

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: Hot Chocolate Run

Event Location: William G. Milliken State Park and Harbor

Is this going to be an annual event? Yes No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Ventures Endurance

Organization Mailing Address: 951 Corporate Grove Dr., Buffalo Grove, IL 60089

Business Phone: 219.393.9511 Business Website: hotchocolate15k.com

Applicant Name: Travis Bladecki

Business Phone: 219.393.9511 Cell Phone: 219.393.9511 Email: tbladecki@venturesendurance.com

Event On-Site Contact Person:

Name: Travis Bladecki

Business Phone: 219.393.9511 Cell Phone: 219.393.9511 Email: tbladecki@venturesendurance.com

Event Elements (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other: _____ |

Projected Number of Attendees: 3,000

Please provide a brief description of your event:

The Hot Chocolate Run is a national running series that benefits St. Jude Children's Research Hospital. This event celebrates running in non-traditional months of the year and culminates in a celebration of chocolate.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date : 4 / 13 / 2023 Time: 0700 Complete Set-up Date: 04 / 15 / 2023 Time: 0600

Event Start Date: 04 / 15 / 2023 Time: 0600 Event End Date: 04 / 15 / 2023 Time: 1200

Begin Tearing Down Date: 04 / 15 / 2023 Complete Tear Down Date: 04 / 15 / 2023

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

0600 - 1200 on 4 / 15 / 2022

Section 3- LOCATION/SITE INFORMATION

Location of Event: William G. Milliken State Park and Harbor

Facilities to be used (circle): Street Sidewalk Park City

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

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

announcers located at the start line and at the finish line, a DJ w/ music and announcements in the park for the post-race party. all three areas will utilize amplified sound.

Will a sound system be used? Yes No

If yes, what type of sound system? small speakers on stands for condensed/localized sound, rather than large area coverage

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: event apparel sold in the merchandise tent, food given to participants (free w/ registration) in form of chocolate/fondue

Will there be food trucks? Yes No

If yes, please list how many:

Will there be a charge for parking? Yes No parking will be in local garages/lot at designated amounts, we will not keep any parking fees

If yes, please describe the amount:

How will you advise attendees of parking options? pre-event emails, website, packet pickup information tent

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: TBD (Cover 3 Security in 2022, 2019)

Contact Person: TBD

Address: TBD

Phone: TBD

City/State/Zip: TBD

Number of Private Security Personnel Hired Per Shift: TBD

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

road closures / delays and crowd congregation

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

Indicate what steps you have or will take to notify them of your event:

we will create a mailer with detailed information and mail to all properties along the run route several weeks in advance of the event

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled:

power needs for lighting, sound, point-of-sale systems, etc. as well as for water heater and chocolate melters. TBD on total quantity, ranging

between 2k and 4k. One larger towable generator for the chocolate machines. All to be fueled with gasoline.

Name of vendor providing generators: Contact Person: Ventures Endurance

Address: 951 Corporate Grove Dr.

Phone: 219.393.9511

City/State/Zip Buffalo Grove, IL 60089

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	5+	30'x30', 45'x30', 20'x30', (2) 10'x30'
Canopy (open on all sides)		
Staging/Scaffolding	3	(2) 4'x8'x18" stages & (1) 12'x12'x18" stage
Bleachers		

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: TBD

Address: TBD

City/State/Zip: TBD

Name of company providing port-a-johns. TBD (Scotty's Portos in 2022)

Contact Person: TBD

Address: TBD

Phone: TBD

City/State/Zip: TBD

Name of private catering company? N/A - all food services handled internally

Contact Person:

Address:

Phone:

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.**

Will there be street closures? Yes No

If yes, please complete the street closure information below and attach a map or sketch of the proposed area for closure.

STREET NAME: Atwater

FROM: Riopelle **TO:** Jos Campau

CLOSURE DATES: 4 / 15 / 2023 **BEG TIME:** 0300 **END TIME:** 1400

REOPEN DATE: 4 / 15 / 2023 **TIME:** no later than 1400

STREET NAME: Jos Campau

FROM: Atwater **TO:** River Place

CLOSURE DATES: 4 / 15 / 2023 **BEG TIME:** 0600 **END TIME:** 1100

REOPEN DATE: 4 / 15 / 2023 **TIME:** no later than 1100

STREET NAME: Franklin & Woodbridge

FROM: Riopelle (Orleans for Woodbridge) **TO:** St. Aubin

CLOSURE DATES: 4 / 15 / 2023 **BEG TIME:** 0630 **END TIME:** 1000

REOPEN DATE: 4 / 15 / 2023 **TIME:** no later than 1000

STREET NAME: Wight

FROM: Riverwalk **TO:** Meldrum

CLOSURE DATES: 4 / 15 / 2023 **BEG TIME:** 0700 **END TIME:** 1030

REOPEN DATE: 4 / 15 / 2023 **TIME:** no later than 1030

STREET NAME: E. Jefferson (Westbound Lanes)

FROM: Meldrum **TO:** Grand Blvd.

CLOSURE DATES: 4 / 15 / 2023 **BEG TIME:** 0700 **END TIME:** 1030

REOPEN DATE: 4 / 15 / 2023 **TIME:** no later than 1030

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**

1.) Insurance renews in October - can provide valid copy after the renewal

2.) TBD on company / contact

3.) Forthcoming

4.) TBD on company / contact

5.) Forthcoming

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.

Travis Bladecki

07 / 19 / 2022

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.

(Please Print)

Event Name: Hot Chocolate Run **Event**

Date: 04 / 15 / 2023

Event Organizer:

Ventures Endurance - Travis Bladecki

Applicant Signature: *Travis Bladecki*

Date: 07 / 19 / 2022