

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. | 2026-066 |
| Name of Petitioner | People for Palmer Park |
| Description of Petition | Petition request to hold "Palmer Park Art Fair" from June 06, 2026 at 10:00 AM to June 07, 2026 at 5:00 PM at Palmer Park. Set-up will begin on June 05, 2026 at 8:00 AM and be completed by June 06, 2026 at 10:00 AM. Tear down will begin on June 07, 2026 at 5:00 PM and be completed by 9:00 PM the same day. |
| Type of Petition | Special Events |
| Submission Date | 04/10/26 |
| 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 | Mark Loeb PO Box 21667 Detroit, MI 48221 P: (734) 216-3958 mark@integrityshows.com |

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: *Mark Loeb*

Date:

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: Palmer Park Art Fair

Event Date: June 6-7, 26

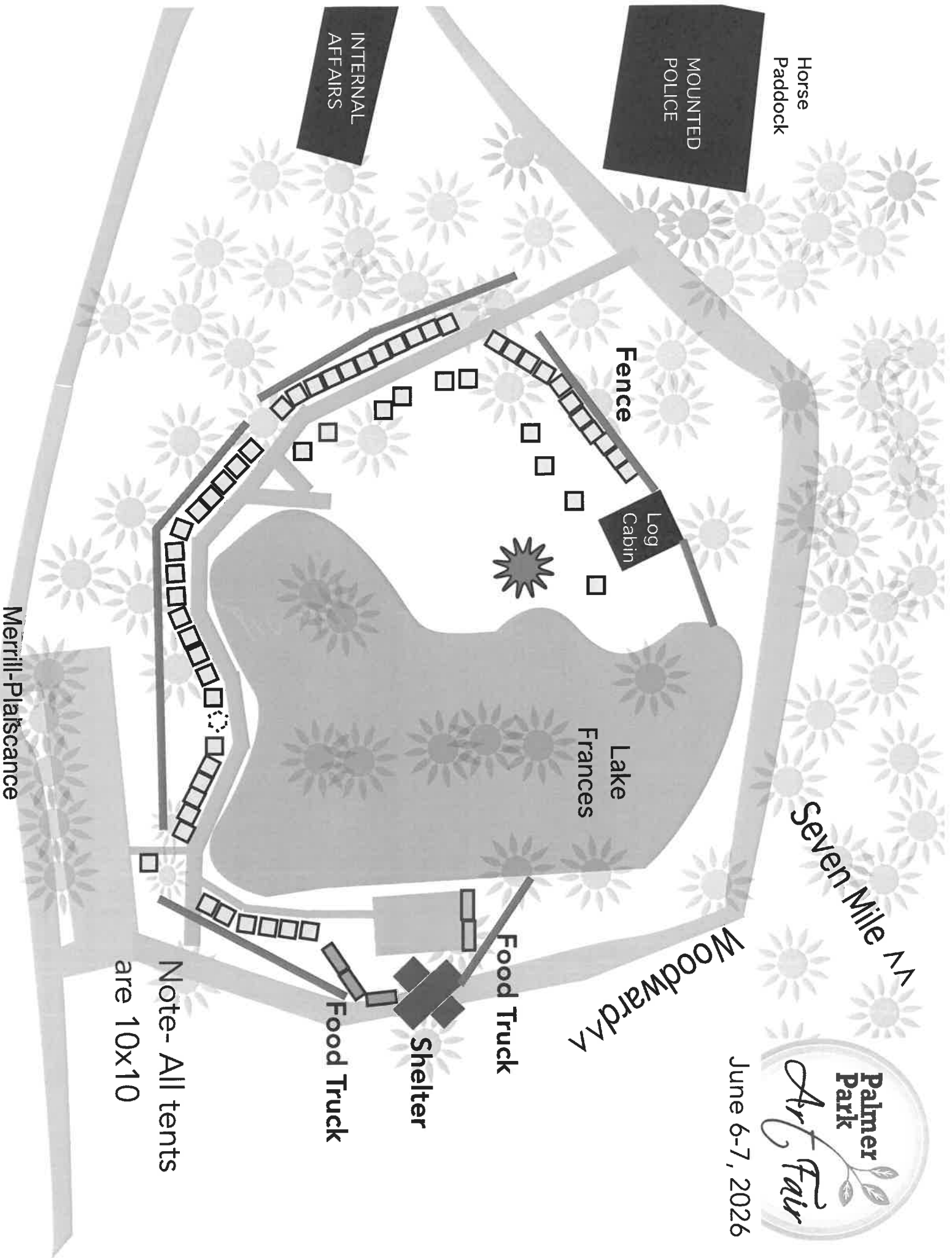
Event Organizer: People for Palmer Park

Applicant Signature: *Mark Loeb*

Date: 3/7/26



June 6-7, 2026



Horse Paddock

MOUNTED POLICE

INTERNAL AFFAIRS

Fence

Log Cabin

Lake Frances

Seven Mile Ln

Woodward Ln

Merrill-Plaisance

Food Truck

Shelter

Food Truck

Note- All tents are 10x10

COMMUNITY IMPACT PLAN:

People for Palmer Park regularly communicate with neighborhood groups, churches, and schools. As an established event, many people eagerly anticipate it annually. In addition to eblasts, newsletters, posters, and fliers we place signs in the neighborhood to ensure that everyone knows when the event is coming. We invite groups to participate in a variety of ways. We also remain sensitive to noise levels and disruptions.

There are many park users from beyond our core area so we also visit people at the park in the days leading up to the event to ensure they feel welcome.

EVENT CLEAN UP PLAN:

Volunteers and paid staff help to keep the site clean during and after the event. We anticipate that the parks department will again lend us trash cans and dumpsters. We schedule our park clean up days around the event to assure that the park is at its best.

ABOUT THE ATTACHMENTS:

- The map reflects last year's site plan and will have some changes.
- The timeline will be adjusted and is accurate for last year.

REGARDING EMS / MEDICAL:

- Our crew members are required to keep up to date on Red Cross first aid and / or Community Emergency Response Team (CERT) training and are the first responders for any incident. Art Fairs are much more calm and relaxed than most types of events. We have never had to contact EMS or an ambulance

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Palmer Park Art Fair

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

Petitioner Name / Organization: People for Palmer Park

Event Location: Palmer Park

Event Date(s) and Time(s): 06/06/26 10:00 AM to 06/07/26 5:00 PM

Type of Event: Festival

| |
|---------------------------|
| Applicant Contact: |
| Mark Loeb |
| mark@integrityshows.com |
| +1 (734) 216-3958 |

| | |
|---|------------|
| Submission Date: | 03/07/26 9 |
| Date of Clerk's Office Referral: | 4/9/26 |
| Date of City Departments Sign Off: | 4/8/26 |
| Date Referred to Council: | 4/10/26 |

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: April 10, 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: PalmerParkArtFair.com _____

Which spaces will be used? Park _____

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

Event Description

Brief Event Purpose & Description:

For more than ten years the Palmer Park Art Fair has been featuring established and emerging artists. We also host a few food trucks and a beer tent. This year we likely will not have a music stage as funding is not available.

Estimated Peak Attendance: 200 _____

Estimated Total Attendance: 3000 _____

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? Yes _____

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: People for Palmer Park

Mailing Address: Po Box 21667

Detroit, Mi 48221

| Primary Contact: | Secondary Contact: |
|-------------------------|---------------------|
| Mark Loeb | Stacy Varner |
| mark@integrityshows.com | shvarner5@gmail.com |
| | +1 (313) 590-4161 |

Organization Type: Nonprofit

Organization Website: Peopleforpalmerpark.org

Event Setup & Breakdown

Begin Setup: 06/05/26 8:00 AM

Complete Setup: 06/06/26 10:00 AM

Setup Location(s): 910 Merrill Plaisance, grass areas near the cabin and Lake Francis

Event Start: 06/06/26 10:00 AM

Event End: 06/07/26 5:00 PM

Begin Tear Down: 06/07/26 5:00 PM

Complete Tear Down: 06/07/26 9:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 5

Cleaning Service Vendor: Volunteers

Other Waste Elements: Food vendors remove grey water and grease

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:

Local churches offer the use of their parking lots. We would also like permission to have patrons park on the Northbound side of Merrill Plaisance.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 3 Number of non-truck food vendors: 4

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? Yes

What type(s) of alcohol will be served? Wine, Beer

Day(s) and time(s) alcohol will be served: 10-7 Saturday, 12-5 Sunday

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: 60

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

Tent Contractor: S and R Party Rental

What other structures will your event include? None

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

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? No

Will a sound system be used? _____

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Prostar

Number of private personnel per shift: 3

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 checked="" 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 People for Palmer Park to host "Palmer Park Art Fair" (2026-066) to be held from June 6, 2026 to June 7, 2026 at Palmer Park from 10:00 AM to 5:00 PM.

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

PROVIDED, that there will be DFD Pending Inspections; and be it further

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

PROVIDED, that there will be GSD Permits Required; and be it further

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

PROVIDED, there will be DPW Inspections 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.