

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.communitypass.net/DetroitCityof>

Special Events Guidance, Processes, 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 of 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.

There are three main levels of events:

- Events that do not require a permit
- Events that require a Park Permit
- Events that require a full review by the Special Events Management Team

Special Event Levels:

1. No Permit Required *(must meet all criteria and abide by all park rules)*

- **Less than 45 people**
- **NO structures (including pop-up 10x10 tents)**
- **NO inflatables**
- **NO vending**
- **NO alcohol**
- **NO amplified music**

Examples include small family reunions, family picnics, pickup basketball games.

If you wish to have exclusive use of a ballfield, tennis/basketball court, or picnic shelter for your event you must reserve that space with the City through our reservation and permits system CommunityPass. If someone shows up with a reservation for a space you are occupying you must leave and allow the permit holder to have their event. Permits are the only way to secure your location.

2. Park Permit Required *(if your event includes any criteria listed below)*

- **Over 45 people**
- **Includes 10x10 (or larger) structure**
- **Inflatable present**
- **Vending**
- **Alcohol**
- **Amplified Music**
- **Event organizer wants exclusive use of a park shelter, field, or court**

Examples include: larger family reunions with structures, and music, medium sized corporate events, and outdoor weddings/receptions

Park Permit Process (allow 2-3 weeks minimum)

- Set up an account in CommunityPass
- After account set-up, click Register/Reserve Now
- Select options meeting your event needs
 - For events less than 75 people select Small Event Application
 - For events more than 75 people select Large Event Application
- The Park Permitting team reviews the application and assesses necessary fees (takes 2-3 weeks)
- Pre-approval is sent along with an invoice through the email you provided in CommunityPass. **Be sure to check your junk mail in case your email account diverts the Community Pass email.**
- Within two weeks of receipt, and before your event takes place, 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 by email in a PDF.
- You can print it out or have it available if requested through your phone.
- If you have an inflatable, other vendor at your event we must receive the fee along with an insurance document from your vendor.
- 10x10 tents are also subject to a fee listed at the bottom of this info sheet.

3. Full Review by Special Events Management Team Required

(if your event includes any criteria listed below)

1. Attendance over 250 people
2. Structures or canopies over 10'x10'
3. Vending
4. Alcohol
5. Food trucks/catering
6. Amplified Music

Examples include: large class reunions, music, art, or cultural festivals, weddings or events with large tents, large sport tournaments, etc.

The Special Events Management Team or **SEMT** is comprised of representatives from many City departments and divisions that must approve large, high impact events. Representatives from Fire, Police, Health, Recreation, and other departments must all pre-approve these high impact events to ensure safety and mitigate impact on the surrounding community. Based on SEMT's recommendation, City Council then votes to approve these events.

SEMT Process (allow 60 day minimum)

*note this process is not controlled by the Recreation Department. The steps below may change depending on your event and the needs of the SEMT

1. If you meet any of the criteria listed above, at least 60 days prior to your event, you must submit the Special Event Application located here:
<https://detroitmi.gov/departments/media-services-department/special-events>
2. Submitted applications are reviewed every two weeks
3. You will be asked to present your event to the SEMT and answer any questions they may have.
4. SEMT will then pre-approve or disapprove your event and submit your event for approval by city council
5. You must go to various departments to get each approval, permit, and pay applicable fees.
6. Pending council approval and when permits and fees for all divisions are complete, you can hold your event.

Note you cannot advertise any event until you have the proper permits

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:

- Vending
- Alcohol

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.

SCHEDULE OF FEES

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 (SEMT) decides which departments will need to permit and approve the event. SEMT will approve or disapprove your event and forward to 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: 313.720.5432

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 ppl I can have at my Park Permit event?**
 - a. 250 ppl **additional approval may be needed**
5. **What is greenspace?**
 - a. The grassy 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 that is required for larger events that may include canopies, inflatables, vendors, portable toilets, etc.
7. **If I rent park space, is the park still open to the public?**
 - a. Yes.
8. **What is the max amount of people that I can have at my park event?**
 - a. 250 ppl **additional approval may be needed**
9. **What is greenspace?**
 - a. The grass area of park that is at least 50ft away from a park shelter.
10. **What is a site plan?**
 - a. A clear detailed layout of your proposed event space.
11. **Can I vend in a city park?**
 - a. Yes, with proper licenses and permits.

12. How long is my shelter permit good for??

- a. Shelter permits are for the entire day from 6am-10pm.

13. Can I have an inflatable at my park event?

- a. 3rd party vendors ex Inflatables or Petting Zoo, Game Trucks. Must be permitted \$30 per item, WITH an insurance document from the company that is providing the service in our park. The company would add the City of Detroit as a Co-Insurer for the day of event. That document would name the City of Detroit Recreation Division and the address 115 Erskine St, Detroit MI, 48201. This insurance must be mailed to the Park Permit Coordinator before your event

14. How do I handle cleanup after my event?

- a. All refuse must be placed in appropriate containers in the park. If trash cans are full call the Park Hotline at

15. Can I be fined for leaving my space dirty?

- a. Yes. You can receive a littering ticket if you don't clean up after your event. Park Ambassadors and other park users can report your event for leaving a space dirty. Please do your part to keep our parks beautiful for the next visitors.

16. What if my space is dirty before I hold my event?

- a. Please report the dirty space before you hold your event through the Improve Detroit App. This will place a work-order with city crews and ensure you are not fined for a previous users mess.

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, PLAYSCAPES, 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

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.