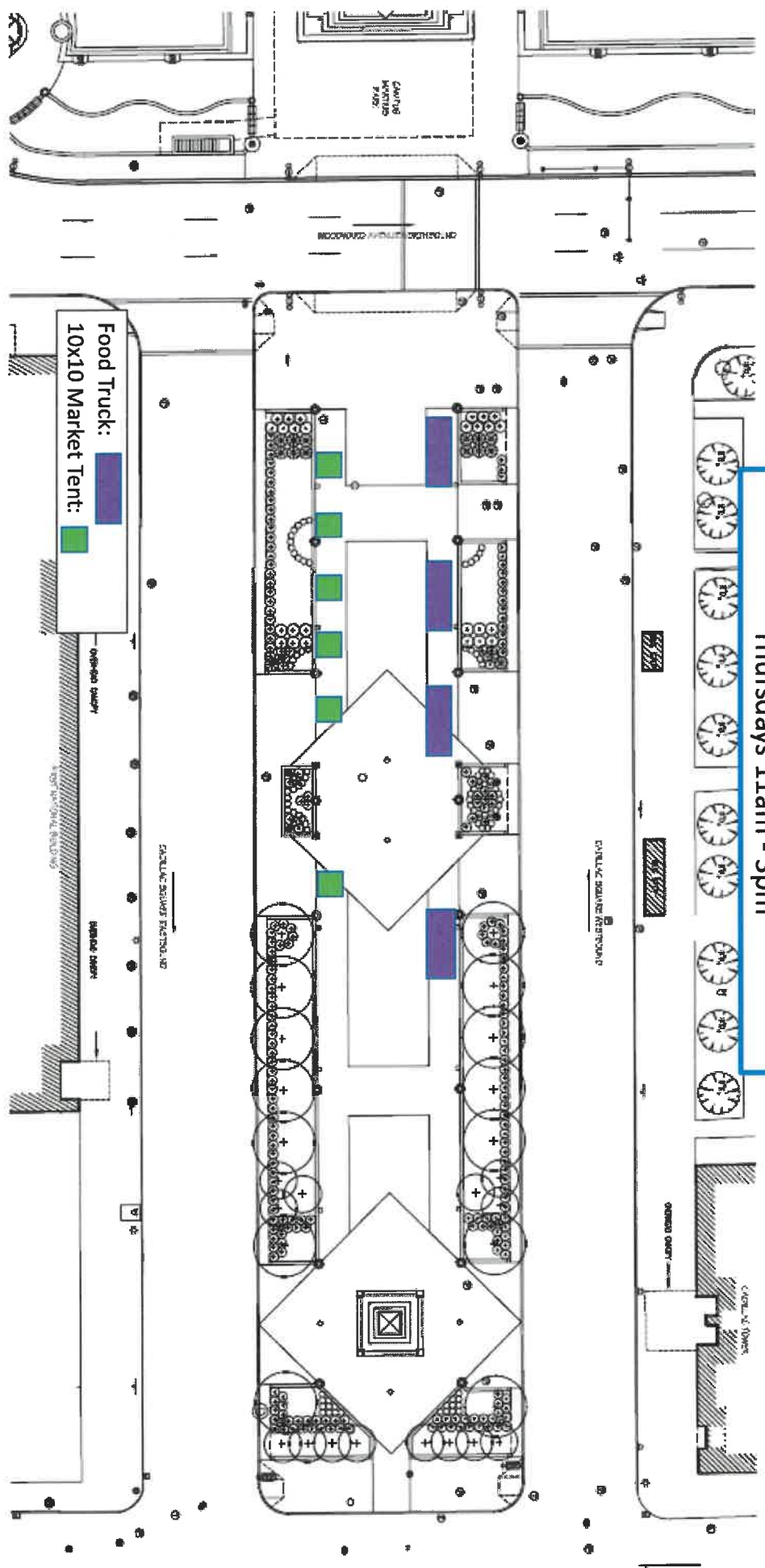
6:00pm – 10:00pm

June 20, July 18, August 29, September 19



CAMPUS,
NITRONIT

Cadillac Markets
Thursdays 11am - 3pm

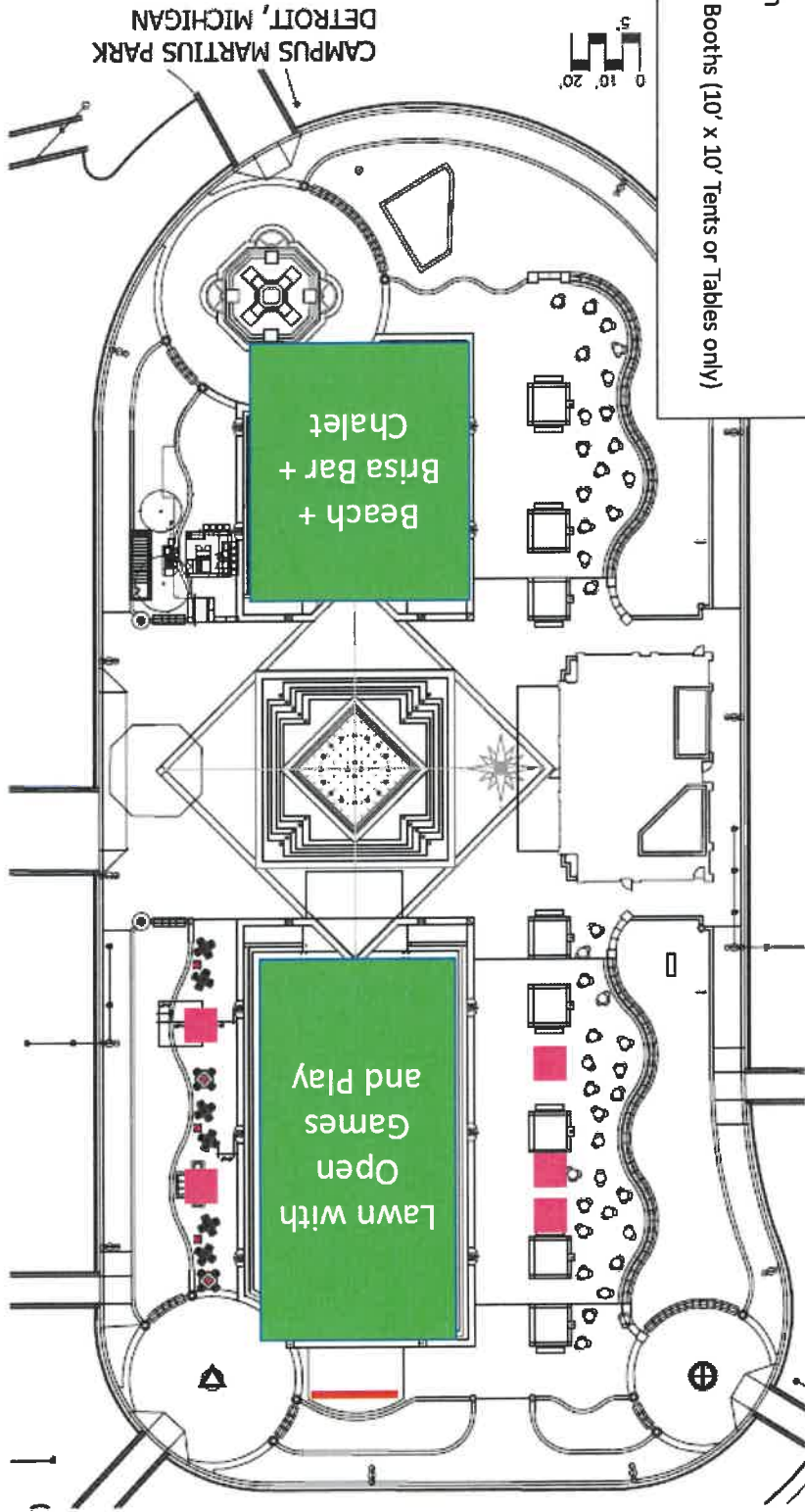


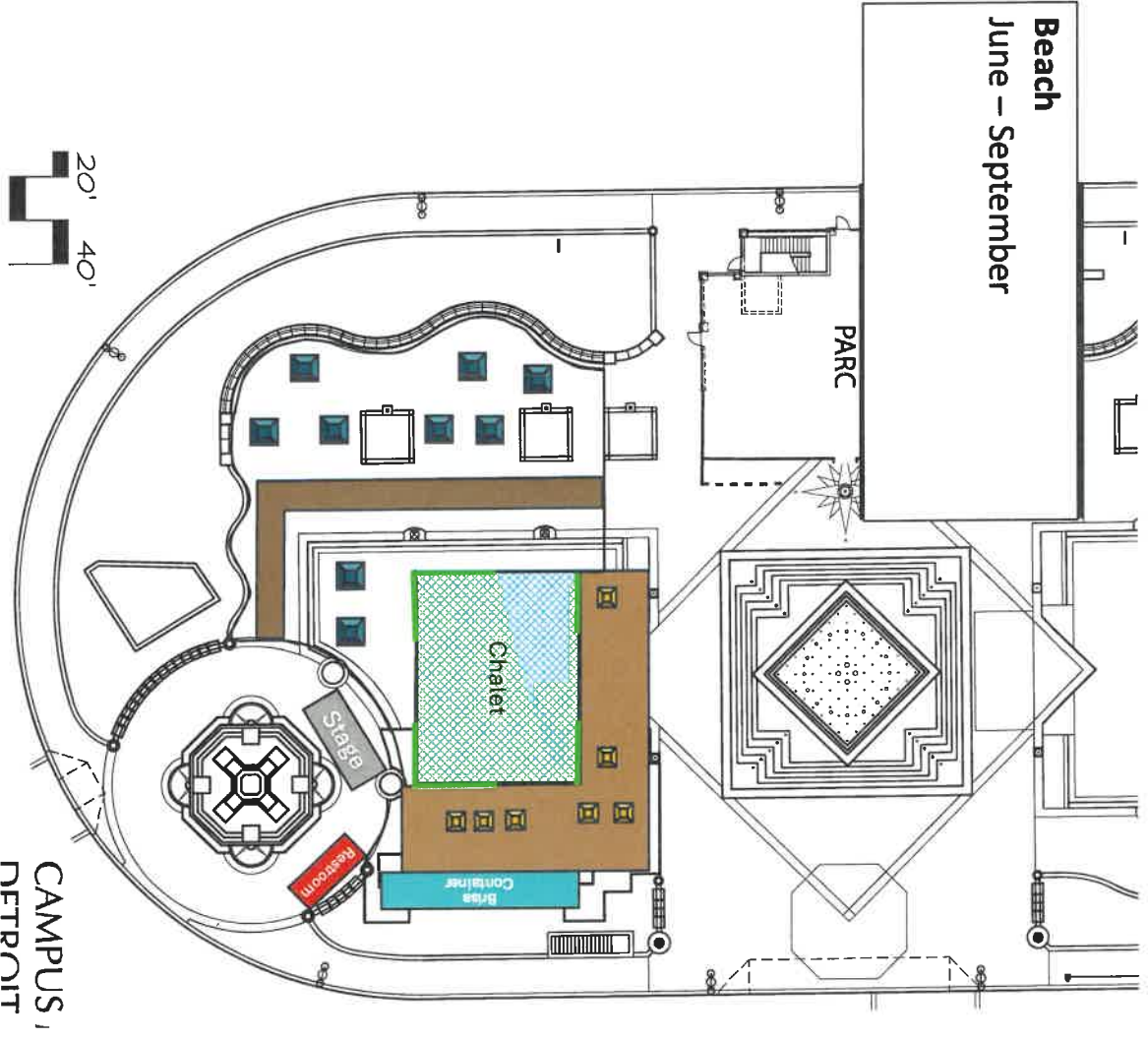
Campus Kids Day

Sundays

1pm-5pm

- Activity Booths (10' x 10' Tents or Tables only)
- Screen





CAMPUS,
NFRTRNIT

Beach
June - September

PARC

Charet

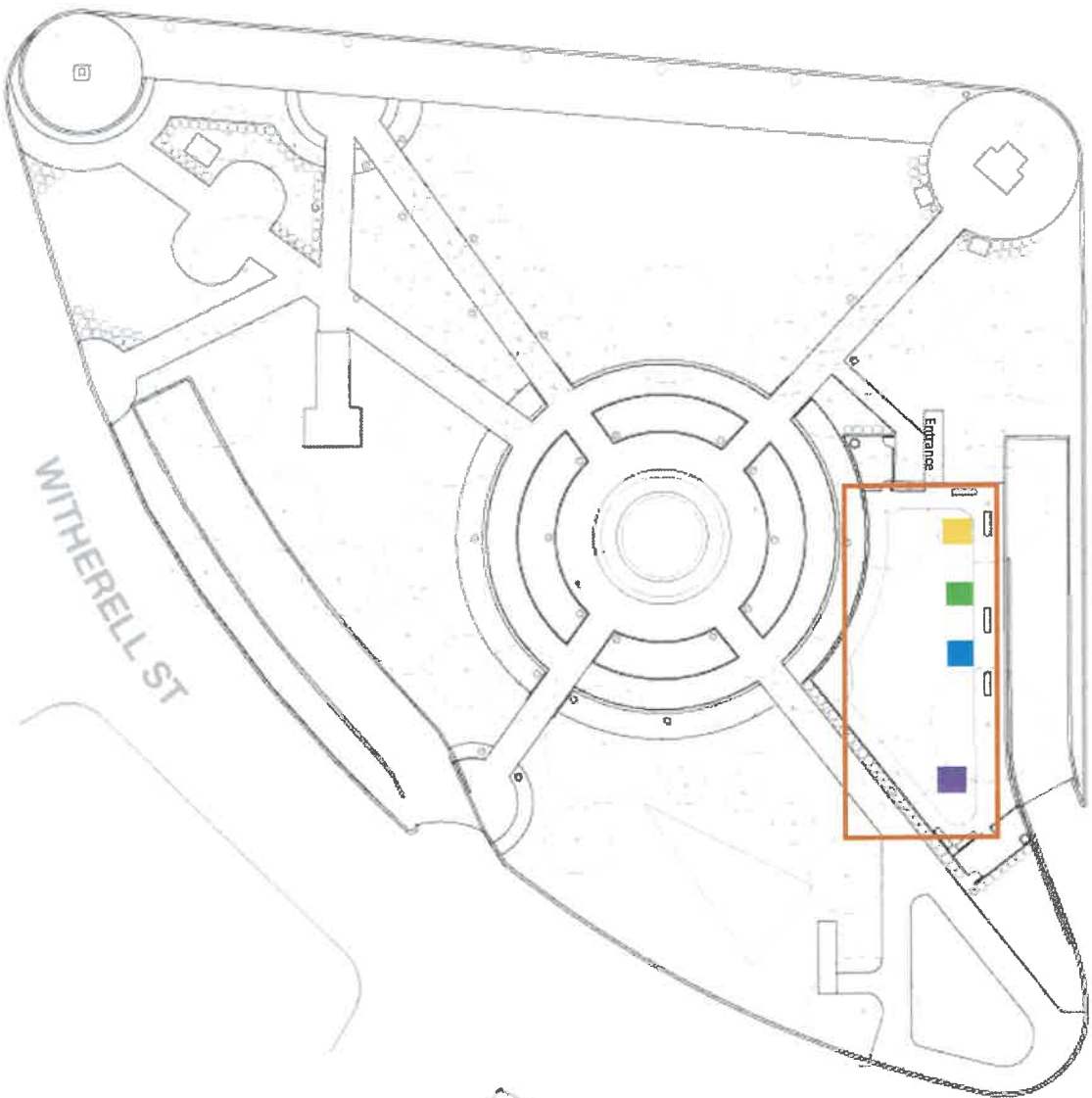
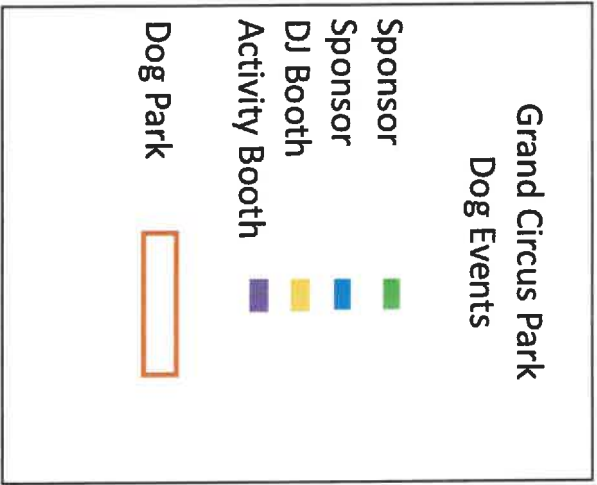
Stage

Rearcom

Brass
Container

GRAND CIRCUS PARK 2026 SUMMER PROGRAMS:

- GRAND CIRCUS DOG PARK EVENTS, MONTHLY, Saturday, July 25, August 22, September 26, October 25 | 2pm – 4pm



BEACON PARK SUMMER PROGRAMS:

Energy and Fitness |

- **First Responders 4 Fitness - Workout Wednesdays | June – August | 5pm – 7pm**
- **City Glow Yoga – Mondays | June - September | 7pm – 9pm**

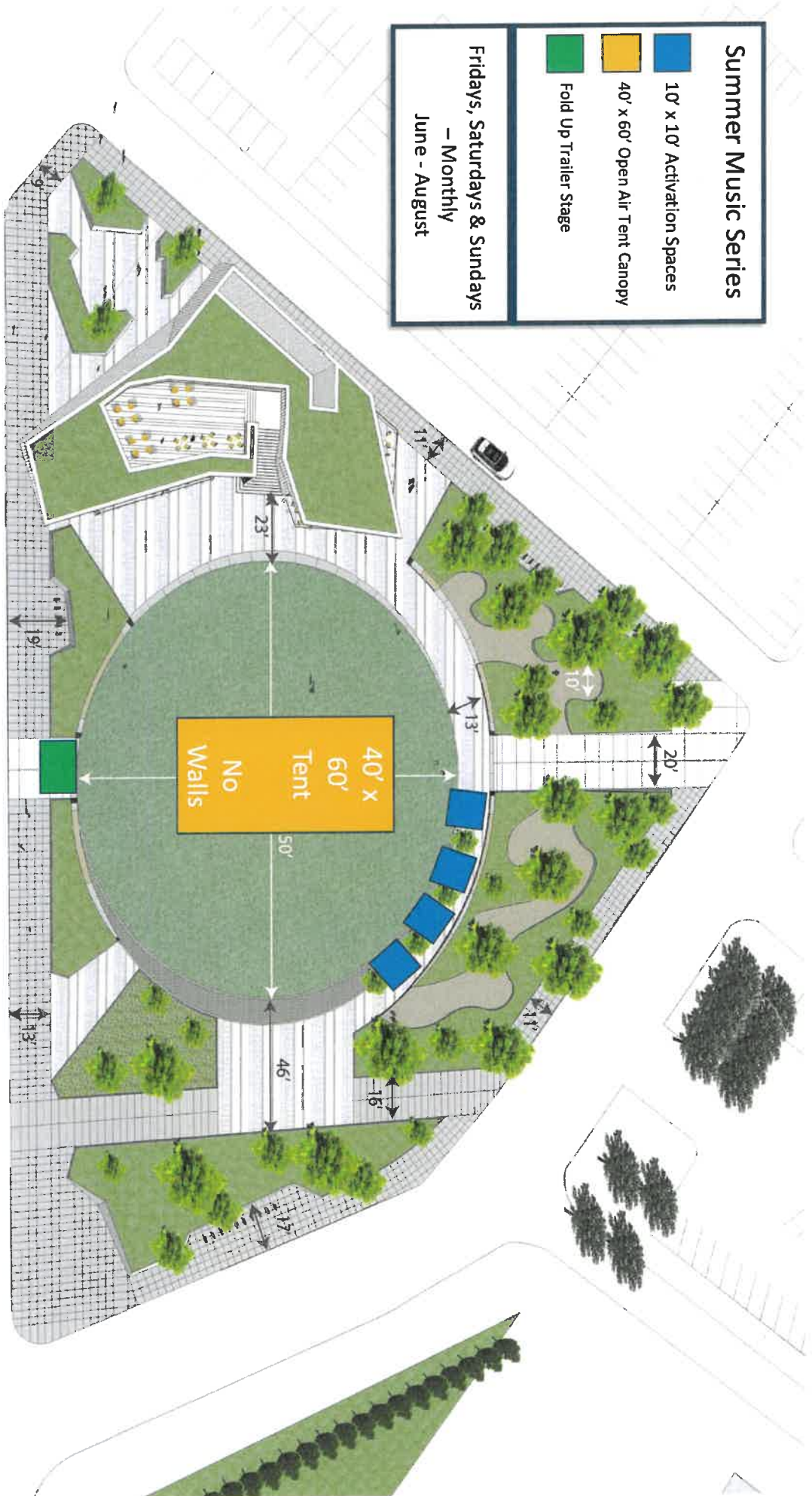
Summer Fitness Sessions with Boll YMCA | Sundays | June – August | 10am – 6pm

Summer Music Series | Fridays, Saturdays & Sundays | June – August: 6pm – 10pm

Summer Music Series

- 10' x 10' Activation Spaces
- 40' x 60' Open Air Tent Canopy
- Fold Up Trailer Stage

Fridays, Saturdays & Sundays
– Monthly
June - August



SPECIAL EVENTS PETITION

Petition No: _____

Event Name: DDP Summer Programming in the Parks

Event Status: In Review- Special Events Management Team (Step 1 of 6)

Petitioner Name / Organization: Detroit 300 Conservancy/Downtown Detroit Partnership

Event Location: Campus Martius Park, Cadillac Square, Beacon Park, Capitol Park, Grand Circus Park

Event Date(s) and Time(s): 05/22/26 9:00 AM to 10/04/26 10:00 PM

Type of Event: Concert/Performance, Sports/Recreation

Applicant Contact:
Alex Fields
alex.fields@downtowndetroit.org
+1 (313) 617-8408

Submission Date:	03/13/26 1
Date of Clerk's Office Referral:	3/25/26
Date of City Departments Sign Off:	3/25/26
Date Referred to Council:	3/26/26

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 Approval Not Required	DDOT Reviewed- Ready for Council	MPD Approval Not Required	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: March 26, 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: downtowndetroit.org _____

Which spaces will be used? Park _____

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

Event Description

Brief Event Purpose & Description:

DDP's annual summer programming in the parks. These are weekly and monthly recurring, free, community public programs for all individuals, with some geared towards kids and families. These include free movies at Campus Martius Park, market vendors at Cadillac Square, kids days at Campus Martius and Beacon Parks, fitness sessions at Capitol and Beacon Parks and Grand Circus Park dog park events.

Estimated Peak Attendance: 250 _____

Estimated Total Attendance: 750 _____

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? 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 Michigan 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: 05/21/26 8:00 AM

Complete Setup: 05/21/26 5:00 PM

Setup Location(s): Campus Martius Park, Cadillac Square, Beacon Park, Capitol Park, Gr

Event Start: 05/22/26 9:00 AM

Event End: 10/04/26 10:00 PM

Begin Tear Down: 10/05/26 8:00 AM

Complete Tear Down: 10/05/26 5:00 PM

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

Cleaning Service Vendor: Block by Block, Clean Ambassadors

Other Waste Elements: _____

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:
Downtown public parking

Food & Beverage

Will food be served? No _____

Will food be prepared on site? _____

Number of food trucks: _____ Number of non-truck food vendors: _____

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': 2

Tent Contractor: WB Event Structures

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: Neither

How will generators be fueled? _____

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? No

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: 4

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

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 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/Downtown Detroit Partnership to host "DDP Summer Programming in the Parks" (#2026-056) on May 22, 2026 to October 4, 2026 from 9:00 AM-10:00 PM at Campus Martius Park, Cadillac Square, Beacon Park, Capitol Park and Grand Circus Park.

PROVIDED, that there will be DPD Assisted Event; Contracted with Private 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 DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators, and Stages be it further

PROVIDED, there will be a 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.