

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.	2023-124
Name of Petitioner	Mexicantown Community Development Corporation, Inc.
Description of Petition	Petition to hold "Concert of Colors with Mexicantown" at In the designated stage and concert area behind 1761 21st Street., on June 3, 2023 from 2:00 PM to 8:00 PM.
Type of Petition	<b>Special Event</b>
Submission Date	4/3/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Raymond Lozano Mexicantown Community Development Corporation, Inc. 2835 Bagley, Suite 895 Detroit, Michigan 48216 313.626.6232 (office) 248.470.0588 (mobile) raymond.lozano@mexicantowncdc.org

## MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 124 Event Name: Concert of Colors with Mexicantown

Event Date : June 3, 2023 1p-8p

Street Closure: 21st and Bagley Sts

Organization Name: Mexicantown Community Development Corporation, Inc.

Street Address: Bagley, Suite 895 Detroit, Michigan 48216

Receipt date of the <b>COMPLETED</b> Special Events Application:	5/12/23
Date of City Clerk's Departmental Reference Communication:	5/12/23
Due date for City Departments reports:	5/12/23
Due date for the Coordinators Report to City Clerk:	5/12/23

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: \_\_\_\_\_
- 24-Hour Liquor License**

**Petition Communications** (include date/time)

We are hosting the Concert of Colors with Mexciantown concert from 2:00 pm to 8 pm at 21st Street and Bagley on Saturday June 3rd 2023. We will have a popular band named "Las Cafeteras" from Los Angeles along with two local performers, a guitarist and a Mariachi singer along with two folkloric groups and

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

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Health Dept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bldg & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Municipal Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DDOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**MAYOR'S OFFICE**

Signature: **Elisa Malile**

Digitally signed by Elisa Malile  
Date: 2023.04.28 13:12:46 -04'00'

Date: 5/12/23

## 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.

## 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.

## **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.

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

Begin Set-up Date: June 3, 2023 Time: 8:00 am Complete Set-up Date: June 3, 2023 Time: 1:00 pm

Event Start Date: June 3, 2023 Time: 2:00 pm Event End Date: June 3, 2023 Time: 8:00 pm

Begin Tearing Down Date: June 3, 2023 Complete Tear Down Date: June 3, 2023

Event Times (If more than one day, give times for each day):  
1:00 pm to 9:00 pm on Saturday June 3, 2023.

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Stage and designated concert area behind 1761 21st Street

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 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:

We are hosting the Concert of Colors with Mexciantown concert from 2:00 pm to 8 pm at 21st Street and

Will a sound system be used?  Yes  No

If yes, what type of sound system? See attached Stage and Sound Agreement.

Describe specific power needs for entertainment and/or music:

One silent gas powered generator to provide the needs of the P.A. system and the musical instruments.

How many generators will be used? One

How will the generators be fueled?  
Generator is powered by gas.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
There is little to no impact as there are very few residents living nearby the MexicantownCDC campus.

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

Indicate what steps you have or will take to notify them of your event:  
I attend the organization's monthly meetings to announce the event. and answer questions.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth	None	N/A
Tents (enclosed on 3 sides)	None	N/A
Canopy (open on all sides)	One	Covering stage
Staging/Scaffolding	One	20 x 24
Bleachers	None	N/A

## Section 9- COMPLETE ALL THAT APPLY

**Emergency medical services?**

Contact Person: Hart EMS Medical Services

Address: 5201 Rosa Parks Blvd.

City/State/Zip: Detroit, Michigan 48208

**Name of company providing port-a-johns.** Scotty's Potties

Contact Person: Bob's Sanitation Services, Inc.

Address: 27940 Wick Road

Phone: 734.421.1400

City/State/Zip: Romulus, Michigan 48174

**Name of private catering company?** None

Contact Person: N/A

Address: N/A

Phone: N/A

City/State/Zip: N/A



**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**
- 6) Sound and Stage Agreement
- 7) Save the Date Flyer

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

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to Mexicantown Community Development Corporation, Inc. to host Concert of Colors with Mexicantown on June 3, 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.

**Community Communication**  
**Save the Date Flyer**  
**and**  
**Site Plan**



Mexicantown Community Development Corporation

**Presentations were made both to the Hubbard Richard Residents Association(HRRA) at their Tuesday March 28, 2023 meeting and to the Mexican Patriotic Committee (MPC) meeting at their Tuesday March 7, 2023 meeting. The organizations are in support of our event and will also participate in attending and volunteering.**

CONCERT OF COLORS



aetna CVSHealth.



P R E S E N T / P R E S E N T A N



*Las Cafeteras*



DJ CISCO

RICANSTRUCTION

CAMILA CANTU

GABRIEL DURAN

# CONCERT OF COLORS

Mexicantown Plaza at 37th and Bagley

Free Admission/ Entrada Gratis

[www.mexicantowncdc.org](http://www.mexicantowncdc.org)  
@MexicantownCDC

More info and Sponsorships opportunities:  
[info@mexicantowncdc.org](mailto:info@mexicantowncdc.org) | 313-626-6232

2:00PM

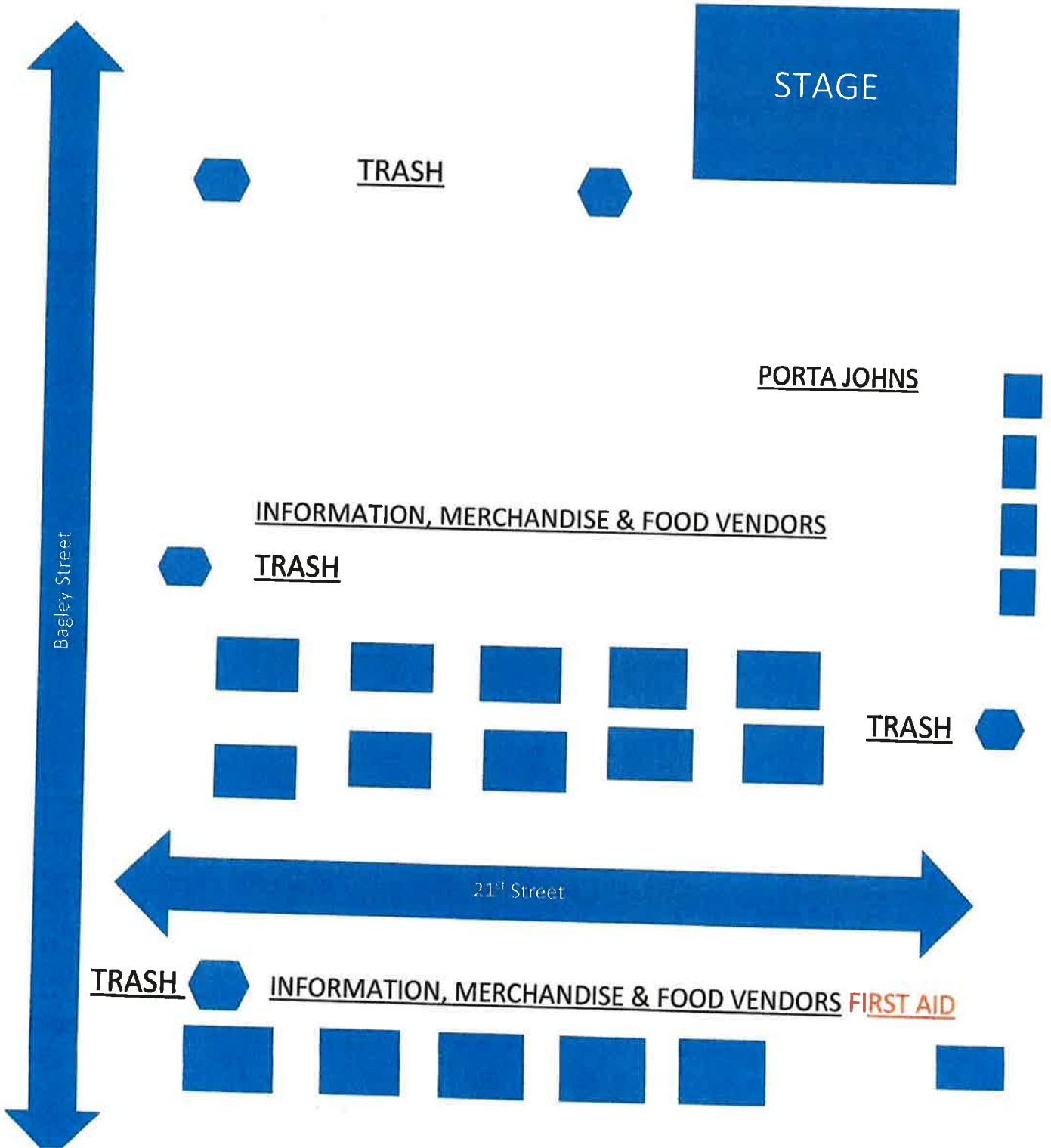
*Jueves 3 de junio, 2023.*

06/03/23



# CONCERT of COLORS with MEXICANTOWN

## SITE PLAN



# **Certificate of Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/29/2023

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 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> Valenti Trobec Chandler Inc 1175 W. Long Lake Ste. 200  Troy MI 48098		<b>CONTACT NAME:</b> Marjorie Garavaglia <b>PHONE (A/C, No, Ext):</b> (248)828-3377 <b>E-MAIL ADDRESS:</b> mgaravaglia@vtcins.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Mexicantown Community Development Corporation 2835 Bagley Ste. 895 Detroit MI 48216		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Michigan Millers Mutual Ins Co NAIC # 14508 <b>INSURER B:</b> Accident Fund <b>INSURER C:</b> Arch Insurance Company 11150 <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 23-24 Master Liab 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	<b>COMMERCIAL GENERAL LIABILITY</b> <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:			C0525718	2/1/2023	2/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			C0525718	2/1/2023	2/1/2024	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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			L0304231	2/1/2023	2/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ARP12001789600	2/7/2023	2/7/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 500,000 E.I. DISEASE - EA EMPLOYEE \$ 500,000 E.I. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			NFP0123291	5/1/2023	5/1/2024	\$2,500 Deductible \$2,000,000

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

<b>CERTIFICATE HOLDER</b>  *****For Informaiton Only*****	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> Alan Chandler/MGARAV <i>Alan P. Chandler</i>



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

**Resolved**, The Mayor's Office is hereby authorized and directed to issue permits to Mexicantown Community Development Corporation, Inc. to host Concert of Colors with Mexicantown on June 3, 2023 from 1:00P to 8:00P

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