MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☑ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 1020  Event Name: Eastern Market After Dark

Event Date: September 19, 2019

Street Closure: Alfred, Division, Adelaide

Organization Name: Eastern Market Corporation

Street Address: 2934 Russell Street Detroit, MI 48207

Receipt date of the COMPLETED Special Events Application:

Date of City Clerk's Departmental Reference Communication:

Due date for City Departments reports:

Due date for the Coordinators Report to City Clerk:

Event Elements (check all that apply):

☐ Walkathon  ☐ Carnival/Circus  ☐ Concert/Performance  ☐ Run/Marathon
☐ Bike Race  ☐ Religious Ceremony  ☐ Political Ceremony  ☐ Festival
☐ Filming  ☐ Parade  ☐ Sports/Recreation  ☐ Rally/Demonstration
☐ Fireworks  ☐ Convention/Conference ☑ Other: Annual Open House

☐ 24-Hour Liquor License

Petition Communications (include date/time)

Eastern Market Businesses will host their annual open house from 7:00pm - 11:00pm.

**ALL permits and license requirements must be fulfilled for an approval status**

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>N/A</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DPD</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>7th Precinct Assisted Event; Contracted with Eastern Market Security to Provide Private Security Services</td>
</tr>
<tr>
<td></td>
<td>DFD/EMS</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Pending Inspections &amp; EMS Confirmation</td>
</tr>
<tr>
<td></td>
<td>DPW</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>ROW Permit Required for Street Closures</td>
</tr>
<tr>
<td></td>
<td>Health Dept.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Temporary Food License Required</td>
</tr>
</tbody>
</table>

CITY CLERK 2019 RIB 28 PH1517
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>N/A</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TED</td>
<td></td>
<td>✓</td>
<td></td>
<td>Type III Barricades &amp; Road Closure Signage Required</td>
</tr>
<tr>
<td></td>
<td>Recreation</td>
<td>✓</td>
<td></td>
<td></td>
<td>No Jurisdiction</td>
</tr>
<tr>
<td></td>
<td>Bldg &amp; Safety</td>
<td></td>
<td>✓</td>
<td></td>
<td>No Permits Required</td>
</tr>
<tr>
<td></td>
<td>Bus. License</td>
<td></td>
<td>✓</td>
<td></td>
<td>Vendors License &amp; Liquor License Required</td>
</tr>
<tr>
<td></td>
<td>Mayor's Office</td>
<td></td>
<td>✓</td>
<td></td>
<td>All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.</td>
</tr>
<tr>
<td></td>
<td>Municipal Parking</td>
<td></td>
<td>✓</td>
<td></td>
<td>Purchase of Parking Meters Required</td>
</tr>
<tr>
<td></td>
<td>DDOT</td>
<td></td>
<td>✓</td>
<td></td>
<td>Low Impact on Buses</td>
</tr>
</tbody>
</table>

**MAYOR’S OFFICE**

Signature: [Signature]

Date: 8-28-19
DEPARTMENTAL REFERENCE COMMUNICATION

Monday, August 5, 2019

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.

1020 Eastern Market Corporation, request to hold "Eastern Market After Dark" at Eastern Market on September 19, 2019 from 7:00 PM to 11:00 PM with temporary closures of Alfred, Division, and Adelaide Streets.
City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Eastern Market After Dark

Event Location: At private businesses throughout Eastern Market District.

Is this going to be an annual event?  Yes  □  No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Eastern Market Corporation

Organization Mailing Address: 2934 Russell St Detroit MI 48207

Business Phone: 313 833-9300 ext. 224  Business Website: Easternmarket.org

Applicant Name: Melissa Thomas

Business Phone: 313 833-9300 ext. 224  Cell Phone: 313 740-1462  mthomas@easternmarket.org

Event On-Site Contact Person:

Name: Melissa Thomas

Business Phone: 313 833-9300 ext. 224  Cell Phone: 313 740-1462  mthomas@easternmarket.org

Event Elements (check all that apply)

[  ] Walkathon  [  ] Carnival/Circus  [  ] Concert/Performance
[  ] Run/Marathon  [  ] Bike Race  [  ] Religious Ceremony
[  ] Political Event  [  ] Festival  [  ] Filming
[  ] Parade  [  ] Sports/Recreation  [  ] Rally/Demonstration
[  ] Convention/Conference  [  ] Fireworks  ✓ Other: Annual open house where

Projected Number of Attendees: 10,000

Please provide a brief description of your event:

This is an organized open house for businesses in the EMC District to stay open and attract attention to their business. It is sponsored by the Detroit Design Festival. This open house will operate like a smaller version of a regular weekend market, only in the evening.
What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: September 19, Time: 5:00pm  Complete Set-up Date: September 19, Time: 7:00pm

Event Start Date: September 19, Time: 7:00pm  Event End Date: September 19, 2019, Time: 11:00pm

Begin Tearing Down Date: September 19, 2019  Complete Tear Down Date: September 19, 2019

Event Times (If more than one day, give times for each day):
NA

Section 3- LOCATION/SITE INFORMATION

Location of Event: At private businesses throughout the Eastern Market District

Facilities to be used

<table>
<thead>
<tr>
<th>Check</th>
<th>Street</th>
<th>Sidewalk</th>
<th>Park</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

DIME (Youth Music Ensemble (Various Students)) performing on the Plaza

Will a sound system be used?  

- Yes  
- No

If yes, what type of sound system?  
Amplifier

Describe specific power needs for entertainment and/or music:

Standard 20 amp circuits (provided by Eastern Market)

How many generators will be used?  
NA

How will the generators be fueled?
Section 5- SALES INFORMATION

Will there be advanced ticket sales?  ☐ Yes  ☒ No
If yes, please describe:

Will there be on-site ticket sales?  ☐ Yes  ☒ No
If yes, list price(s):

Will there be vending or sales?  ☐ Yes  ☒ No
If yes, check all that apply:
[ ] Food  [ ] Merchandise  [ ] Non-Alcoholic Beverages  [ ] Alcoholic Beverages
Indicate type of items to be sold:

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Eastern Market Corp. & DPD
Contact Person: Darius Dawson (Manager of Customer Support & Security)
Address: 2934 Russell St.  Phone: 313 833-9300
City/State/Zip: Detroit, MI 48207

Number of Private Security Personnel Hired Per Shift:
12- 15 Patrolling parking lots and around district businesses

Are the private security personnel (check all that apply):
[ ] Licensed  [ ] Armed  [ ] Bonded

How will you advise attendees of parking options?
Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
This is an evening open house for district businesses. Little impact as it will be about as busy as a slow Saturday Market in winter. Also, most of the businesses participate and are involved in the event.

Have local neighborhood groups/businesses approved your event?  
Yes □ No

Indicate what steps you have or will take to notify them of your event:
All neighboring locations are notified through our "one call now" phone notice system, also monthly district business meetings. Main contact method has been by the Detroit Design Festival actively seeking out businesses to stay open and participate.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

How Many?  Size/Height

Booth
Tents (enclosed on 3 sides)
Canopy (open on all sides)
Staging/Scaffolding
Bleachers

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?
Contact Person: NA
Address: __________________________
City/State/Zip: __________________________

Name of company providing port-a-johns: NA
Contact Person: __________________________
Address: __________________________
City/State/Zip: __________________________

Name of private catering company: NA
Contact Person: __________________________
Address: __________________________
City/State/Zip: __________________________
SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. Barricades are not available from the City of Detroit.

Attach a map or sketch of the proposed area for closure.

STREET NAME: Alfred Street
FROM: Shed 4 TO: Russell
CLOSURE DATES: September 19, 2019 BEG TIME: 5:00pm END TIME:
REOPEN DATE: September 19, 2019 TIME:

STREET NAME: Division Street
FROM: Shed 3 TO: Russell Street
CLOSURE DATES: September 19, 2019 BEG TIME: 5:00p END TIME:
REOPEN DATE: September 19, 2019 TIME:

STREET NAME: Adelaide Street
FROM: Market Street TO: Russell Street
CLOSURE DATES: September 19, 2019 BEG TIME: 5:00pm END TIME:
REOPEN DATE: September 19, 2019 TIME:

STREET NAME: 
FROM: TO:
CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:

STREET NAME: 
FROM: TO:
CLOSURE DATES: BEG TIME: END TIME:
REOPEN DATE: TIME:
PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

1) CERTIFICATE OF INSURANCE
2) EMERGENCY MEDICAL AGREEMENT
3) SANITATION AGREEMENT
4) PORT-A-JOHN AGREEMENT
5) COMMUNITY COMMUNICATION

This is an organized open house for businesses in the EMC District to stay open and attract attention to their businesses. It is sponsored by the Detroit Design Festival. This open house will operate like a smaller attended regular weekend market, only in the evening.
AUTHORIZATION & AFFADAVIT 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, on behalf of the Event 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.

Signature of Applicant: ______________________________ 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: Eastern Market After Dark Event
Date: September 19, 2019

Event Organizer:
Melissa Thomas

Applicant Signature: ______________________________ Date: 07/25/2019
Sweep of Adelaide Division and Adelaide
Street from 11:00 AM until 7:00 PM
on September 1, 2019, in order to
petition for Easter Market
2019-08-05