

City of Detroit General Services Department Detroit Parks and Recreation Division (*DPRD*)

Reservations and Permits Information Sheet

Please read and review this document prior to applying for a permit or reserving a facility at:

https://register.capturepoint.com/reg/facility_list.cfm?a=1398

Special Events Guidance, Processes, Definitions and Frequently Asked Questions

Detroit's public parks host events ranging from 65,000-person multiday music festivals to small family gatherings. All events of a certain size and scope must be properly permitted with the city to ensure safety or participants, availability of the park or structure, minimize any harmful impact on neighboring communities and ensure proper city services have been coordinated. Fees for special events and for reserving park facilities are approved by the Detroit City Council and updated regularly. You can find our most current fees at the bottom of this information sheet.

A Permittee is required to obtain a Parks & Recreation Department Special Events Permit from the division to conduct any of the following event types and or activities within parks and recreational facilities:

- Events reasonably resulting in more than 45 individuals
- Marches
- Parades (*i.e., large public procession, often of a festive nature. Including bands, floats, etc.*)
- Processions (*i.e., a procession, moving along in a ceremonious, orderly manner*)
- Picnics
- Rallies (*i.e., a large gathering of people focusing on a political protest or to support a cause*)
- Concerts (*i.e., public musical performances with numerous singers and or musicians*)
- Sporting Events
- Festivals (*i.e., festive activities, cultural events, food or entertainment*)
- Walkathons
- Bike Races and or Rides

Events that include any of the below criteria can trigger a lengthier permitting process through the Special Events Management Team (SEMT) which includes representatives from several departments and divisions:

- Attendance over 250 people
- Structures or canopies over 10'x10'
- Vending
- Alcohol
- Food trucks/catering
- Amplified Music

Events that do not require this process are events resulting in less than 45 individuals. However, if a request involves fewer than 45 individuals, but includes tents, inflatables or the need for a shelter, you will need a permit.

Once the type of event has been determined the permittee is required to complete the Events & Programming Application or the Athletic Field Application with a suggested submission of **60 days** prior to the desired event date. If one of our many public spaces won't suffice for your special event, DPRD Special Events Division is also responsible for both Hart Plaza and Spirit Plaza.

Upon submittal, the application will be evaluated by recreation staff, with an approval or denial being issued within 3 - 5 days of review. Also, please be aware that applications will be reviewed for facets that fall outside of the approval of DPRD, such as vending, public health and safety, street closures or potential alcohol use that may require the submission of additional applications, and or City Council approval.

Item	Resident	Non-resident
Canopy Permit (10x10 or less; max 2)	\$30	\$40
Picnic Shelter	\$75	\$100
Inflatable Permit (max 2)	\$30	\$40
Special Event (1-4 hrs)	\$750	\$850
Special Event (5-8 hrs)	\$1500	\$1600
Festival/Concert (per day)	\$5000	\$5100
Festival/Concert Security Deposit	\$5000	\$5000
Special Events Vending	\$250	\$250

more detailed rates for specialty venues like Hart Plaza and Historic Fort Wayne are available upon request

City of Detroit Special Events Management Team Process

Please visit the below link to determine if your event requires a special events permit:

<https://detroitmi.gov/departments/media-services-department/special-events>

If your event requires a special events application, please complete the application at least 60 days prior to the event. Applications are reviewed biweekly. The Special Events Management Team (SEM)T decides which departments will need to permit and approve the event. SEMT will approve or disapprove your event and for to the Detroit City Council for review and consideration.

Detroit Parks and Recreation Special Events Process

You are required to reserve a city park or recreation center if you would like to host an event. If your event requires a special events application, you are still required to reserve the facility or park. If your event has over 45 attendees, you are required to have a permit.

Contact Grace Wimbley if you have questions or concerns.

Phone: 313-938-2199

Email: grace.wimbley@detroitmi.gov

Processing typically requires 2-3 weeks. However, times vary based on volume of request during busy periods. The permitting team will review your application and assesses necessary fees. Pre-approval is sent along with an invoice through the email you provide. Within two weeks or pre-approval, you must pay the invoice amount. If the 14-day period lapses, you will need to reapply. Once payment is received you will receive your permit. Please print or save the permit on your phone if you are asked to present your permit during your event. If you have an inflatable at your event, you must pay the required fee and submit an insurance document from your inflatable vendor or any third-party vendor.

Frequently Asked Questions:

1. Can I Promote my event before an approved permit has been issued?
 - a. No.
2. Why do I need a permit?
 - a. Permit authorizes usage of park shelters and green space.
3. If I rent park space, is the park still open to the public?
 - a. Yes.
4. What is the max amount of people that I can have at my park event?
 - a. 250 ppl **additional approval may be needed**
5. What is greenspace?
 - a. The grass area of park that is at least 50ft away from a park shelter.
6. What is a site plan?
 - a. A clear detailed layout of your proposed event space.
7. Can I vend in a city park?
 - a. Yes, with proper licenses and permits.
8. How long is my shelter permit?
 - a. Shelter permits are for the entire day from 6an-10pm.
9. Can I have an inflatable at my park event?
 - a. 3rd party vendors such as Inflatables, Petting Zoos, Game Trucks, etc. must be permitted for a fee of \$30 per item and must have an insurance document from the company that is providing the service in the park. The company is required to add the City of Detroit as a Co-Insurer for the day of event. The insurance document must include "City of Detroit" and "115 Erskine St Det Mi.48201." This

document must be emailed to grace.wimbley@detroitmi.gov prior to the issuance of a permit.

10. Do I have to clean up after my event?

- a. Park Ambassadors can report your event for failure to clean after your event and you can receive a littering ticket.

As you prepare for your event in one of our many public parks, recreation facilities or public spaces there are rules and regulations that you must be aware of and adhere to during your visit.

PARK RULES

NO PARKING OR DRIVING OF VEHICLES ON THE GRASS

§ 33-1-42 & §33-1-43

PARK HOURS ARE FROM 6:00 AM to 10:00 PM

§ 33-1-15

1. NO WEAPONS, DRUGS OR ALCOHOL. §31-5-1 & §31-5-2
2. No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation). §31-5-1, §31-5-4, & §31-5-6
3. No speeding or reckless driving (burning or squealing of tires).
4. PARKING OR DRIVING of vehicles, including ATV's on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. §33-1-42 & 33-1-43
5. No amplified music.
6. Shelters, canopies (tents), inflatables, fields and photography/filming must be reserved by permit. Contact the Recreation Department at (313)224-1100.
7. Permit holders and vendors erecting canopies and inflatables may not drive on the grass (Parts and equipment may be carried by handcart).
8. Permit fees are non-refundable.
9. Barbeque grills may not be placed under shelters, canopies, near trees, buses, tables, buildings or within 25 feet of an inflatable. Ashes and coals must be placed in hot coal containers only. Propane canisters and gas grills are prohibited for safety and liability.
10. GRILLS OF ANY TYPE, ARE PROHIBITED IN THE AREAS OF BUILDINGS, PLAYSAPES, PLAY AREAS and ATHLETIC FIELDS.
11. Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit. §33-1-18

12. No commercial photography/filming without authorized permit.
13. Area must be cleaned prior to leaving §33-1-19
14. Inflatables may not be used for commercial activity (this includes selling, charging admission, etc.). An adult over 21 years of age must always supervise the usage of inflatables.
15. No skating on buildings or structures. §33-1-27
16. No overnight camping is permitted. §33-1-32
17. Do not cut, scratch, burn, or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soils. §16-3-4, §16-3-5 & §33-1-12
18. Dogs must be on a leash no longer than 72 inches. Dog owner must clean up after their dog. §33-1-25 & §33-1-19.
19. No pets in or on play areas, play equipment, or sports fields

No ATVs, model aircrafts, model automobiles, go carts, model boats or any other type of unlicensed combustion powered vehicle allowed. §33-1-29 & §33-1-42

SHELTER RULES

Permits available 60 days to 1 year in advance, other times are available on a first-come basis.

Permit required weekends and holidays

1. No parking or driving of motorized vehicles on non-designated areas including for unloading. § 33-1-42 & §33-1-43
2. PARK / SHELTER HOURS 6:00 AM TO 10:00 PM § 33-1-15
3. No weapons, drugs or alcohol §31-5-1 & §31-5-2
4. No amplified music without permit.
5. Area must be clean prior to leaving. §33-1-19
6. No propane canisters or gas grills. Ashes/coals must be placed in hot coal containers only.

Spirit Plaza Rules

Plaza Hours 6am-10pm

Any Commercial Activities Require a Permit.

1. No Loitering, etc., in parks or playgrounds after closing. § 33-1-15.
2. No Advertising, placing of signs, etc. § 33-1-17.
3. Stage Usage by Reservation Only.
4. NO WEAPONS, DRUGS OR ALCOHOL. §31-5-1 & §31-5-2

5. PARKING OR DRIVING of vehicles, including ATV's, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. § 33-1-42 & §33-1-43
6. Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., not allowed without a permit. §33-1-19
7. Dogs must be on leash no longer than 72 inches. Dog owner must clean up after dogs. §33-1-25 & §33-1-19
8. No disorderly conduct. §31-5-1
9. No Amplified Music.
10. Area must be cleaned prior to leaving. §33-1-19
11. Grills of any type are prohibited in the area of buildings playscapes, play areas and athletic fields.
12. Photography/filming must be reserved by permit
13. No removal of any park property.