

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*

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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.

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Petition No.	2023-098
Name of Petitioner	St Patrick Senior Center, Inc.
Description of Petition	Request to hold "46 <sup>th</sup> Annual St Patrick Irish Festival" at 58 Parsons Street Detroit, MI 48201 on 5/21/2023 from 1:00 PM to 8:00 PM
Type of Petition	<b>Special Event</b>
Submission Date	3/21/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	St Patrick Senior Center, Inc. 58 Parsons Street Detroit, MI 48201 313-833-7080 313-690-7171 <a href="mailto:info@stpatsretr.org">info@stpatsretr.org</a>

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

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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

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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**

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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?**

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#### “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?**

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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?**

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### 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?**

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### 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?**

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### 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**

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### 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: 46th Annual St. Patrick Irish Festival

Event Location: 58 Parsons Street, Detroit, MI 48201

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: St. Patrick Senior Center, Inc.

Organization Mailing Address: 58 Parsons St., Detroit, MI 48201

Business Phone: 313-833-7080

Business Website: www.stpatsrctr.org

Applicant Name: St. Patrick Senior Center

Business Phone: 313-833-7080

Cell Phone: 313-690-7171

Email: info@stpatsrctr.org

Event On-Site Contact Person:

Name: SaTrice Coleman-Betts

Business Phone: 313-833-7080

Cell Phone: 313-690-7171

Email: src.betts@stpatsrctr.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: \_\_\_\_\_

Projected Number of Attendees: 500

Please provide a brief description of your event:

This is an annual event that takes place at St. Patrick Senior Center, inside and on the grounds of our facility. We estimate 500 attendees over a 7-hour time period with no more than 250 on the premises at one time. This event is to raise funds for the 501c3 non-profit senior center. Event will have entertainment, food, and concessions.

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

Begin Set-up Date: 05/21/2023 Time: 09:00 am Complete Set-up Date: 05/21/2023 Time: 01:00 pm

Event Start Date: 05/21/2023 Time: 01:00 pm Event End Date: 05/21/2023 Time: 08:00 pm

Begin Tearing Down Date: 05/21/2023 Complete Tear Down Date: 05/21/2023

Event Times (If more than one day, give times for each day):  
May 21, 2023 (1:00 pm - 8:00 pm)

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: 58 Parsons, St. Detroit, Michigan 48201

Facilities to be used (Check) Street Sidewalk Park  City Facility

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:

The entertainment will be Irish Bands.

Will a sound system be used?  Yes  No

If yes, what type of sound system? Acoustic audible heard in range.

Describe specific power needs for entertainment and/or music:

Power source will be AC

How many generators will be used? N/A

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:

**Section 6- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Detroit Police Reserves and Wayne State University Police

Contact Person: Lt. Johnson

Address: 6300 Caniff

Phone: 313-596-2570

City/State/Zip:

Detroit, MI 48212

Number of Private Security Personnel Hired Per Shift:

Security provided by the Detroit Police Reserves and supported by WSU Police and SPSC staff who

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

Licensed       Armed      [ ] Bonded

How will you advise attendees of parking options?  
Signs and advertisement on promotional information.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
Minimal impact on the neighborhood. All activities take place on the organization's property, and parking facilities are donated by the Detroit Symphony Orchestra. The estimated number of individuals attending this event will be spread over an 7 hour time period.

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

Indicate what steps you have or will take to notify them of your event:  
A meeting with the Detroit Symphony Orchestra administration has taken place. A letter will be provided along with promotional information to the other businesses on the block. Two of the three businesses will be closed on the day of the event.

## Section 8- EVENT SET-UP

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

	How Many?	Size/Height
Booth	0	n/a
Tents (enclosed on 3 sides)	3	(1) 20 ft x 40 ft and 2 (20 ft x 30 ft)
Canopy (open on all sides)	3	(4) 10 ft x 10 ft
Staging/Scaffolding	1	Entertainment platform less than 12 inches high
Bleachers	n/a	

## Section 9- COMPLETE ALL THAT APPLY

**Emergency medical services?**

Contact Person: Lisa Saigh (R.N.)

Address: 58 Parsons St.

City/State/Zip: Detroit, MI 48201

**Name of company providing port-a-johns.** Parkway Portable Toilets

Contact Person: Michelle Martin

Address: 2876 Tyler St.

Phone: 734-482-7633

City/State/Zip: Ypsilanti, MI 48198

**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:** N/A

**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:** \_\_\_\_\_

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**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

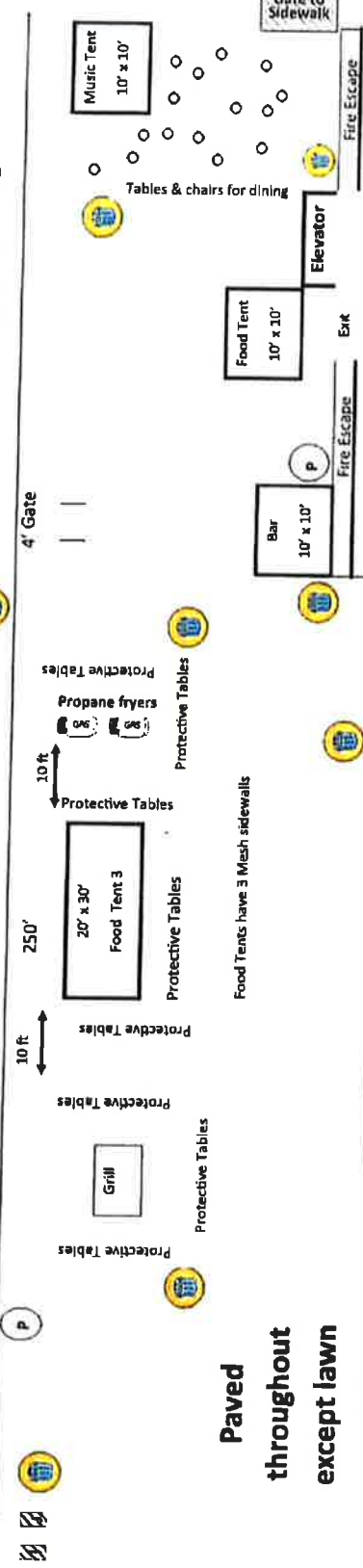
**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

2/16/23

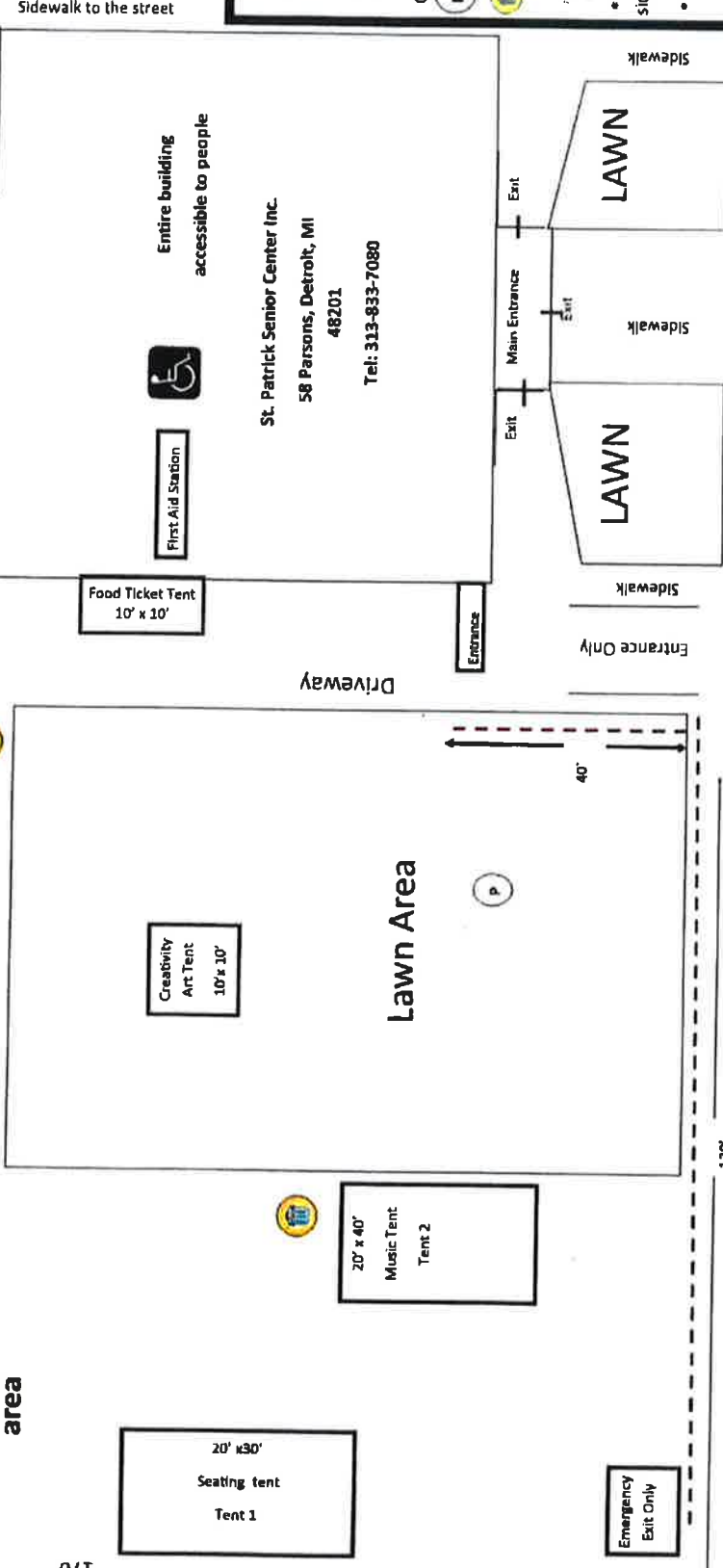
Secured by walls & fencing for the entire length\*

ALLEY

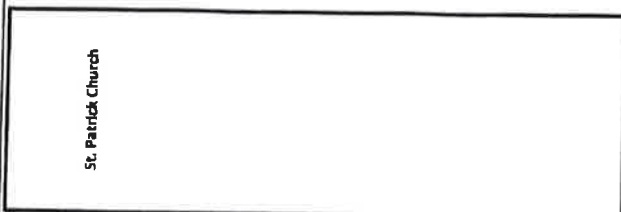


Paved throughout except lawn area

Secured by walls & fencing for the entire length\*



Orchestra Towers



**Legend**

- Plastic 4'
- Snow Fence
- ⚡ Porta-John with Hand Sanitizer
- Dining Area
- Ⓟ Power
- ♻️ Garbage Receptacles
- ⛽ Propane tank
- Food tents have mesh sidewalls
- See Addendum for detail

PARSONS ST

Entrance

Curb Cut 15'

Sidewalk for entire length

Curb Cut 15'

Entrance

**St Patrick Senior Center 46th Annual Festival – Festival Date May 21, 2023  
Detail and Description for Securing the Exterior Site  
Addendum to MLLC Special License Application**

For its Annual Festival on May, 21, 2023, St Patrick Senior Center will have one bar area in the exterior of its property. The exterior bar will be entirely contained within a 10'x10' tent that is situated against the rear of the Senior Center building on one side. The other 3 sides of the tent will be open with tables set up under the tent line restricting access to consumers.

The exterior Festival space will be primarily at the western end of the property. Access to the property will be restricted and controlled with a managed entry on the paved driveway with fencing controlling access to the balance of the exterior. The exterior entrance to the Festival is at the southwest corner of the Senior Center building and is 40ft. from the Parsons Street sidewalk. The entrance will be staffed by a minimum of 2 adults who will sell entrance tickets to the Festival. This entry will be blocked and controlled by tables where the staff will sit. This is also a location that will be a Police Reserve location. The only other entry to the Festival is through the main doors of the Senior Center building which are immediately to the east of the exterior entry and readily controlled by the Police Reserve location.

The Parsons Street exterior line of property containment will continue from the exterior Festival entry and consist of a 5-foot-high plastic snow fence along the driveway towards Parsons Street and then continue west 130 feet along Parsons Street where it connects to the western property line. The fencing will be placed within the Senior Center property line, appropriately supported and will not impinge upon or restrict the public sidewalk along Parsons Street.

The western property line is fenced in its entirety of 170 ft. with an existing hard barrier which provides security and controls access through features which include brick wall, an apartment building, chain link fence and cement block wall commencing at the Parsons Street property line north as follows:

- 5 ft. long brick wall 4 ft. high,
- 30 ft long brick wall 6 ft. high,
- 30 ft. long brick wall 7 ft. high,
- 40 ft. long 8 story building at the property line,
- 20 ft. long chain link fence 8 ft. high,
- 45 ft long concrete block wall to the rear property line 5 ft. high.

At the rear of the western boundary the concrete block wall continues east along the entire rear of the property (250 feet) where it meets the existing, permanently closed St Patrick Church building. The rear wall at the western end is 5 ft. high for 100 ft. and 6 ft. high for the 150 ft. remainder of its course except for a 4 ft. wide steel gate which provides access to the alley.

The Senior Center and the Church prevent any access to the eastern rear of the Senior Center property except for a 7 ft. high steel gate which is secured and padlocked.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ralph C. Wilson Agency, Inc Box 5069  Southfield MI 48086-5069		<b>CONTACT NAME:</b> Patricia Brandemihl <b>PHONE (A/C, No, Ext):</b> (248) 355-1414 <b>E-MAIL ADDRESS:</b> pattyb@rcwa.net	<b>FAX (A/C, No):</b> (248) 304-0877
<b>INSURED</b>  St. Patrick Senior Center, Inc. 58 Parsons St.  Detroit MI 48201		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Wesco Insurance Company	<b>NAIC #</b> 25011
		<b>INSURER B:</b> Accident Fund National Insurance Company	12305
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 22-23 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			WPP1898892	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			WPP1898892	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			WJM1887607 02	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	100079931	12/31/2022	12/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Detroit 200 Coleman A Young Municipal Center Detroit MI 48226-3400	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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## *St. Patrick Senior Center, Inc.*

58 Parsons St., Detroit, MI 48201-2202

Tel: 313-833-7080 ♣ Fax: 313-833-0128

[www.stpatsrctr.org](http://www.stpatsrctr.org)

E-mail: [info@stpatsrctr.org](mailto:info@stpatsrctr.org)

*Sharing, Caring and Loving the Elders We Serve Since 1973*

March 17, 2023

Orchestra Place  
100 Parsons  
Detroit, MI 48201

We would like to make you aware of and invite you to attend our 46<sup>th</sup> Annual Irish Festival. This has been a community event for over 45 years. Below are the details of the event.

**What:** St. Patrick Senior Center Irish Festival

**When:** Sunday, May 21, 2023 from 1:00 pm to 8:00 pm

**Where:** 58 Parsons, Detroit, Michigan 48201

Thank you for being a wonderful neighbor. If you have any questions or concerns, please contact SaTrice Coleman-Betts or Vince Borowski. Our email and phone number are (313) 833-7080, [vince@stpatsrctr.org](mailto:vince@stpatsrctr.org) or [src.betts@stpatsrctr.org](mailto:src.betts@stpatsrctr.org).

Sincerely,

SaTrice Coleman-Betts  
Executive Director

#### BOARD OF DIRECTORS

*Executive Committee: John Bentley, Chairperson ♡ Patricia Rencher, Vice Chairperson ♡ Sandra A. Coleman, Secretary ♡ Patrick O'Hara, Treasurer*  
*SaTrice Coleman-Betts, Executive Director ♡ Directors: Carolyn Collins ♡ Frank Crawford ♡ Amy Dillion ♡ Nona Harris ♡ Faith Hopp, MSW, PhD ♡ Donna*  
*McAlister ♡ Jimmy Roberts ♡ Barbara McKeand-Stevenson ♡ Rose Parker ♡ Patricia Battersby, Legal Counsel*

**Racine Dominicans, Founders**



## *St. Patrick Senior Center, Inc.*

58 Parsons St., Detroit, MI 48201-2202

Tel: 313-833-7080 ♣ Fax: 313-833-0128

[www.stpatsrctr.org](http://www.stpatsrctr.org)

E-mail: [info@stpatsrctr.org](mailto:info@stpatsrctr.org)

*Sharing, Caring and Loving the Elders We Serve Since 1973*

March 17, 2023

Detroit Symphony Orchestra  
3711 Woodward Avenue  
Detroit, MI 48201

We would like to make you aware of and invite you to attend our 46<sup>th</sup> Annual Irish Festival. This has been a community event for over 45 years. Below are the details of the event.

**What:** St. Patrick Senior Center Irish Festival

**When:** Sunday, May 21, 2023 from 1:00 pm to 8:00 pm

**Where:** 58 Parsons, Detroit, Michigan 48201

Thank you for being a wonderful neighbor. If you have any questions or concerns, please contact SaTrice Coleman-Betts or Vince Borowski. Our email and phone number are (313) 833-7080, [vince@stpatsrctr.org](mailto:vince@stpatsrctr.org) or [src.betts@stpatsrctr.org](mailto:src.betts@stpatsrctr.org).

Sincerely,

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March 17, 2023

Advance Plumbing  
150 Parsons  
Detroit, MI 48201

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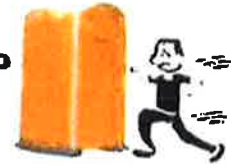
**Racine Dominicans, Founders**

Service Stops:

ORDER CONFIRMATION [AN Route:8 Stop:1]

Parkway Services, Inc.

We're There  
When You Gotta Go



Portable Toilets & Septic Service  
2876 Tyler Road  
Ypsilanti, MI 48198

Ph: 734-482-7633

Fax: 734-482-7632

Service Address
ST. PATRICKS Festival Senior Center 58 PARSONS DETROIT, MI 48201

Billing Address
St. Patricks Atten: Accts. Payable 58 Parsons DETROIT, MI 48201

Phone: (248) 925-9116

Contact: Vince Borowski

Phone: (313) 833-7080

Contact: Satrice Coleman-Betts

Order #: 121509 - 0

121509 01

Site #	Cust #	Sched Date	Day	Time	Clerk	Req Date	Route	P.O.#	Terms	Sales Source/Cred	Mkt/Tier
14750	STPATRICKS	Mar 08, 23	Wed	00:00:00	KM	Mar 8, 23	8		COD	CI/KM	SP/

ORDER CONFIRMATION - Ord# 121509

Driver=AN Route=8 Stop=1 Truck= Trailer=

SN# =

Page 1 / 1

Invoice Note: 2 standard portable toilet units @ \$120 each  
for special event on Sunday May 21, 2023  
includes hand sanitizer, toilet paper, delivery and pick up  
Deliver Friday/Pick up Monday  
Total: \$240  
Ordered by Vince B. 3-8-23

Units: PTZ 2

Existing Units:

Serial#

Message	**Sign White office copy below & return to us.** Email to: parkwayservicesinc@yahoo.com
Map:	Lat = 42.34822 Long = -83.0595
Directions:	between Woodward & Cass by Max Fisher Music Center and Wayne State

Customer Signature:

Print Name:

Driver:

Date:

3/17/23



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March 17, 2023

Orchestra Place  
100 Parsons  
Detroit, MI 48201

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150 Parsons  
Detroit, MI 48201

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# DETROIT FIRE DEPARTMENT

## City Clerk's Petition Form

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

Event: 46<sup>th</sup> Annual St. Patrick Irish Festival

Petition: # 2023-098 Event Date: 5/21/23

Date Received: 3/21/23 Date Forwarded: 3/22/23

Forwarded By: Dennis Hunter, Chief of Fire Prevention

Division/Personnel Assigned: Fire Marshal Division

Contact Made: NO Date: 5/3/23

Action/Recommendation/Summary: SPECIAL EVENT SUGGESTION FOR APPROVAL DELAYED DUE TO INCOMPLETE TENT PERMITTING PROCESS AND EMERGENCY ACTION PLAN SUBMITTAL. FIRE MARSHAL DIVISION SERVICES ARE REQUIRED DUE TO OCCUPANT LOAD AND TENT STRUCTURES.

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Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to St. Patrick Senior Center, Inc to host the 46<sup>th</sup> annual St. Patrick Irish festival on May 21<sup>st</sup>, 2023 from 1:00P to 8:00P

**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.