

Janice M. Winfrey
City Clerk

City of Detroit
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.	2023-092
Name of Petitioner	Detroit 300 Conservancy / Downtown Detroit Partnership
Description of Petition	Request to hold "2023 Summer in the Parks" at Campus Martius, Cadillac Square, Grand Circus Park, Capitol and Beacon Park, on May 16, 2023 through October 13, 2023 from 8:00 AM to 11:00 PM.
Type of Petition	Special Events
Submission Date	3/17/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Laura Dean Detroit 300 Conservancy / Downtown Detroit Partnership 1 Campus Martius Park Suite 380 Detroit MI 48226 313-241-6948 (office) 313-720-7714 (mobile) laura.dean@downtowndetroit.org

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

SPECIAL EVENTS GUIDELINES

A Petitioner is required to obtain a Special Events Permit from the Detroit City Council to conduct any of the following event types in the public right – of – way or outdoors on private property:

- ❖ Bike Race and/or Ride
- ❖ Carnival
- ❖ Circus
- ❖ Concert
- ❖ Demonstrations
- ❖ Fireworks
- ❖ Marathon
- ❖ Outdoor Festival
- ❖ Performance
- ❖ Political Ceremony
- ❖ Rally
- ❖ Sports or Recreational Activity
- ❖ Street Fair
- ❖ Walkathon

Events that do not need to follow this process are: Residential Block Parties and Private Invitation Only events held **inside** a private facility.

Once the Event Type has been identified, the Petitioner must complete the Special Event Application in full and submit **60 DAYS** prior to the event. Applications **will not** be accepted by the Office of Special Events under 60 days, no exceptions.

Upon submittal, all City of Detroit Departments providing services and permits for the event will review the application. Petitioner will be contacted to present their event to the Special Events Management Group to review all aspects of their application and ensure adherence to each department's guidelines.

- ❖ DO NOT ADVERTISE OR PUBLICIZE YOUR EVENT PRIOR TO APPROVAL FROM DETROIT CITY COUNCIL.

Please be aware each facet of your event is subject to change based on Public Health and Safety standards by the City of Detroit in respect to availability of services and scheduling of other events. **ALL** applications are subject to denial, no exceptions.

Preparation

Large events are complex and may require supplemental applications and a detailed event plan.

1. Set your event dates
2. Check for conflicting dates
Call the Office of Special Events at (313)224-1606.
3. Know the event location and primary intersection
4. Review and complete the Special Event Application
5. Identify the additional supplemental forms required to obtain a permit for your event.
6. Attend your Special Events meeting to review your application

Inform Your Vendors

1. Inform your vendors and/or licensed contractors that they will have to obtain certain permits as specified on the Special Event Application.
2. You, your vendor or licensed contractor are responsible for obtaining these permits after your application is approved. These may include park permits, liquor licenses, temporary food permits, tent permits, generator permits, etc.
3. The list of all vendors that will be at the event should be submitted to the Office of Special Events.

What to Expect

1. The Office of Special Events will review your application in full to ensure it is complete.
2. You will receive an email and/or call with a meeting date for you to present your event before the Special Events Management Group. If you do not, call the Special Events Office at (313) 224-1606.
3. The Special Events Management Group will go over the details of your event on your meeting date and advise which permits will be required.
4. If a "Temporary Use Permit" is required, please complete that ASAP and
5. If there are no outstanding issues with your event, at the close of your meeting the Office of Special Events will request the City Clerk's office to submit your application to City Council for approval.
6. The Office of Special Events will let you know when your approved City Council Event Permit is ready for pick up. **Now you can advertise.**

Successful events are the result of advanced planning, effective communication and teamwork. Please review the "Frequently Asked Questions" for more information.

Special Events Frequently Asked Questions

The Special Events Frequently Asked Questions (FAQ) page is setup to answer both the common and not so common questions regarding Special Events.

By Department

City Engineering – (313) 224-3935
Traffic Engineering – (313) 628-5603
Municipal Parking – (313) 221-2518
Building Safety Environment and Engineering - (313) 224-3259
Business Licensing Department – (313) 224-0365
Detroit Police Department – (313) 237-2826
Detroit Fire Marshall Division – (313) 596-2932

City Engineering: Do I need a permit to close a street or sidewalk?

“Right of Way” Permit

A Right of Way permit is required for any event that will use a portion of a street, ally or sidewalk. This includes the closing of an entire street or designation of curb lanes for special parking/no parking.

The City Engineering Department will review the request and recommend adjustments to the street plan. Clean up and/or other conditions will be communicated to you after your application has been reviewed at the Special Events Management meeting.

“Right of Way” Permit Costs

Right of Way Permits for Special Events cost may vary. Upon receipt of your Special Events Application, the City Engineering Department will consider the emergency vehicle access, parking and traffic congestion when approving your application.

Traffic Engineering: Who will close the street?

The applicant is responsible for closing the street with proper barricades and clear, concise signage for traffic detours. The City of Detroit requires a “Type 3” barricade for all closures. As part of your application, you will be asked to submit the name of the traffic control company you are hiring for managing closures/detours, along with the detail plan of where the barricades and signage will be placed.

Michigan State Highway Closures

Some city streets are also state highways and require a closure permit from the Michigan Department of Transportation. Closing any interstate on/off ramps also requires a permit from the Michigan Department of Transportation. After reviewing your application, the Office of Special Events will alert you if a MDOT permit is required and provide you with further information on how to apply for the permit. You will be responsible for hiring a traffic control company to manage the closure.

Route Description

A Street Closing Report must be included in your Special Events Application. It must provide a text and turn-by-turn description of your route from the start point to end point. The wording should utilize directions (N, S, E, W) as well as street names. A map attachment of your route is mandatory.

Municipal Parking: Can I close a parking lane?

Parking Meters and Costs

The City of Detroit - Municipal Parking Department manages parking meters, which must be rented for the time that the curb lane will be blocked from public parking.

Building Safety Environment Engineering: Do I need a permit for a tent?

Tents requiring permits

Any tent larger than a 10x10 will require a tent permit.

Tent Overview -

- shall not be erected prior to obtaining a tent permit;
 - shall not be operated or occupied prior to inspection and formal approval by the Fire Safety Unit inspector.
- A site plan must include the following: location of the tent(s) in relation to the property lines and building(s), the means of egress (exits) and exit path(s) to the street, alley or public way for the tent and for any building affected by an erected tent. Exit signs, emergency lights, doors and any HVAC for the tent shall be shown on the plans upon application submittal.
- Formal approval will be issued in the form of a "Certificate of Inspection" signed and dated by the Fire Safety Unit inspector and an "Occupancy Load Placard" indicating the maximum number of persons allowed in the tent. Both documents shall be posted in a conspicuous, protected location.
- It shall be the responsibility of the applicant to ensure that the tent is being operated and maintained in a safe manner in accordance with the permit requirements, including not exceeding the occupant load. Failure to operate and maintain the tent in accordance with the permit requirements may result in immediate closure, revocation of the "Certificate of Inspection", fines and/or other legal actions by the City of Detroit.
- For specific fire safety questions regarding tents, relating to exits, occupant loads, exit signs, emergency lighting, fire extinguishers, exit doors and hardware etc. contact the Detroit Fire Department - Fire Inspection Unit.

Temporary Power Using Generators

Generators providing power for an event will require a permit from the Building, Safety, Engineering and Environmental Department. An inspector from the Building, Safety, Engineering and Environmental Department will be onsite to inspect the generator prior to the event. If a problem is found it must be corrected immediately or the City reserves the right to shut down your event.

Business Licensing: Do I need a permit to sell merchandise?

Selling/Serving Food and/or Alcohol

For the sale of/or consumption of liquor, wine or spirits at an event a Liquor License must be obtained from the State of Michigan through the Detroit Police Department. The licensing process can take up to one month. The State of Michigan must receive your request two weeks prior to the date of the event.

Applicants must apply for a food vendor's permit and temporary Liquor License permit.

- All food vendors must be licensed and inspected by the City of Detroit.
- It is MANDATORY for you to submit a copy of the temporary Liquor License from the State of Michigan to the Business Licensing Department to also receive a Temporary Liquor License permit from the City of Detroit.

Public Safety Detroit Police Department, Emergency Medical and Fire

Security Plan

The goal of a successful contingency plan is not only to protect life and property by identifying the risks associated with an event, but to also develop a plan of action to minimize those risks and address the safety requirements of the participants and spectators. Event organizers should take into consideration the scope of the event, the potential risk of injury or illness to participants and spectators, security needs, and emergency support required to help promote a safe and enjoyable event. Should a natural or man-made disaster occur, the event organizer(s) is legally and morally obligated to ensure that the necessary and appropriate actions will be taken to minimize harm. The Detroit Police Department stands ready to work with you to ensure that the necessary resources and personnel are available to help make your event successful. The Detroit Police Department and Detroit Emergency Medical Service Department will provide the requirements based on the uniqueness of your event.

Notification to Surrounding Area

To ensure the safety of the event participants and the community, it is the responsibility of the event organizers to arrange notification to businesses and residents in the area immediately surrounding the event site. This communication should include details about the event such as dates and times they will likely be impacted by the flow of traffic and people, etc.

Trash Collection for Events

Clean-up following the event is the responsibility of the applicant. You will be asked to provide the name of the sanitation company as well as a contract of services provided by said company to ensure the event site will be returned back to its original state.

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: 2023 Summer in the Parks

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

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Detroit 300 Conservancy / Downtown Detroit Partnership

Organization Mailing Address: 1 Campus Martius Park Suite 380 Detroit MI 48226

Business Phone: 313-715-9944

Business Website: downtowndetroitparks.com

Applicant Name: Laura Dean

Business Phone: 313-241-6948

Cell Phone: 313-720-7714

Email: laura.dean@downtowndetroit.org

Event On-Site Contact Person:

Name: Laura Dean

Business Phone: 313-241-6948

Cell Phone: 313-720-7714

Email: laura.dean@downtowndetroit.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: Park Activation

Projected Number of Attendees: PER Park Capacity

Please provide a brief description of your event:

Included in attachments

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

Begin Set-up Date: 05/16/2023 Time: 8am Complete Set-up Date: 10/13/2023 Time: 5pm

Event Start Date: 05/16/2023 Time: 8am Event End Date: 10/13/2023 Time: 11pm

Begin Tearing Down Date: 10/13/2023 Complete Tear Down Date: 10/13/2023

Event Times (If more than one day, give times for each day):
Included in attachments, varies by park

Section 3- LOCATION/SITE INFORMATION

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

Facilities to be used (Check) 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 First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -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:

Included in attachment. Various outdoor activities, music, markets, family friendly fun and fitness.

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? house sound, amplified sound

Describe specific power needs for entertainment and/or music:

Park shore power

How many generators will be used? none

How will the generators be fueled?
N/A

Name of vendor providing generators:

Contact Person: N/A

Address:

Phone:

City/State/Zip

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:

Food and beverage from food trucks and concessionaire of the park. Market vendors sell merchandise. Potential for sponsors to sell merchandise. Will get business licenses as needed. Concessionaire at Campus Martius Park and Beacon Park hold Class C liquor licenses with expandable premise including entire park space

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: City Shield

Contact Person: Hussein Slim - Hussein.Slim@cityshieldllc.com

Address: 3250 Franklin Ave

Phone: 313-312-2305

City/State/Zip:

Detroit, MI 48207

Number of Private Security Personnel Hired Per Shift:

Core Guards on site 24/7, added security varies by event

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

☒ Licensed

☐ Armed

☒ Bonded

How will you advise attendees of parking options?

Downtown Detroit Parks website / Park Wiz

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

Have local neighborhood groups/businesses approved your event?



Yes



No

Indicate what steps you have or will take to notify them of your event:
stakeholder meetings, website, social media postings

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth	N/A	
Tents (enclosed on 3 sides)	See attached map	10x10 Tents
Canopy (open on all sides)	N/A	
Staging/Scaffolding	See attached map	Market Stage 16x12 / Concert Stage 32x24
Bleachers	N/A	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: Hart Medical - Adam

Address: 2799 W Grand Blvd E-112,

City/State/Zip: Detroit, MI 48202

Name of company providing port-a-johns. Cormic Services

Contact Person: Stefanie Cormic

Address: 29520 27 Mile road

Phone: 586-749-6612

City/State/Zip: New Haven MI 48048

Name of private catering company? N/A

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.**

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

STREET NAME: 1st Street
FROM: Bagley TO: Grand River

CLOSURE DATES: 8/26/2023 BEG TIME: 6am END TIME:

REOPEN DATE: 8/27/2023 10am TIME:

STREET NAME: Plaza Dr
FROM: Grand River TO: 1st Street

CLOSURE DATES: 8/26/2023 BEG TIME: 6am END TIME:

REOPEN DATE: 8/27/2023 10am 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:

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**

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, 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
Laura Dean

03-16-2023

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: Summer in the Park 2023 Event
Date: May 16, 2023 - October 13, 2023

Event Organizer:
Downtown Detroit Partnership

Applicant Signature:

Signature of Applicant
Laura Dean

Date: 03-16-2023

DETROIT 300 CONSERVANCY

SUMMER IN THE PARKS 2023

FOR THE FOLLOWING PARKS:

BEACON PARK

CAMPUS MARTIUS PARK/CADILLAC SQUARE

GRAND CIRCUS PARK

CAPITOL PARK

SECURITY PLAN:

Additional guards for events noted on layouts

BEACON PARK: (1) CORE GUARDS, 24/7

CAMPUS MARTIUS/CADILLAC SQUARE: (1) CORE GUARD 24/7

GRAND CIRCUS PARK (seasonal April-October) 6A – 10P

Parks Ambassador Mobile Unit ALL PARKS: 24/7

Lighthouse radios and if needed, 911.

EMS PLAN:

DTE command center has EMTs that can assist as needed.

HART Medical added for Headline events.

Lighthouse radios and if needed, 911.

RECYCLING PLAN:

DDP requires all food trucks in our Downtown Street Eats program to use recyclable / compostable / biodegradable packaging. For those without resources or with limited resources, DDP has arranged a packaging partner, Michigan Green Safe Products, who will offer advice for optimizing bulk costs. We complement our food truck operations with recycling receptacles. Special events will have additional recycling receptacles on site.

RESTROOMS:

BEACON PARK: (2) ADA, public restrooms located on the back of the building.

Extra porta-potties added for events as noted on layout

BEACON PARK 2023 SUMMER PROGRAMS:

Volleyball Leagues | Tuesday and Wednesday | June 6 – August 30 | 6pm - 9pm

Fitness and Energy

- Hustle and Flow | Weekly Saturdays | June 10 – August 19 | 3:30pm - 5pm
- Fitness After Dark | Monthly Thurs | 6/22, 7/20, 8/24 | 7pm - 9pm
- City Glow Yoga | Bi-Weekly Mon. | 6/12, 6/26, 7/10, 7/24, 8/7, 8/21 | 7pm - 9pm

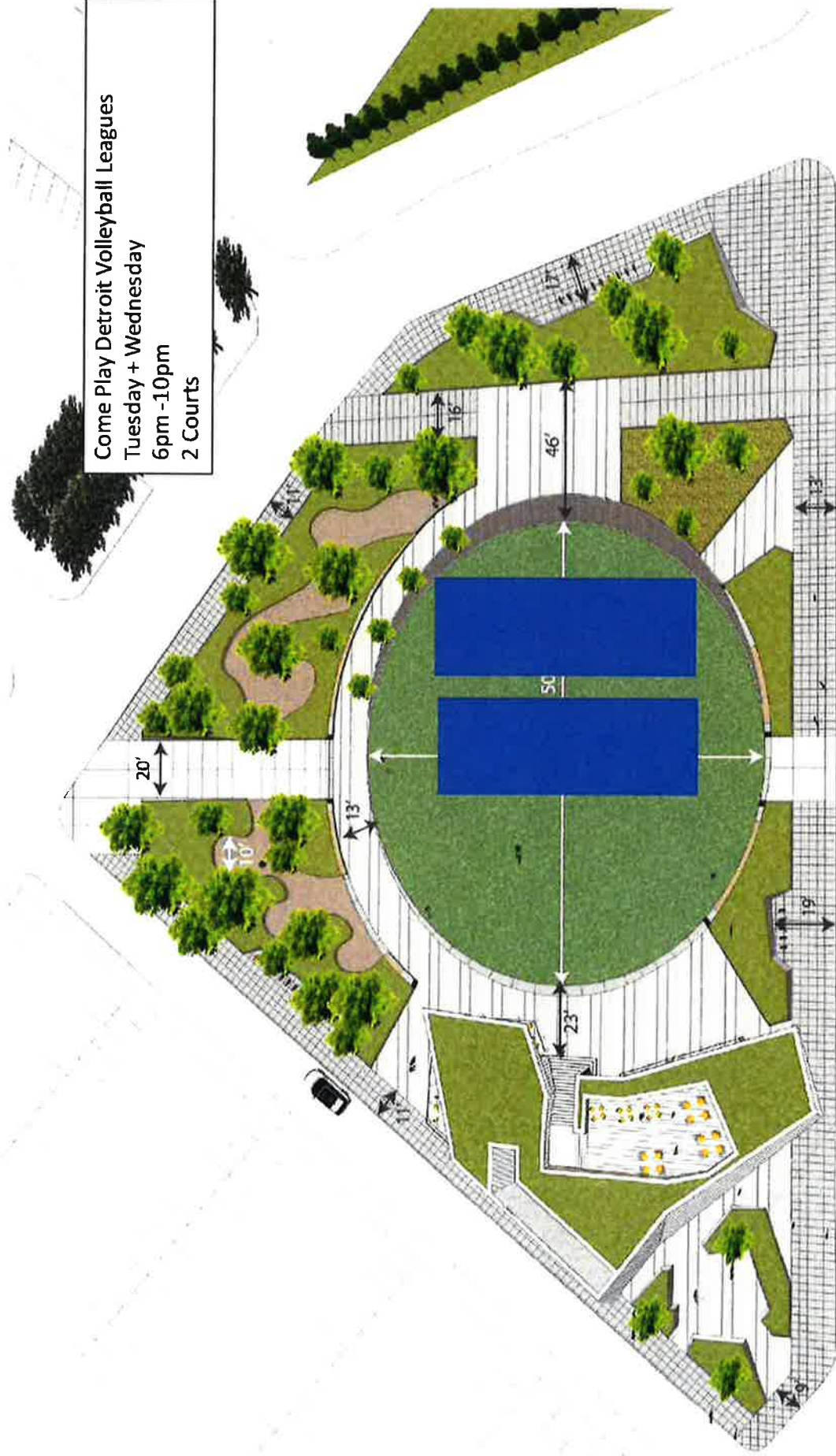
Family Fun Days | Sundays Weekly | June 18 – August 13 | 1pm – 5pm

Night Market | Saturdays | June 10 – August 26 | 6pm -11pm

Headline Concert | Saturday | August 26 | 6pm - 12am

Art Installations TBD – 6A - 10P, Daily for one month (TBD)

Come Play Detroit Volleyball Leagues
Tuesday + Wednesday
6pm - 10pm
2 Courts



SATURDAYS June 10 – August 26

NIGHT MARKET

ES (5) 5P – MIDNIGHT

- GUARD POSITION – NO ALCOHOL BEYOND THIS POINT
- CORE GUARDS – ONE STATIONED AT RESTROOM, ONE ROAMS INSIDE & AROUND PARK

BIZ (1) 5P – MIDNIGHT

- DEDICATED PERSON TO KEEP PARK CLEAN, SANITIZED + RESTROOMS CLEANED + 4 CANS

AL – Noon – 2p, CREW SETUP, SUNDAY RESET, DONE BY 8A

- SETUP MARKET LIGHTS X
- MOVE FURNITURE INWARD, ALLOWING FLOW AND CLEARANCE TO MARKET TENTS + FOOD TRUCK
- RUN EXTENSION CORD TO EACH TENT LOCATION
- SETUP RED BARRICADE TO CLOSE ENTRY
- SETUP (6) BEER GARDEN TABLES
- SETUP (3) NO ALCOHOL SIGNS AT EACH ENTRANCE
- STANCHIONS IN PLANT BEDS – CAN BE DONE DURING DAY

= N'NAMDI DANCE AREA (3:30P – 5P)

= MARKET TENTS 10x10

= SOUND TENT



Energy and Fitness Programs Layout

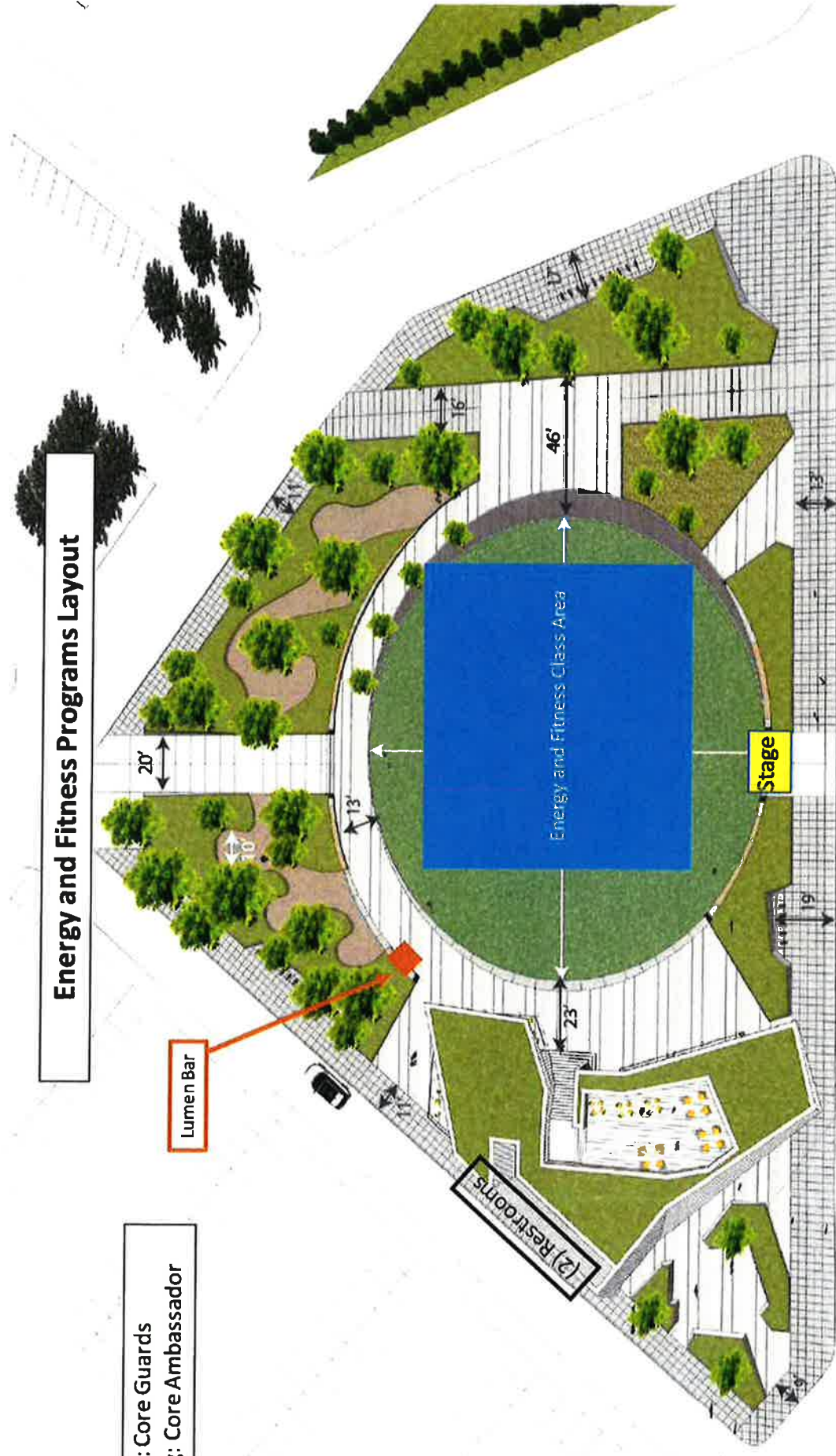
Security: Core Guards
Cleaning: Core Ambassador

Lumen Bar

Energy and Fitness Class Area

Stage

(2) Restrooms



Family Fun Days

Sundays

June 18 – August 11, 2023

1pm – 5pm

Food Trucks

Make and Take Activities 10x010

Open Play / Games

Security: Core Guards

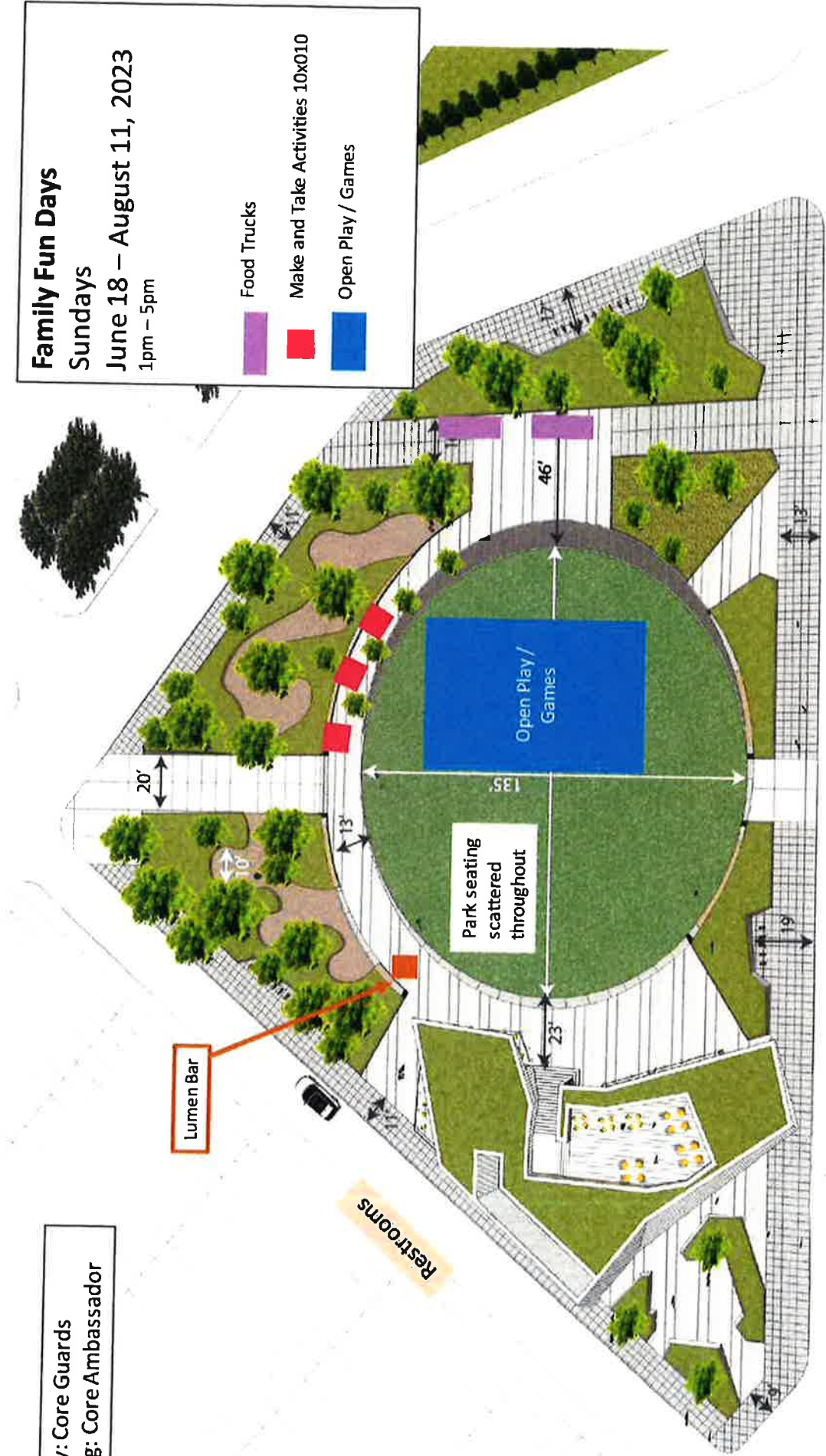
Cleaning: Core Ambassador

Lumen Bar

Restrooms

Park seating
scattered
throughout

Open Play /
Games



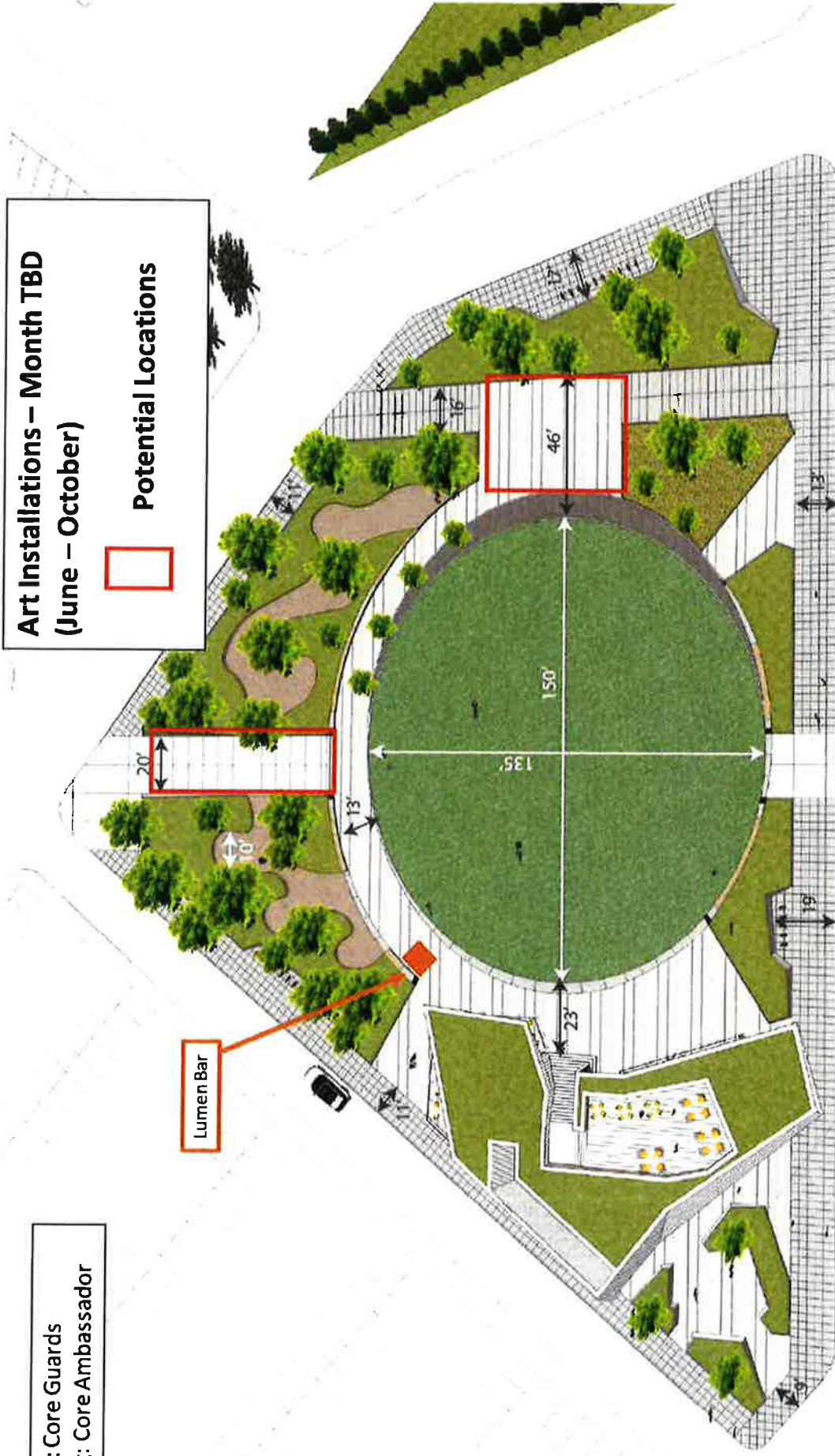
Security: Core Guards
Cleaning: Core Ambassador

Art Installations – Month TBD
(June – October)

Potential Locations



Lumen Bar



August 26, 2023

Beacon Park Headline Concert
August 26, 2023

Guest enter concert footprint at First and Plaza Safety and Plaza Safety Check Point

Map details include:
 - Main Entrance Safety Check point
 - 6 Market Vendors
 - 4 Food Trucks
 - Scattered Furniture Park
 - 8 Restrooms
 - Bar
 - Staff Area
 - Lumen Guest Entrance and Valet
 - Headline Stage (32x24)
 - GR Stage (16x17)
 - Food Truck and Vendor Load In Area
 - All vehicles need to be out of road by 5pm
 - 1st Street
 - Plaza
 - Sidewalk Open
 - Dimensions: 150', 135', 20', 10', 13', 23', 9', 16'



Food Truck and Vendor Load In Area
All vehicles need to be out of road by 5pm

CAMPUS MARTIUS PARK AND CADILLAC SQUARE 2022 SUMMER PROGRAMS:

Thursday Beach Party | Campus Martius | Thurs. June 8 – August 24 | 4pm – 9pm

Movie Nights in the D | Campus Martius | Wednesday June 7 – August 23 | 7pm – 9pm

Market Friday | Cadillac Square | Fri. June 9 – August 25 | 11am – 3pm

Lunchtime Acoustic | Cadillac Square | Friday - June 9 – August 25 | 12p – 2p

Energy and Fitness | Cadillac Square

- First Responders 4 Fitness - Workout Wednesdays, June 7 – August 23 | 5pm-6pm

Beach Party | Campus Martius Park

Thurs, June 8 – Aug 24 | 4pm – 9pm

BEACH HOST: CANDACE COOPER (CC)

MONITORS BEACH AREA, ALCOHOL DOESN'T LEAVE SOUTH END

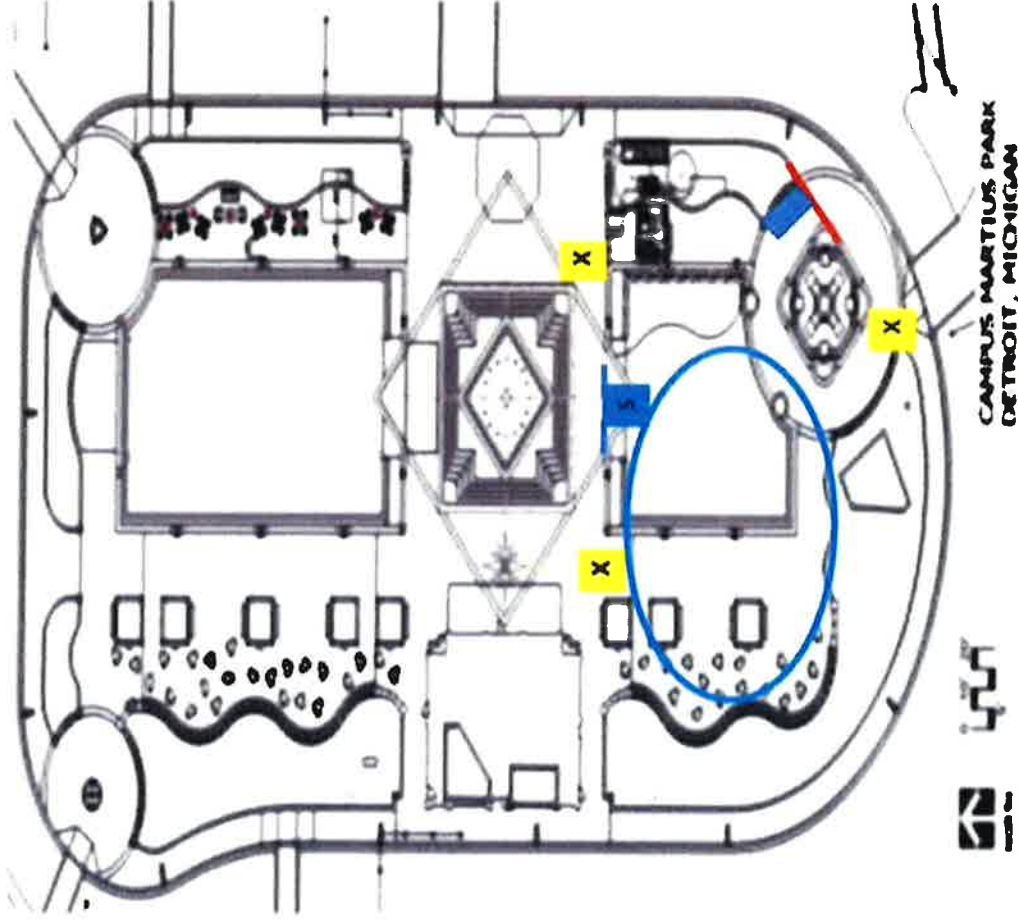
Security 3:30P – 9:30P, (1) 9:30P – 12:30A

- ONE GUARD MONITORS SOUTH END, THE OTHER NORTH END OF BEACH + EAST PLAZA. ONE GUARDS STAYS ON AFTER EVENT TO MONITOR BEACH AREA

BBB (1) 3P – 10P

- DEDICATED PERSON MONITORING TRASH, SANITIZING CHAIRS/TABLES, SWEEPING SAND OFF BEACH FURNITURE, RESTROOM TRAILER CLEANING

AL – ONSITE – 1:30P, RAKE BEACH, MOVE CHAIRS OFF/AWAY FROM STAGE, SWEEP STAGE, MOVE UMBRELLA, PLACE BLUE BARRICADE



STAGE

BLUE BARRICADE BEHIND STAGE

BARRICADE W/ GREEN COVERS

X NO ALCOHOL BEYOND THIS POINT

PUBLIC AREA

RESTROOM OPEN TO PUBLIC DURING EVENT

Movie Night in the D| Campus Martius Park

Wednesdays, June 7 – August 23 | 7pm – 9pm

NOTE: MAP SHOWS EXAMPLE OF HOW IT MIGHT LOOK AT EVENT

EVENT GREETERS: CHECK IN REGISTERED GUESTS, SIGN IN WALK UPS AS CAPACITY ALLOWS, ASSIST WITH SOCIAL DISTANCING AS NEEDED

SECURITY (2) 7P – MIDNIGHT

- EVENT GUARDS POSITION TO MAINTAIN CLOSURE ON EACH END, ASSIST WITH OPENING BARRICADE AFTER MOVIE

CLEANING (1) 7P – 11P

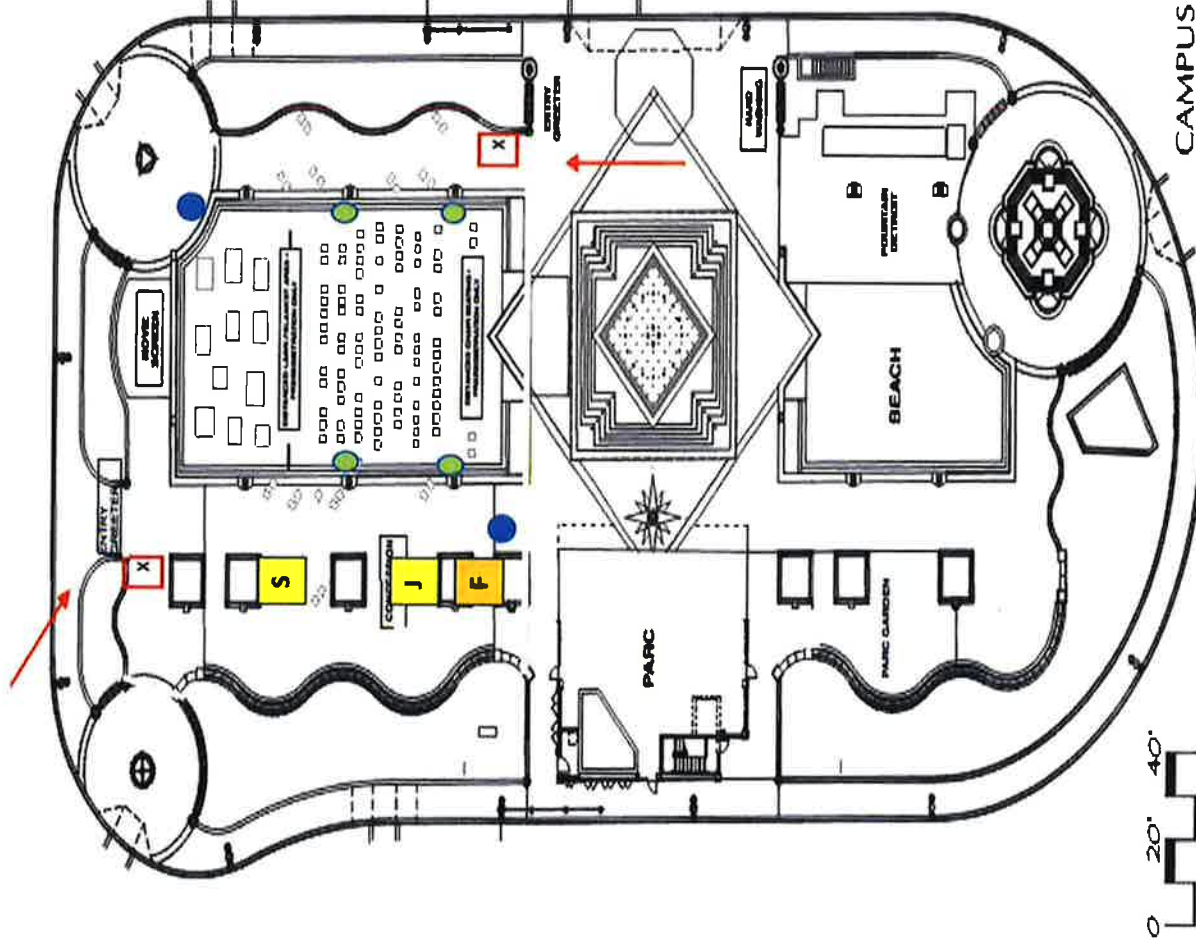
- DEDICATED PERSON TO KEEP NORTH END SANITIZED & FREE OF TRASH

CONCESSIONS: **J** JETTA POPCORN

F + FOUNTAIN DETROIT

SPONSOR SETUP **S**

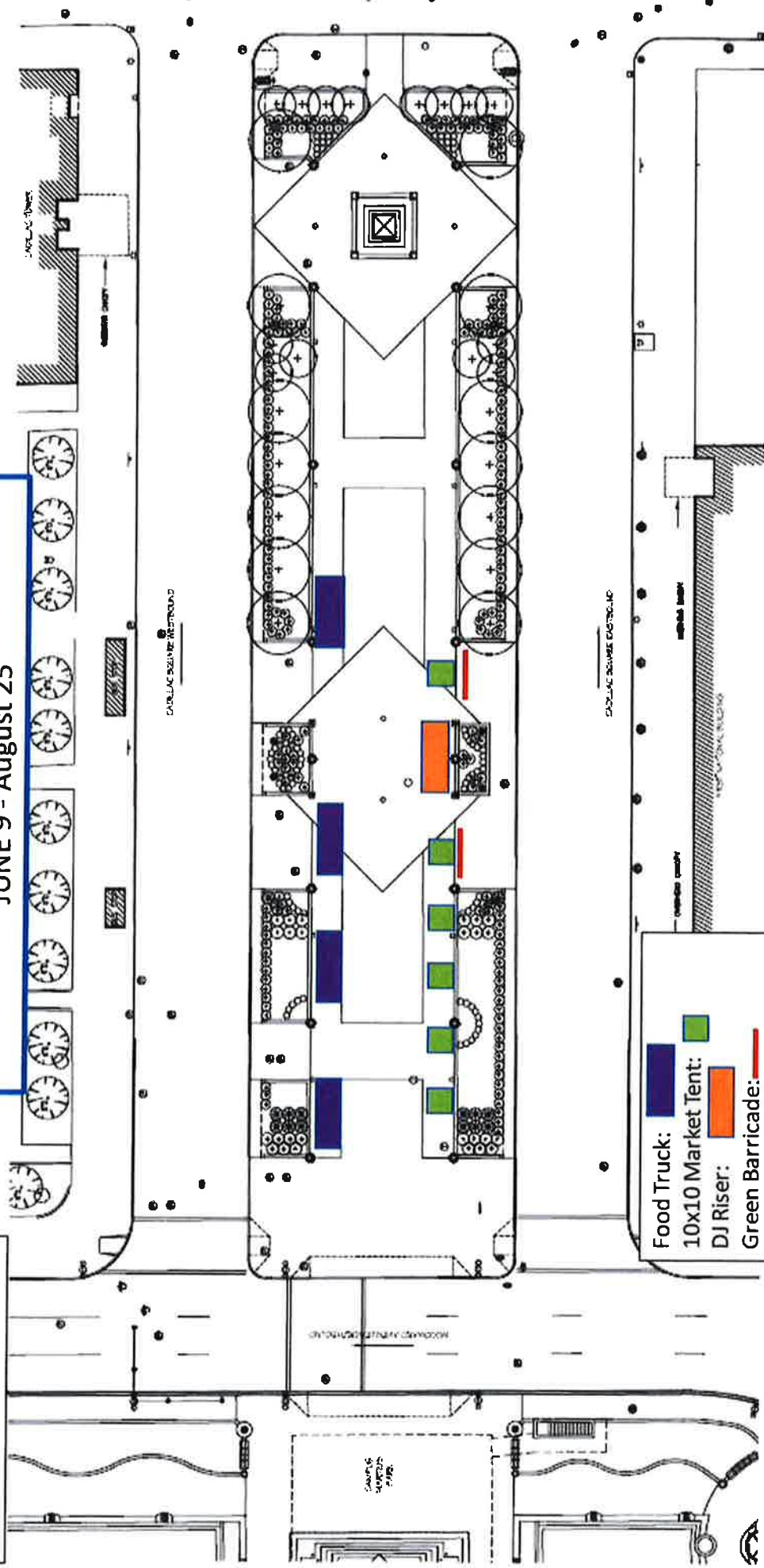
 = CHAIRS FOR USE



CAMPUS MARTIUS PARK

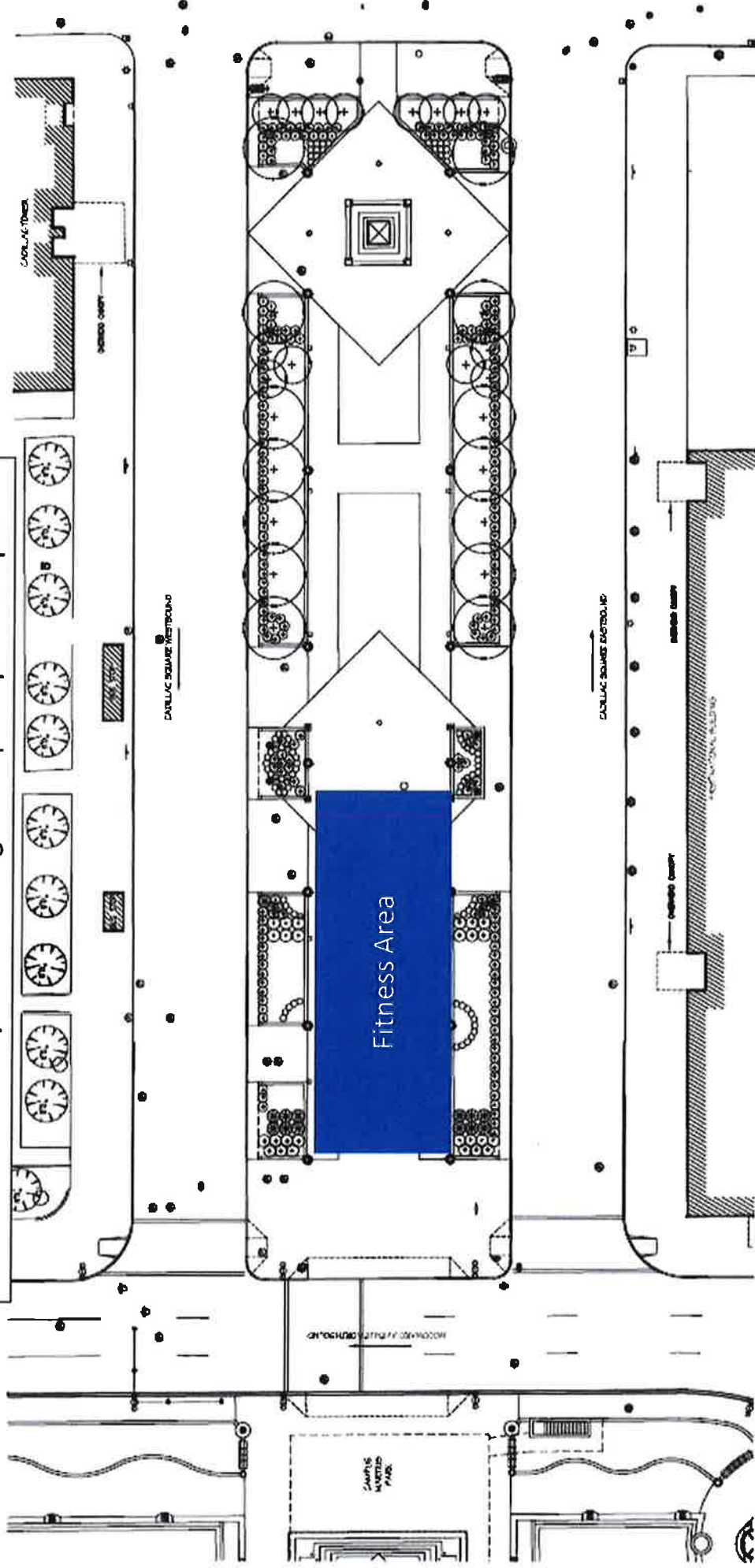
Security:
Cleaning:

MARKET FRIDAYS + LUNCHTIME ACOUSTICS
JUNE 9 - August 25



ENERGY & FITNESS:

Workout Wednesdays June 7 – August 23 | 5:00pm - 6:00pm



GRAND CIRCUS PARK 2022 SUMMER PROGRAMS:

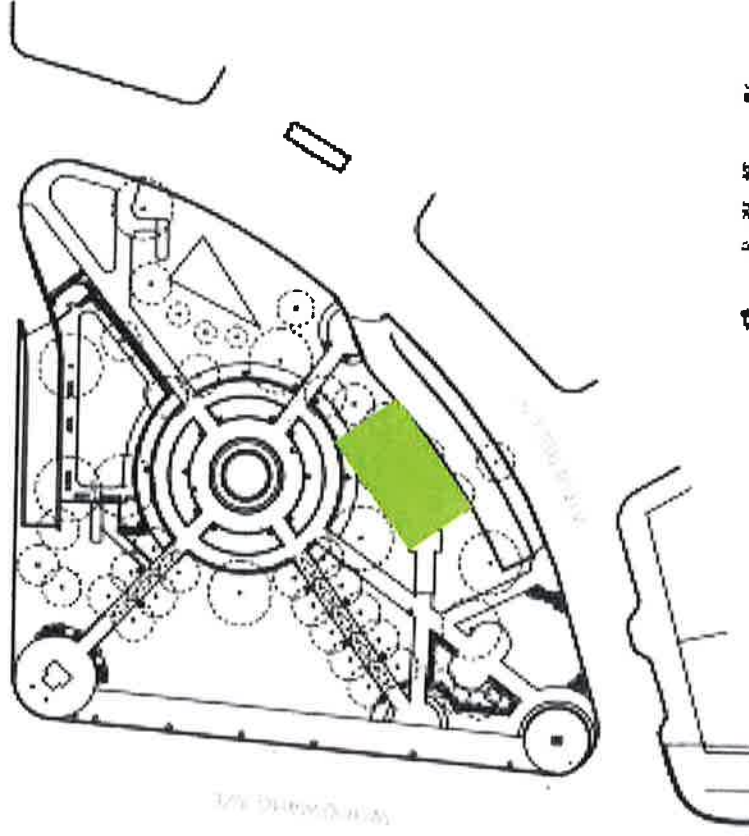
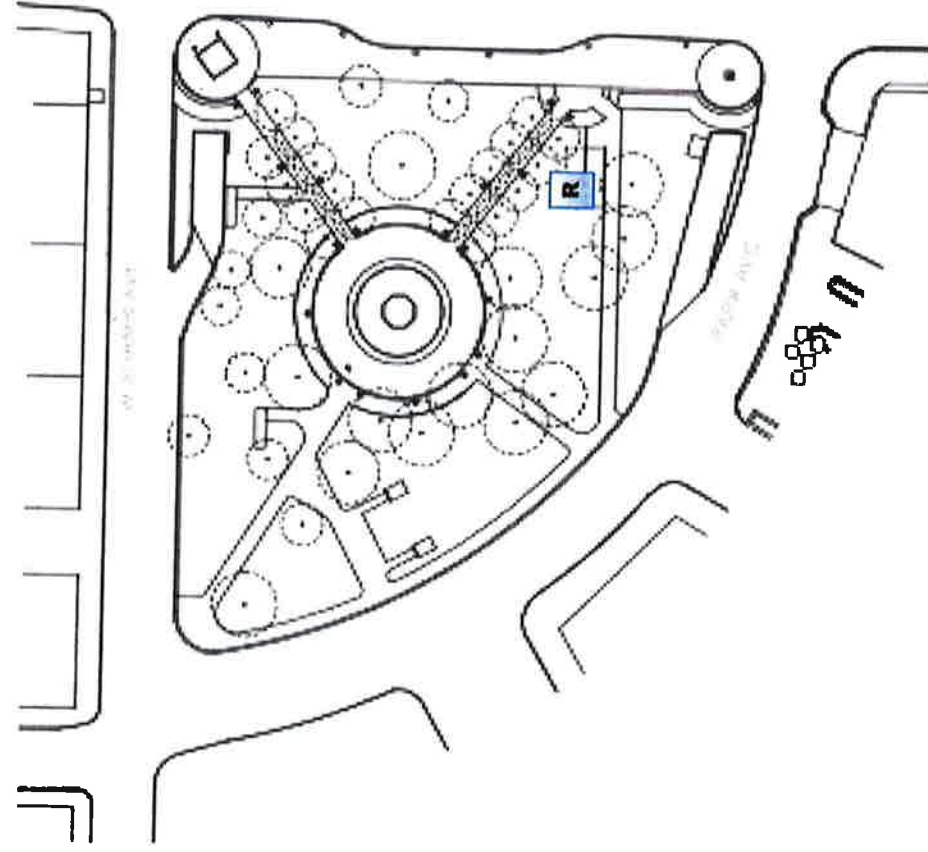
- GRAND CIRCUS DOG PARK EVENTS, MONTHLY, Saturday, June - Oct | 2pm – 4pm
- GRAND CIRCUS PARK YOGA WITH CITIZEN YOGA, SUNDAYS, June 4 – August 27, 7P – 8P

Grand Circus Park
Detroit, MI

SECURITY: CORE TEAM
CLEANING: CORE TEAM

Grand Circus Park Yoga with Citizens Yoga
Sundays June 4-August 27 7pm – 8pm

 Lawn Area for yoga

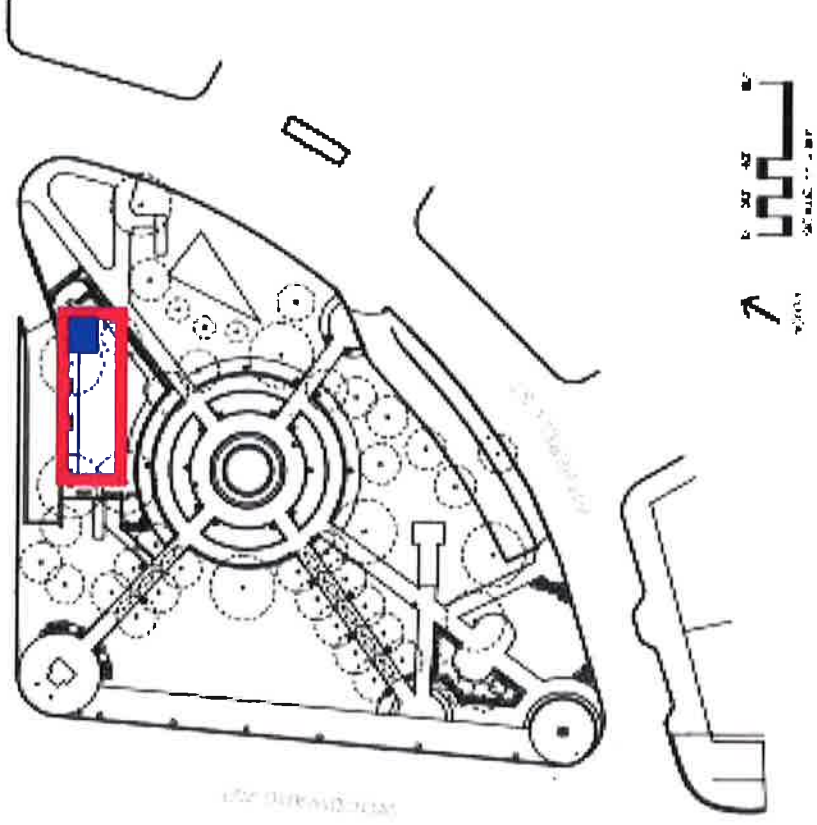
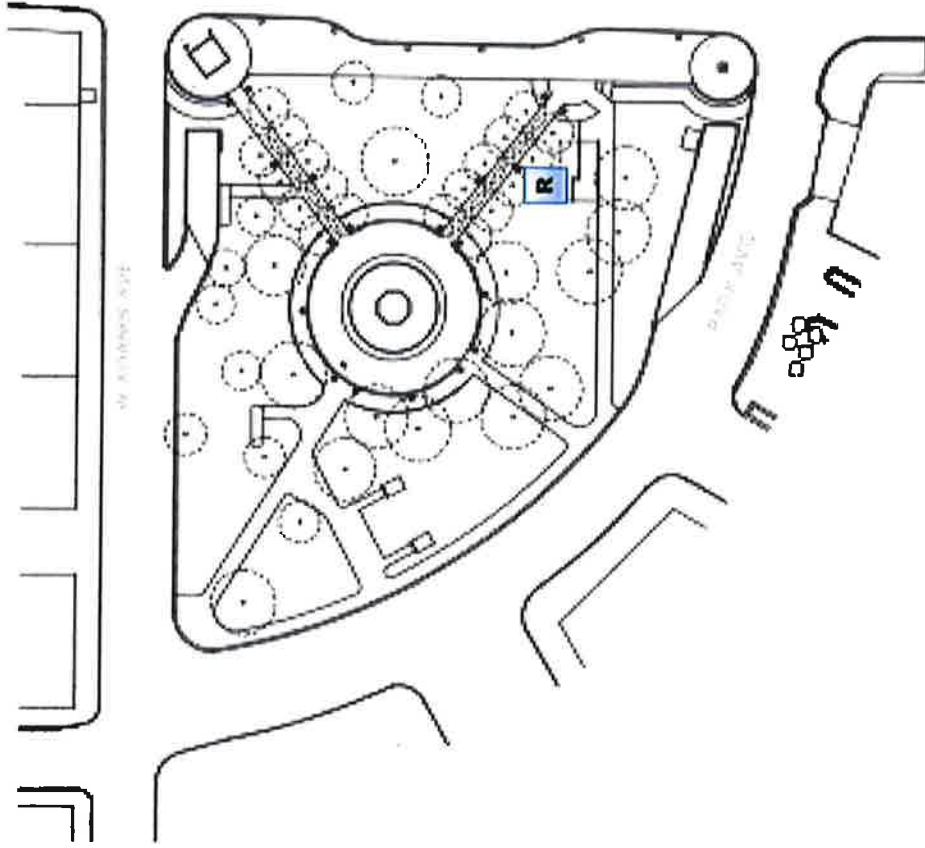


Grand Circus Park
Detroit, MI

SECURITY: CORE TEAM
CLEANING: CORE TEAM

Grand Circus Park – Dog Park Events
Monthly, Saturday, June – October
2pm – 4pm

 Dog Park  Pop Up Tent (10x10)




CAPITOL PARK 2022 SUMMER PROGRAMS:

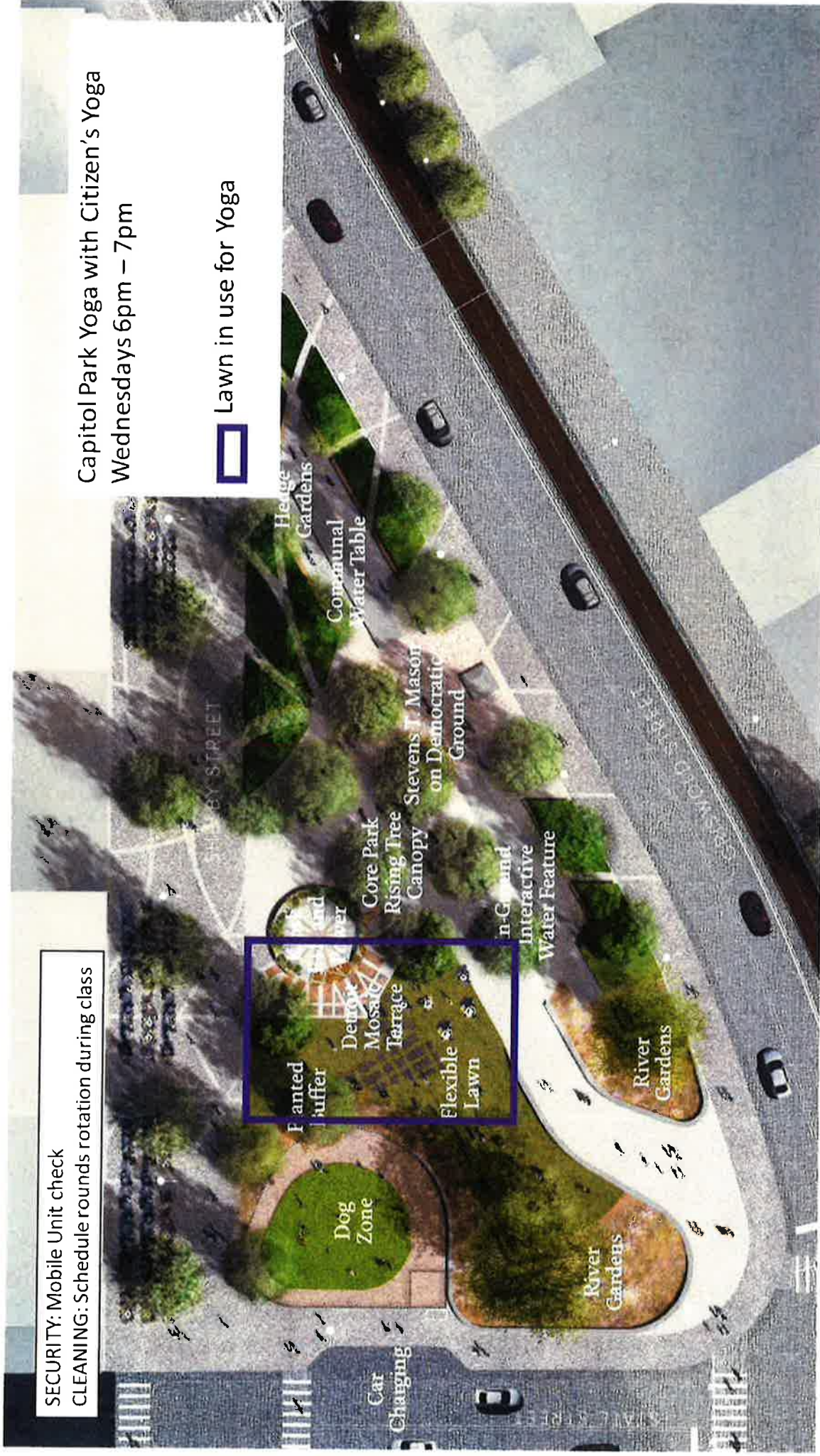
- CAPITOL PARK YOGA WITH CITIZEN YOGA, WEDNESDAYS, June 7 – August 30, 6P – 7P

SECURITY: Mobile Unit check

CLEANING: Schedule rounds rotation during class

Capitol Park Yoga with Citizen's Yoga
Wednesdays 6pm – 7pm

 Lawn in use for Yoga



DETROIT FIRE DEPARTMENT

City Clerk's Petition Form

Please complete the following and return to the office of the Executive Fire Commissioner:

Event: 2023 Summer in the Parks

Petition: # 2023-092 Event Date: 5/16/23-10/13/23

Date Received: 3/17/23 Date Forwarded: 3/22/23

Forwarded By: Dennis Hunter, Chief of Fire Prevention

Division/Personnel Assigned: Fire Marshal Division

Contact Made: YES Date: 4/10/23

Action/Recommendation/Summary: SPECIAL EVENT'S SUGGESTION FOR APPROVAL DELAYED DUE TO INCOMPLETE TENT PERMITTING PROCESS. FIRE MARSHAL DIVISION SERVICES ARE REQUIRED DUE TO THE NATURE OF THE EVENT, OCCUPANT LOAD, TENT STRUCTURE USE AND PORTABLE GENERATOR USAGE. _____

Completed: Yes: X No: _____

Signature – Division Head or Second in Command: CHIEF DENNIS HUNTER /
LT. NAJUMA FULTON Chief of Fire Prevention/Lieutenant

"Connected to All"

Art Show

May 19, 9 a.m. – 7 p.m.
May 20, 11 a.m. – 7 p.m.
May 21, Noon – 5 p.m.

Park Furniture - 4 top
tables w umbrella set
for 100 people

Four 10 x 10 pop up
tent for vendors

30 x 30 tent with side
walls for art show

Art drop off and event
load in area

Registration area with
three 6 foot tables

Food Trucks



Grand River Ave

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 2023 Summer in the Parks on May 16, 2023-October 13, 2023

PROVIDED, that there will be DPD Assisted Event; 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 BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be a Business License 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.