

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS APPLICANT GUIDE



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## Overview

The City of Detroit hopes to help make your special event as successful as possible. This guide was created to help you prepare all the documents you will need for your application and inform you of all the steps you will need to take based on the specifics of your event.

**Remember, never advertise events that are not yet approved.** Some events may not be approved because of safety concerns or other conflicts. It is important to wait until the event is formally approved to notify attendees or sell tickets. Any venues used for events must be in compliance with City regulations.

The Special Event Application must be completed in full and **submitted 60 days prior** to the event. Your event is subject to automatic denial if it is not submitted 60 days or more prior to the start date of the proposed event.

Some events do not require a Special Events Application. Generally, there are two types of events: Special Events and Permitted Events. If you are not sure if your event is a Special Event you can apply through this process and our team will help you determine what approvals are necessary for your event.

**Special Events** require a Special Events Application, city department sign off, and City Council approval. These include festivals, parades, carnivals, or events that involve ticket sales on city property, donations on city property, closure of any right-of-way (i.e. street closures), and events that utilize Hart Plaza.

**Permitted Events** are events that require a city department permits but do not require City Council sign off. Events that involve ticket sales on city property or donations on city property are Special Events. Typically, residential block parties or private, invitation-only events are Permitted Events, not Special Events.

Block parties do not require a Special Events Application, however, they do require DPD notification and are subject to DPD approval in conjunction with obtaining the proper permits. Please notify your local precinct and ensure your event is properly permitted. Tent Permits may be required.

Upon submittal, all relevant City of Detroit departments will review the application. Applicants will be contacted to provide additional information or meet with city departments if needed.

**Once you have received council approval you are NOT yet ready for your event.**

You will still need to apply for any permits, complete payments, schedule inspections and finish any other required documents. Please be aware that 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.



## Summary of Application Requirements

Below are general guidelines for what your event may need before, during, and after you complete your Special Events Application. Please keep in mind this is a basic overview of requirements – you may be required to complete or provide other materials based on the specifics of your event.

**It is important to remember that once your event is approved by City Council, you are NOT finished!** You must complete all applicable permit applications, pay any invoices, schedule any necessary inspections, and complete all other requirements. If you fail to comply your event will be subject to enforcement.

## Summary of Separate Applications to be Completed

Please complete each of the applications that is applicable to your event. Each application may not be necessary for your event. Use the table below to learn more about when each separate application is required. If you do not complete each separate application pertaining to your event the permitting and licensing process may be delayed. Without proper permitting and licensure your event may be cancelled.

- [Park Permit through Community Pass](#)
  - Complete **before** Special Events Application
- [Marijuana Event Licensure and Requirements](#)
  - Complete **before** Special Events Application
- [Parks & Recreation Application for Special Event Locations](#) (Hart Plaza)
  - Complete **at the same time** as the Special Events Application
- [Right of Way \(ROW\) Permit](#)
  - Complete **at the same time** as the Special Events Application
- [Temporary Use Permit Process, eLaps](#)
  - Complete **at the same time** as the Special Events Application
- [QLine Track Access Permit \(TAP\) Application](#)
  - Complete **at the same time** as the Special Events Application
- [Special Events Vendor Application, eLaps](#)
  - Complete at least **2 weeks before** event
- [Wayne County Temporary Food Event License](#)
  - Complete **after** Special Events Application
- [Health Dept. Event Intake Form, Large Event Coordinators](#) (6+ food vendors)
  - Complete **after** Special Events Application
- Liquor License Process (see section below)
  - Complete **after event is approved** by City Council
- [Special Events License Application, eLaps](#)
  - Complete **after event is approved** by City Council
- Parking Meter Spaces Application (see section below)
  - Complete **after event is approved** by City Council



## Summary of Attachments Due with Application

Please attach the following documents if they are applicable to your event at the time of your Special Events application. Use the table below to learn more about when each document is required. If your application is incomplete additional documents will be requested before your application can be reviewed. Incomplete applications will not be reviewed until all materials have been submitted.

- **Applicant Signature Page** (always required)
- **Event Clean Up Plan** (always required)
- **Communication and Community Impact Plan** (500+ attendees)
- **Maintaining of Traffic Plan** (1000+ attendees or if you are closing a street)
- **Build and Breakdown Schedule** (if you are erecting any structures)
- **Site Map Plan** (if event involves temporary elements or will be in a city-owned park, greenway, or Hart Plaza)
- **Emergency Medical Contractor Agreement** (if applicable)
- **Barricades Provider Agreement** (if applicable)
- **Security Contractor Agreement** (if applicable)
- **Port-a-john Contractor Agreement** (if applicable)
- **Sanitation Contractor Agreement** (if applicable)

These plans will be requested separately, please create the applicable plan, and be prepared to submit when requested.

- **Security Plan** (300 or less attendees)
- **Emergency Response Plan & Emergency Medical Procedures** (300+ attendees)

## Special Events Application Components Table

Guideline	Requirement	Requirement Type	Submit with application?	Dept.
Will your event have less than 300 attendees?	Security Plan	Document Attachment	Will be requested separately	DPD, DFD, EMS
Will your event have over 300 people?	Emergency Response Plan & Emergency Medical Procedures	Document Attachment	Will be requested separately	DPD, DFD, EMS
	Communication and Community Impact Plan	Document Attachment	Yes	SEMT
Will your event have over 1000 people?	Maintaining of Traffic Plan	Document Attachment	Yes	DPW
All events must complete this step	Event Clean Up Plan	Document Attachment	Yes	SEMT, GSD
Will you be closing any part of a street, ally, or sidewalk?**	<a href="#">Right of Way (ROW) Permit**</a>	Separate Application	Complete at same time as special events application	DPW
	Maintaining of Traffic Plan**	Document Attachment	Yes	DPW
Will you be closing a state road or highway?	MDOT State Road Closure – DPW will be the contact point	N/A	N/A	DPW, MDOT
Will you be erecting or building any structures?	<a href="#">Temporary Use Permit Process, eLaps</a>	Separate Application	Complete at same time as special events application	BSEED, DFD
	Build and Breakdown Schedule	Document Attachment	Yes	BSEED
Will your event include any temporary structures, food trucks, installations, or other special hazards?	Site Map Plan	Document Attachment	Yes	BSEED, DPD, DFD, EMS, GSD
Are you using any tents larger than 10' x 12'?	Follow all DFD Tent Requirements	Guidelines to review	N/A	DFD

<b>(Anything smaller does not require a permit)</b>	<a href="#">Temporary Use Permit Process, eLaps</a>	Separate Application	Complete at same time as special events application	BSEED
<b>Will you be using any stages, generators, temporary lighting, wiring or electrical work?</b>	<a href="#">Temporary Use Permit Process, eLaps</a>	Separate Application	Complete at same time as special events application	BSEED
<b>Will your event include the sale or consumption of liquor?</b>	See Liquor License section below	Separate Application Process	Apply ASAP after City Council Approval	MLCC, DPD, DFD, BSEED
	Security Contractor Agreement	Document Attachment	Yes	DPD, DFD, EMS
<b>Will your event involve food trucks or mobile food units?</b>	Inspection upon request of Health Department or Food Unit	Inspection upon request of food unit or Health Dept.	Inspections must be requested at least a week in advance	DHD
	Special Events Vendor Application	<a href="#">Submit through eLaps</a>	Complete once approved by City Council*	BSEED
	Annual Fire Permit for Food Trucks with cooking equipment	Contact DFD for annual inspection	Inspections should be completed ASAP	DFD
<b>Will you be serving food (other than food trucks or mobile food units) at your event?</b>  <b>This includes serving ice in drinks.</b>	<a href="#">Wayne County Temporary Food Event License</a>	Separate Application	Apply after application is submitted	Wayne County
	<a href="#">Health Department event intake form for large event coordinators</a> (only required if the event has 6+ food vendors)	Separate Application	Complete once approved by City Council*	DHD
	Special Events Vendor Application	<a href="#">Submit through eLaps</a>	Complete once approved by City Council*	BSEED
<b>Will your event have non-food vendors?</b>	List of non-food vendors	<a href="#">Submit through eLaps</a>	Complete once approved by City Council*	BSEED



	Special Events Vendor Application	<a href="#">Submit through eLaps</a>	Complete once approved by City Council*	BSEED
<b>Will your event take place at Hart Plaza?</b>	<a href="#">Parks &amp; Recreation Application for Special Event Locations</a>	Separate Application	Complete at same time as special events application	GSD
	Site Map Plan	Document Attachment	Yes	BSEED, DPD, DFD, EMS, GSD
<b>Will your event take place at a city-owned park or greenway?</b>	<a href="#">Park Permit through Community Pass</a>	Separate Application	Apply BEFORE special events application	GSD
	Site Map Plan	Document Attachment	Yes	BSEED, DPD, DFD, EMS, GSD
<b>Will your event impact parking metered spaces?</b>	Parking Meter Spaces Application (see below)	Separate Application (contact MDP)	Complete once approved by City Council	MPD
<b>Will your event involve road closures along Woodward or any work within 50 feet?</b>	<a href="#">QLine Track Access Permit (TAP) Application</a>	Separate Application	Complete at same time as special events application	M1-Rail, QLine
<b>Will your event include carnival / riding devices, ticket sales / entry fee, be a circus, be a festival with vendors, or charge for parking using property that is not licensed as a parking lot?</b>	<a href="#">Special Events License Application, eLaps</a>	Separate Application	Complete once approved by City Council	BSEED
<b>Will you be contracting Emergency Medical Services?</b>	Emergency Medical Contractor Agreement	Document Attachment	Yes	DPD, DFD, EMS
<b>Will you be contracting sanitation services?</b>	Sanitation Contractor Agreement	Document Attachment	Yes	GSD
<b>Will you be contracting port-a-john restrooms?</b>	Port-a-john Contractor Agreement	Document Attachment	Yes	DHD

<b>Will you be contracting security services?</b>	Security Contractor Agreement	Document Attachment	Yes	DPD, DFD, EMS
<b>Will your event require barricades?</b>	Barricades Provider Agreement (the City of Detroit <b>does not</b> provide barricades)	Document Attachment	Yes	DPD, DPW
<b>Will your event include any of the following? (These are typically rare)</b> - Childcare - People staying overnight - Petting Zoo - Body Art (e.g. tattoos)	<a href="#">Childcare License</a>  <a href="#">Campground License</a>  Petting Zoo  <a href="#">State issued Body Art Temporary License</a>	Contact Health Dept.	After special events application is submitted	DHD
<b>Will your event include temporary cell phone towers a.k.a. COW's? (These are typically rare)</b>	Site review by Wireless Telecommunications Site Review Committee (WTSRC)	Site Review	After special events application is submitted	WTSRC
<b>Will your event involve the sale of marijuana?</b>	<a href="#">City &amp; State Marijuana Event Licensure and Requirements</a>	Separate Application	Complete <b>prior</b> to special events application	State Office, OMVE
<b>Will your event have amplified music?</b>	City noise ordinance prohibits amplified sound after 10pm, 11pm for Hart Plaza	N/A	N/A	DPD

\*These requirements must be submitted at least 2 weeks prior to the event

\*\*A walk may not require an ROW permit or Maintaining of Traffic Plan if the event will roll through stops and not require longer traffic stoppages (such as a parade or march)

**Acronyms:** Special Events Management Team (SEMT), Detroit Fire Department (DFD), Detroit Police Department (DPD), General Services Department (GSD), Detroit Health Department (DHD), Building Safety, Environment, and Engineering (BSEED), Municipal Parking Department (MPD), Office of Marijuana Ventures and Entrepreneurship (OMVE), WTSRC (Wireless Telecommunications Site Review Committee), MLCC (Michigan Liquor Control Commission)

# Detailed Application Requirements

## Security & Emergency Plans

These plans will be requested separately after completion of the Special Events Application. **These plans are required** to hold an event, please reply promptly when this request is received.

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 additional requirements based on the uniqueness of your event.

### **Security Plan (300 attendees or less)**

If your event will have 300 attendees or less, please create a Security Plan stating what you plan to do in the case of an emergency. Your security plan should be specific to your event, the venue, and the expected attendees. Include emergency contacts, an evacuation plan based on the event location, and identify the type of emergencies that might occur and how the event team would plan to respond. Add any other relevant information or safety plans.

See an Example Security Plan attached at the end of this document.

### **Emergency Response Plan (300+ attendees)**

Your Emergency Response Plan should identify emergency situations that could occur at or near your event venue and include clear plans for how event organizers and staff will act. You should have a clear evacuation plan in addition to other emergency response strategies. Include emergency contacts and event emergency point people. Please ensure any plans submitted are specific to your event, the venue, and expected attendees, not generic plans.

Examples of emergency plans and procedures are available online. [Here are Sample Emergency Plans from the State of Michigan.](#)



## **Emergency Medical Procedures**

You must meet the minimum staffing requirements for Emergency Medical Services as determined by the Area Having Jurisdiction (AHJ). (see chart below)

If your event only requires the presence of someone trained in first aid/cpr according to the chart below, you need only provide the following for your Emergency Medical Procedures:

1. The type and nature of event, location, length and anticipated attendance
2. A description of the onsite treatment facilities including maps of the special event site
3. The name and telephone contact information for the supervisor or the person who will be present at and in charge of the special event

If your event requires additional medical coverage, please read the following carefully:

In order to agree to or enter into a contract to provide medical coverage for a special event in the Detroit East Medical Control Authority (DEMCA), the agency agreeing to provide those services must hold a current DEMCA endorsement. This does not apply to events that require only the presence of someone trained in first aid/cpr, events where medical coverage is being provided by a healthcare system, or events that do not require the presence of a transporting ambulance.

The medical entity or agency responsible for the management and administration of medical care at a special event must submit a written special event medical operations plan that at a minimum contain the following information:

1. The type and nature of event, location, length and anticipated attendance.
2. Identification of sponsoring organization.
3. The name and qualifications of the special event EMS medical director and the special event EMS director.
4. A listing of all EMS agencies that will be involved, the type of EMS service each EMS agency will provide and the number and level of certification of EMS providers each EMS agency will provide, as well as the number and type of health care practitioners who are not participating on behalf of an EMS agency, including EMS providers who are not participating on behalf of an EMS agency, who will be involved.
5. The type and quantity of EMS vehicles and other vehicles, equipment and supplies to be utilized by each EMS agency that will be involved.
6. A written agreement with each EMS agency that has agreed to participate, in which the EMS agency identifies the type of EMS service, the number of EMS providers by certification level, the vehicles, the equipment and supplies it will provide.
7. A description of the onsite treatment facilities including maps of the special event site.

8. A description of the special event emergency medical communications capabilities.
9. A risk assessment for the event, and a plan for responding to a possible disaster or mass casualty incident at the event site, including a plan for emergency evacuation of the event site.
10. A plan for educating event attendees regarding EMS system access and specific hazards, such as severe weather.
11. Measures that have and will be taken to coordinate EMS for the special event or events with local emergency care services and public safety agencies-such as EMS, police, fire, rescue, and hospital agencies or organizations.
12. The name and telephone contact information for the supervisor or the person who will be present at in in charge of the special event.

In addition to the written operations plan an after-action report must be submitted within 30 days of the completion of a special event, the agency providing medical coverage must submit to the Detroit Fire Department Medical Director and Assistant Chief of EMS an after-action report containing the following information:

1. Number of attendees requiring medical intervention
2. Number of attendees transported from the special event
3. Number of attendees treated but not transported from the event
4. Nature of the medical calls for service
5. Synopsis of any major incidents that occurred during the event
6. Recommendations for improvement

After-action reports should be submitted to: [olkowskir4151@detroitmi.gov](mailto:olkowskir4151@detroitmi.gov) & [dunner@detroitmi.gov](mailto:dunner@detroitmi.gov)

*In order to ensure adequate care for medical emergencies, the matrix below is utilized by the Detroit Fire Department to determine types of medical resources at an event. Events with an estimated attendance of greater than 500 people or requiring specialized permits and/or plans below 500 attendees may require medical coverage.*

EVENT TYPE	CROWD SIZE (anticipated)	CPR / AED / 9-1-1 ACCESS	FIRST AID	BLS or ALS AMBULANCE	Mobile Teams
<b>CONCERT / MUSIC FESTIVAL</b>	<b>500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X		X	
	<b>15,500-50,000</b>	X	X	X	X
	<b>Over 50,000</b>	X	X	X	X
	<b>500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X	X	X	X

<b>ATHLETIC / SPORTING EVENT</b>	<b>15,500-50,000</b>	X	X	X	X
	<b>Over 50,000</b>	X	X	X	X
<b>PARADE* / BLOCK PARTY / STREET FAIR / OUTSIDE VENUE</b>	<b>500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X			X
	<b>15,500-50,000</b>	X	X	X	X
	<b>Over 50,000</b>	X	X	X	X
<b>CONFERENCE / CONVENTION</b>	<b>500 TO 2,499</b>	X			
	<b>2,500-15,500</b>	X			
	<b>15,500-50,000</b>	X	X	X	X
	<b>Over 50,000</b>	X	X	X	X

## Communication and Community Impact Plan

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, people, etc. This should be specific to your event and consider how your event will affect surrounding communities. You should include the following in your plan:

- How will your event impact the surrounding community (e.g. pedestrian traffic, sound carryover, safety, etc.)?
- What local groups / businesses have approved your event?
- Indicate what steps you have or will take to notify surrounding communities of your event
- Copies of any communications that you send to community members

## Event Clean Up Plan

Clean-up following the event is the responsibility of the applicant. Event sites must be returned to their original state; your cleanup plan should detail how you plan to ensure the public areas you use will be cleaned up properly. If you are contracting sanitation services, please provide the vendor agreement.

The City of Detroit encourages events to be environmentally friendly by reducing the amount of waste sent to the landfill. The [City of Detroit Event Waste Reduction Guidebook](#) will help you design a waste reduction program, answer your questions,



and provide you with the knowledge to be environmentally friendly in your cleanup plan.

### **Hart Plaza Clean Up**

If your event will take place in Hart Plaza, review the [grease disposal policy](#) and the [Hart Plaza Cleaning Policy](#). You must provide your own wastewater and grease disposal containers. Hart Plaza has contracted with Giant Janitorial services to clean during the event. You are responsible for removing any excess waste within 48 hours after your event ends.

### **Events with Fewer than 1,000 Attendees**

For smaller events of fewer than 1,000 attendees, your Clean Up Plan should include:

- How you will collect and dispose of waste
- The types of waste you anticipate
- Other clean-up plans based on the specifics of your event

### **Events with 1,000 Attendees or More**

For larger events of 1,000 attendees or more, your Clean Up plan should include:

- Waste services offered to the public (trash, single stream recycling, source separated recycling, composting)
- Waste services offered to event staff (trash, single stream recycling, source separated recycling, composting)
- For each waste service offered, please specify the materials which will be collected, and what facility they will be taken to
- How do you plan to reduce contamination in your stream?
- Who will haul the waste?
- What types of waste do you anticipate at the event?
- Will you be requiring vendors to use compostable or recyclable materials?
- What type of signage or educational materials will be posted at the event regarding the waste services you will provide?
- Do you have materials or food that will be donate or reused, and where will they be taken?
- Signage that will be used with collection bins and photos of collection bins
- RFP or contract with any additional outsourced hauler

### **Other Waste Elements**

Throwing waste/grey water that is used to hold down tents on the grass or into the flowers/plant life is damaging and illegal. Grey/wastewater change the soil and ground water quality. Wastewater collection containers can be purchased from porta john companies or obtained independently. Other wastewater, such as water

with grease in it, cannot be disposed of in the storm drains due to build-up. Food services that fry food must have a grease tank to collect debris. Include plans to dispose of these and other elements safely and legally in your Event Clean Up Plan.

## Right of Way Permits

A Right of Way (ROW) Permit is required for events 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. Permit costs may vary. The City Engineering Department will consider the emergency vehicle access, parking, and traffic congestion when approving your application.

Applicants are responsible for closing any sidewalk, alley, or portions/complete closures of any roadway by complying with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). Design guidelines are provided via the Michigan Department of Transportation Maintaining Traffic Typical library located [here](#). Applicants are responsible for a maintenance of traffic (MOT) design plan; and the implementation, maintenance and timely removal of all MOT devices.

You can find more information and apply for ROW permits through the Department of Public Works (DPW) [here](#). Unless highly necessary, it is best practice to avoid using streets that include transit routes as much as possible and to avoid closing Woodward Avenue. This will help city departments continue to provide essential service to community members.

## Parking Meter Spaces Application

If you plan to close any parking spaces, parking meters and parking garages must be rented for the time that the curb lane will be blocked from public parking. Learn more, complete the application, and submit payment by contacting the Municipal Parking Department (MPD):

[washingtonbr@detroitmi.gov](mailto:washingtonbr@detroitmi.gov)  
313-221-2541

[maddoxs@detroitmi.gov](mailto:maddoxs@detroitmi.gov)  
313-221-2520

## Maintaining of Traffic Plan

Your Maintaining of Traffic Plan (MOT) should include a written list of all street closures and a map showing closures. It should also detail any detours and/or alternate routes to ensure traffic is still able to flow along with a detailed plan of where barricades and signage will be placed. A map showing closures is mandatory.

If your event will follow a certain route (for example, a walk or parade), provide a text turn-by-turn description of your route from the route start point to end point. The wording should utilize cardinal directions (N, S, E, W) as well as street names. A map of the route is mandatory.

If applicable, include the name of the traffic control company you are hiring for managing closures / detours and the vendor agreement. See the Maintaining of Traffic Plan Example attached or find additional examples and guidelines [here](#).

## Closure Permit from the Michigan Department of Transportation

State roads, highways, and interstate on / off ramps are overseen by the Michigan Department of Transportation (MDOT) and require an MDOT closure permits. You are responsible for hiring a traffic control company to manage closures. MDOT permits are obtained through the Department of Public Works.

## Build and Breakdown Schedule

If you are planning to erect any structures for your event, including tents, bleachers, canopies, etc., please provide a schedule of when things will be erected before your event and when they will be broken down after your event.

## Site Map Plan

Your Site Map Plan should indicate:

- Public entrances and exits
- Location of all tent(s) in relation to the property lines and building(s)
- Location of all temporary structures (e.g. canopies, sound stages, inflatables, bleachers, etc.)
- Locations of merchandising booths
- Location of food booths and / or food trucks
- Location of waste, recycling, and compost receptacles and dumpsters (both front and back of house)
- Location of beverage booths
- Location of portable restrooms and handwashing sinks
- Location of First Aid
- Location of fire lanes
- Location of press area
- Special hazards (temporary installations of combustible/flammable liquids)

If you plan to have tents, your site plan must include:

- The means of egress (exits) and exit path(s) to the street, ally, 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

If your event will take place in a city owned park, greenway, or at Hart Plaza:

- Mark areas where the event will take place



- If you are reserving shelters, please color them in
  - If you need green space, please clearly show the area
  - Label all areas if there are several activities happening
  - Label the locations of stakes, if you will use any
- Mark all parking lots that the event will require – if applicable, describe the alternate parking arrangements and shuttling plans
- Mark the exclusive areas (*if applicable*) where the general public will not be allowed to access the event
  - Mark all entry and exit points to the barricaded / exclusive area
  - Mention the material used for the barricades / dividers / fencing
- Mark the route heavy vehicles (*pickup trucks or larger*) will take if they need to occupy the grassy area at any time
  - Describe vehicles planned for set-up and break down and the size of vehicles that will move on grass (this is not permitted in City parks without special permission and a restoration plan)

Take care to avoid sensitive / natural areas. Check the [parks and greenways page](#) for maps of these areas in high-use parks.

## Tent Permit

Tents larger than 10' x 12' should not be erected before obtaining a tent permit and should not be operated or occupied prior to inspection and formal approval by the Fire Marshal Division inspector. If any cooking is to occur in a tent, it must be a food grade tent with flame certification.

Formal approval will be issued in the form of a "Certificate of Inspection" signed and dated by the Fire Marshal Division 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 is the responsibility of the applicant to ensure that the tent is being operated and maintained in 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, such as exits, occupant loads, exit signs, emergency lighting, fire extinguishers, exit doors, hardware, or other considerations, contact the Detroit Fire Department, Fire Inspection Unit (see Contact List section).

Other DFD Tent Requirements:

- Tents larger than 10' x 12' (120 sq. ft.) shall submit plans for installation to the Detroit Fire Marshal Plan Review section
- Review the Tent Requirement Checklist attached at the end of this document

- Review Tent Restraint Documentation for Tents < or = 3600 sq. ft. attached at the end of this document
- Architectural Stamped plans / drawings for any tents > or = 3601 sq. Ft.

## Temporary Use Permit

Tents larger than 10' by 12', stages, fencing, generators, temporary lighting, and wiring or electrical work require a Temporary Use Permit from Building Safety, Environment, and Engineering (BSEED). [Applications can be completed online here.](#)

An inspector from the Building, Safety, Engineering, and Environmental Department will inspect prior to the event when necessary. If a problem is found it must be corrected immediately.

## Special Events License

You will need to apply for a Special Event License if:

- Your event is a circus or carnival and / or includes riding devices
- Your event involved ticket sales or a door entry fee
- Your event is a festival with vendors
- You will be using property (not licensed as a parking lot) for parking while charging a rate

You can apply for a Special Events License after you're your event is approved by City Council through [BSEED's Electronic Licensing and Permitting System \(eLAPS\)](#).

## Liquor License Requirements

For the sale or consumption of beer, wine, or spirits at an event, a Liquor License must be obtained from the State of Michigan through the Detroit Police Department (DPD), the Detroit Fire Department (DFD) and Building Safety, Environment, and Engineering (BSEED). The licensing process can take up a month.

Applications for a Liquor License for events held in an establishment without a liquor license may only be completed by a non-profit organization.

Applicants must first ensure that other necessary event permits are in order and that the event has been approved by City Council. Events that require a 24-hour Liquor License must contact DFD (see below) to schedule an inspection on or near the event date and complete payment. Once a DFD inspection is scheduled and paid for, the following materials should be gathered and submitted to DPD:

- Completed [State of Michigan Non-Profit Special License Application](#)
- The receipt of payment for an inspection from DFD

- If the non-profit listed on the application is new, include a copy of the Articles of Incorporation and the non-profit bylaws
- A \$100 liquor license processing fee

Once DPD has processed the application, they will notify the applicant that materials are ready for pick-up. The applicant will then submit the completed application, showing local government approval, to the State of Michigan at least 10 days prior to the date of the event (ideally much further in advance to avoid delays).

Once approved, applicants must submit a copy of the temporary Liquor License from the State of Michigan to the Business Licensing Department in BSEED to also receive a Temporary Liquor License permit from the City of Detroit.

Be sure to have the hard copy of the license present when a DFD Inspector arrives for an inspection. It can be in hand, or conspicuously posted at the event venue.

**DFD Inspections:** 313-596-2954

**DFD Permitting:** 313-596-2963 or email [firepermits@detroitmi.gov](mailto:firepermits@detroitmi.gov) (include contact name and number, org name and address, and event date, time, address)

**DPD:** 313-596-1954, [liquorlicense@detroitmi.gov](mailto:liquorlicense@detroitmi.gov)

**BSEED Licensing & Permits:** (313) 224-3179

## Food Trucks

All Special Transitory Food Units (STFUs - aka food trucks) or mobile food vendors must be licensed by BSEED. To be compliant with city regulations, food trucks require two Health Department inspections each year, that are requested by the food unit owner. Inspections cost \$90 each. If the Detroit Health Department requests an inspection, it will NOT count as one of the two required per year and there will be NO fee. Requests by the food unit owner must be made at least a week in advance of an event.

All food trucks that use fuel-fired cooking equipment must have a Fire Permit from the Detroit Fire Marshal Division Fire Prevention Section. Permits are issued annually and require an annual inspection by DFD. Food trucks can make an appointment for an inspection by calling 313-0596-2954.

## Marijuana Events

To host a marijuana consumption event, organizers must 1) obtain a state Marijuana Event Organizer Prequalification/License, 2) Register with City of Detroit as Marijuana Event Organizer, 3) complete the approval process through the OMVE Temporary Marijuana Event application, 4) complete a City of Detroit Special Events Application, and 5) obtain a State operating license from the Michigan Cannabis Regulatory Agency. These requirements should be completed at least **90 days** before the event start date.

The Office of Marijuana Ventures & Entrepreneurship (OMVE) oversees the license recommendation process for cannabis businesses and temporary events within the City, see more information at [www.homegrowndetroit.org](http://www.homegrowndetroit.org). Approved Detroit event organizers can be found here: [Detroit Approved Marijuana Event Organizers](#). Information about state licensure can be found [here](#) and an overview of the process for temporary marijuana events is located here: [Approval Process for Temporary Marijuana Events in Detroit](#).

## Serving Food Other Than Food Trucks

A temporary food license is required to serve food to the public from the same location for 14 consecutive days, or less. This includes assembling, preparing or serving food outside of a licensed facility. Bake Sales and prepackaged foods are exempt from licensing. A temporary food license is an agreement to operate in accordance with all applicable federal, state, and local laws. You can find more information about food safety and temporary licensing through Wayne County here: [Wayne County Temporary Food Event License](#).

As a reminder, you will need a container for wastewater should it be applicable. See the Clean Up Plan section for more information. If any cooking is to occur in a tent, it must be a food grade tent with flame certification.

## Rare Circumstances

Campground License – if your event will include attendees staying overnight, apply for a Campground License by contacting the Detroit Health Department (DHD).

Petting Zoo – if your event will include a petting zoo of any kind, please contact DHD to ensure you are in compliance.

Body Art Temporary License – this is issued by the state of Michigan and should be applied for on the state website, please also contact DHD.

Childcare License – if your event includes childcare you will need to apply for a Childcare License, contact DHD.

Site Review by WTSRC – if your event includes temporary cell phone towers (a.k.a. COW's) you will need a site review by Wireless Telecommunications Site Review Committee (WTSRC).

## Park Permits & Hart Plaza Application

To hold an even at a park or a city facility, including Hart Plaza, you must complete an application through the General Services Department (GSD) BEFORE completing a Special Events Application.

Park Permits may be obtained through Community Pass, [here](#). Please allow at least 21 days for processing.

The City strongly encourages a dialogue with the Parks division and advises applicants to plan special events in accordance with Parks recommendations, taking care to avoid any sensitive areas. You can check the [parks and greenways webpage](#) for more information.

Applications to hold events at Hart Plaza are located [here](#).

## QLine Track Access Permit (TAP) Application

If your event comes within 50 feet of the QLine track along Woodward it is important that the QLine team is aware. Contact the M1Rail QLine for a TAP permit [here](#) and view the application [here](#).

## Vendor Agreements

### **Barricades Provider Agreement**

The City of Detroit does **not** provide barricades. Please provide a copy of the vendor agreement.

### **Port-a-john Agreement**

The requirement for portable restrooms is 1 per 100 attendees. One handwash station is required per every 4-5 port-a-johns. Please provide a copy of the vendor agreement.

### **Emergency Medical Contractor Agreement**

Please provide a copy of the vendor agreement.

### **Sanitation Contractor Agreement**

Please provide a copy of the vendor agreement.

### **Security Contractor Agreement**

Please provide a copy of the vendor agreement.

## Mobility & Transit

Detroit transit teams are here to help! Regional transit is ready to work with you to make your events as accessible as possible.

When planning a route or street closure, here are a few tips to keep in mind:

- Avoid blocking Woodward Avenue when possible, many transit providers use Woodward to move passengers
- Try to avoid blocking bus or transit hubs
- Try to avoid blocking bus or transit stops or preventing transit access

### DDOT

When planning a route, please check for bus stops and routes on the blocks you are proposing to close. Google Maps is a helpful resource and typically displays nearby bus stops for any address or intersection if you zoom in. You can also enter an address in the [DDOT Trip Planner](#) and it will bring out the nearest bus routes and stops.

When possible, please try to avoid closures that might impact DDOT stops or routes. If you need help planning a route or road closure that might impact DDOT bus stops or routes, you can contact the DDOT team.

### Detroit Mobility Innovation

The Mobility team helps coordinate rideshare options and eScooters. If you are hosting a large event where rideshare pickup coordination is important or an event with crowds where eScooters should be strategically placed or geofenced, please reach out for assistance coordinating.

### The QLine

The QLine runs along Woodward and is a great way to help people get to events held in downtown or midtown. If you are hosting a large event that may drastically increase ridership, you can contact the QLine about adding service.

### People Mover

If you are hosting a large event that may drastically increase ridership, you can contact The People Mover about adding service.

## Contact List

<b>Special Events Management Team (SEMT)</b>	<a href="mailto:specialevents@detroitmi.gov">specialevents@detroitmi.gov</a> 313-269-7409
<b>Detroit Police Department (DPD)</b>	<b>2nd Precinct:</b> 313-596-5210 <b>3rd Precinct:</b> 313-596-1310 <b>4th Precinct:</b> 313-596-5410 <b>5th Precinct:</b> 313-596-5510 <b>6th Precinct:</b> 313-596-5610 <b>7th Precinct:</b> 313-596-5710 <b>8th Precinct:</b> 313-596-5810 <b>9th Precinct:</b> 313-596-5910 <b>10th Precinct:</b> 313-596-1010 <b>11th Precinct:</b> 313-596-1110 <b>12th Precinct:</b> 313-596-1210 <b>Downtown Services (Hart Plaza, Greektown, and Downtown Area):</b> 313 237-2850
<b>Detroit Fire Marshal Division (DFD)</b>	<b>Fire Marshal Division Plan Review Section</b> (Plan review submittals) <a href="mailto:Dfdplansexams@detroitmi.gov">Dfdplansexams@detroitmi.gov</a> <b>Fire Marshal Division Fire Prevention Section</b> (313) 596-2954 (Inspections) (313) 596-2932 (Public Assembly Unit) <b>General Email</b> <a href="mailto:DFDFMDGeneral@detroitmi.gov">DFDFMDGeneral@detroitmi.gov</a>
<b>Detroit Emergency Medical Services (EMS) Division</b>	313-596-5180
<b>Detroit Health Department (DHD)</b>	<a href="mailto:dhealth@detroitmi.gov">dhealth@detroitmi.gov</a> (313) 876-4000; TTY711
<b>Building Safety, Environment, and Engineering (BSEED)</b>	<b>Construction Inspection</b> (313) 224-3202 <a href="mailto:BSEED-Construction@detroitmi.gov">BSEED-Construction@detroitmi.gov</a> <b>Licensing &amp; Permits</b> (313) 224-3179 <a href="mailto:BLCStaff@detroitmi.gov">BLCStaff@detroitmi.gov</a>



<b>Department of Public Works (DPW)</b>	<b>City Engineering Division -- RoW Permits</b> (313) 224-3935
<b>Municipal Parking Department (MPD)</b>	<a href="mailto:washingtonbr@detroitmi.gov">washingtonbr@detroitmi.gov</a> , 313-221-2541 <a href="mailto:maddoxs@detroitmi.gov">maddoxs@detroitmi.gov</a> , 313-221-2520
<b>General Services Department (GSD)</b>	<b>Hart Plaza</b> <a href="mailto:Charlotte.bachelor@detroitmi.gov">Charlotte.bachelor@detroitmi.gov</a> (313)-570-6572 <b>Parks and Greenways</b> <a href="mailto:Grace.Wimbley@detroitmi.gov">Grace.Wimbley@detroitmi.gov</a> (313) 720-5432
<b>Detroit Office of Mobility Innovation</b>	<a href="mailto:mobility@detroitmi.gov">mobility@detroitmi.gov</a>
<b>Detroit Department of Transportation (DDOT)</b>	<a href="mailto:geesch@detroitmi.gov">geesch@detroitmi.gov</a> 313-618-2419
<b>Office of Marijuana Ventures and Entrepreneurship (OMVE)</b>	(313) 418-9217 <a href="mailto:homegrown@detroitmi.gov">homegrown@detroitmi.gov</a>
<b>Recycling Coordinator</b>	(313) 224-9404

## Helpful Documents & Examples

Please find attached the following documents and examples to further help in the Special Events Planning Process:

- Example Security Plan Outline
- Maintaining of Traffic Plan
- Detroit Fire Department Special Events Requirements
- Tent Requirements Checklist
- Review Tent Restraint Documentation
- Parks & Recreation Reservations and Permits Information Sheet
- Park Site Plan Example

## **Example Event Security Plan Outline**

(Include the name, date, time, and location of the event)

Generally, these types of emergencies might occur at this type of venue:

1. Examples might include severe weather,
2. active shooter,
3. fire,
4. lost child,
5. medical emergency etc.

### **1. Example Emergency Situation One**

Explain the protocol you will follow if this situation occurs during your event.

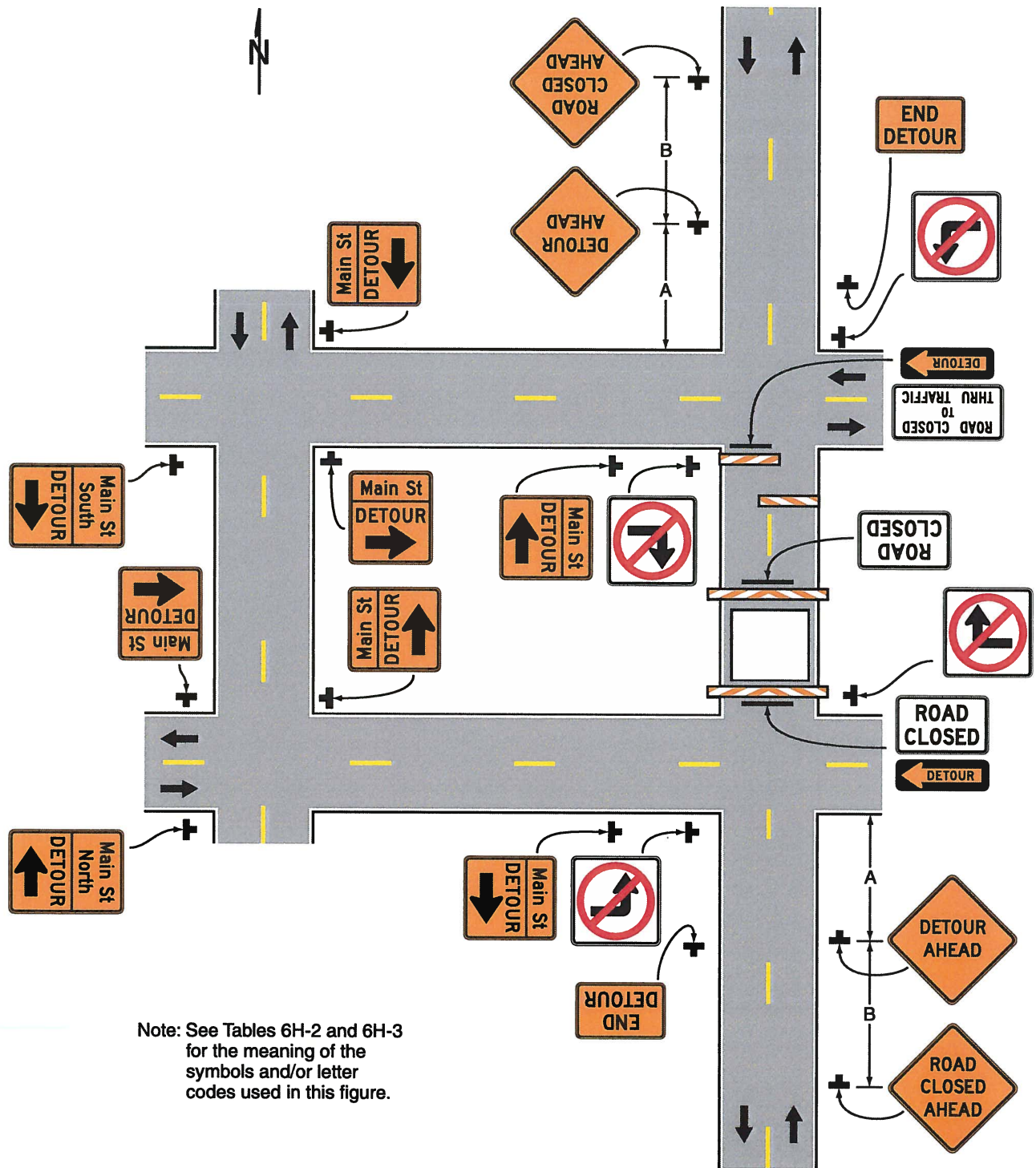
### **2. Example Emergency Situation Two**

Explain the protocol you will follow if this situation occurs during your event.

### **Emergency Contact Information**

Who will be the event contacts in the case of an emergency and how can they be contacted?

Figure 6H-20. Detour for a Closed Street (TA-20)



Typical Application 20



## Information for Special Events Requirements for Fire and Life Safety

In order to expedite the processing of special event requests, these guidelines below have been established:

### **Requirements *prior* to Special Events Initial Meeting:**

All required documentation shall be submitted to the office of the Fire Marshal Division **prior** to the applicant's Special Events meeting. Failure to provide documentation will cause a delay in the required approval from the Detroit Fire Department.

- An Emergency Response Plan shall be supplied by the event organizer and is required for any event with an anticipated crowd > 500 ppl.
- Events with anticipated crowds exceeding 500 persons are required to provide an Emergency Medical Plan EMS services that meet the minimum staffing requirements as determined by the AHJ. This shall be submitted to Detroit EMS. **See chart on page 2.**
- The site plan submitted shall indicate the location of all tents, temporary structures, exiting, food truck locations and any special hazards associated with said event (temporary installations of combustible/flammable liquids shall be identified on the site map).
- **No Approval from the Fire Marshal Division shall be given at the Special Events Meeting unless the required documents have been submitted *prior* to the meeting.**

### **Requirements *after* Special Events meeting and Prior to the event:**

- A Temporary Use Permit application shall be submitted to BSEED and the Fire Marshal Division Plan Review Section for all tents/structures larger than 120 sq. ft.
- Tent requirement Checklist (See attached document).
- Tent restraint documentation for tents < or = 3600 sq. ft. (See attached document).
- Architectural/Engineer stamped plans/drawings for any tents > or = 3601 sq. ft.
- All plans required shall be submitted to BSEED & Fire Marshal Plan Review Section.
- All food trucks that use fuel-fired cooking equipment shall obtain a Fire Permit from the Detroit Fire Marshal Division Fire Prevention Section.
- Events requiring 24-hour liquor licensing approval shall contact **(313) 596-2963** to arrange payment for said approval. An inspection shall be scheduled ahead of the event.
- **Documents submitted within seven days of event start date shall be assessed an expedited processing fee of \$768.**
- **Unpermitted events, construction of, and/or erection of temporary structures will be subject to stop work orders as per the Detroit Fire Code Ordinance.**

### **Detroit Fire Marshal Division Contact Information**

Fire Marshal Division Plan Review Section: (313) 590.3434, (313) 400.4366, or (313) 300.3505 (Plan Review submittals)

Fire Marshal Division Fire Prevention Section: (313) 596-2954 (Inspections) or (313) 596-2932 (Public Assembly Unit)

Email: [DFDFMDGeneral@detroitmi.gov](mailto:DFDFMDGeneral@detroitmi.gov)

Office of the Fire Marshal, City of Detroit



In order to ensure adequate care for medical emergencies, the matrix below is utilized by the Detroit Fire Department to determine types of medical resources at an event. Events with an estimated attendance of greater than 500 people or requiring specialized permits and/or plans below 500 attendees may require medical coverage.

A written medical plan shall be submitted at least 30 days prior to the first day of a special with an estimated attendance of greater than 2,500 persons or events in which an Emergency Action Plan is required by the Detroit Fire Marshal Division. Please contact the EMS Division at 313-596-5180 for additional information and the plan requirements.

### **MEDICAL COVERAGE REQUIREMENT**

EVENT TYPE	CROWD SIZE (anticipated)	CPR/AED/9-1-1 ACCESS	FIRST AID	BLS or ALS AMBULANCE	Mobile Teams
<b>CONCERT / MUSIC FESTIVAL</b>	<b>&gt;500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X		X	
	<b>15,500-50,000</b>	X	X	X	X
	<b>&gt;50,000</b>	X	X	X	X
<b>ATHLETIC / SPORTING EVENT</b>	<b>&gt;500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X	X	X	X
	<b>15,500-50,000</b>	X	X	X	X
	<b>&gt;50,000</b>	X	X	X	X
<b>PARADE* / BLOCK PARTY / STREET FAIR / OUTSIDE VENUE</b>	<b>&gt;500 TO 2499</b>	X			
	<b>2,500-15,500</b>	X			X
	<b>15,500-50,000</b>	X	X	X	X
	<b>&gt;50,000</b>	X	X	X	X
<b>CONFERENCE / CONVENTION</b>	<b>&gt;&gt;500 TO 2499500</b>	X			
	<b>2,500-15,500</b>	X			
	<b>15,500-50,000</b>	X	X	X	X
	<b>&gt;50,000</b>	X	X	X	X



**DETROIT FIRE DEPARTMENT FIRE MARSHAL OFFICE**  
**1301 THIRD STREET, DETROIT, MI 48226 -- (313) 596-2954**

## **TENT REQUIREMENTS**

### **GENERAL**

- Certificate of flame resistance. *(NFPA 101, 11.11.2.2)*
- Minimum 10 ft between stake lines. *(NFPA 101, 11.11.3.1)*
- No flammable or combustible material or vegetation enclosed by tent, or within 10 ft outside tent. *(NFPA 101, 11.11.4.1)*
- "No Smoking" signs. *(NFPA 101, 11.11.4.2)*
- Portable fire extinguishers with 2A:10BC classification. *(NFPA 101, 11.11.5)*
- No more than 75 percent of premises covered, unless otherwise approved by the Fire Marshal division. *(NFPA 101, 11.11.1.3)*

### **EGRESS/OCCUPANT LOAD**

- Number of exits for tents with attached sides: *(NFPA 101, 7.4.1.1/7.4.1.2)*
  - 1 exit – capacity 49 persons or fewer
  - 2 exits – capacity 50-499 persons
  - 3 exits – capacity 500-999 persons
  - 4 exits – capacity 1,000-plus persons
- Capacity determined by Fire Marshal inspector (useable floor area divided by the approved use below): *(NFPA 101, 7.3.1.2/12.1.7.1.1)*
  - Concentrated use – 7 sqft per person
  - Tables & chairs – 15 sqft per person
- Exit signs for tents with attached sides. *(NFPA 101, 12.2.10.1)*
- Emergency lighting if in operation during non-daylight hours. *(NFPA 101, 12.2.9.1)*
- Number of remote means of egress for fenced outdoor assemblies: *(NFPA 101, 12.2.4.4/13.2.4.4)*
  - 2 – 6,000 persons or fewer
  - 3 – 6,001-9,000 persons
  - 4 – more than 9,000 persons

### **COOKING**

- Prohibited in tents and under canopies if processes produce smoke or grease-laden vapors unless equipped with an approved exhaust system and suppression system. *(NFPA 96, 4.1.1/10.1.2)*

### **HEATING**

- Only labeled heating devices. *(NFPA 101, 11.11.6.1.1)*
- LPG containers minimum 5 ft from any tent. *(NFPA 101, 11.11.6.1.3)*
- LPG tanks secured in the upright position and protected from vehicular traffic. *(NFPA 101, 11.11.6.1.4)*
- Electric cables used for heaters suitable for outside use and of sufficient size to handle the electrical load. *(NFPA 101, 11.11.6.2.3)*

### **ELECTRICAL**

- Generators and other internal combustion power sources minimum 5 ft from any tent and protected from contact by fencing, enclosure, or other approved means. *(NFPA 1, 25.1.12.1)*
- Lamps for general illumination protected from accidental breakage by a suitable luminaire or lampholder with a guard. *(NFPA 70, 525.21)*
- Electrical system and equipment isolated from the public by proper elevation or guarding, and all electrical fuses and switches enclosed in approved enclosures. *(NFPA 1, 25.1.9.3)*
- Cables on the ground in areas traversed by the public placed in trenches or protected by approved covers. *(NFPA 1, 25.1.9.3)*



**TEMPORARY TENTS**  
**RESTRAINT REQUIREMENTS**  
BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT



**Tent Size**

(Up to 60 Ft. X 60 Ft.)

**Weight In Pounds (#)**

(Uniformly Distributed On All Col

20 Ft. X 20 Ft.	8,000# (Uniformly Distributed On All Columns)
20 Ft. X 30 Ft.	12,000# (Uniformly Distributed On All Columns)
30 Ft. X 30 Ft.	18,000# (Uniformly Distributed On All Columns)
30 Ft. X 40 Ft.	24,000# (Uniformly Distributed On All Columns)
40 Ft. X 40 Ft.	32,000# (Uniformly Distributed On All Columns)
40 Ft. X 50 Ft.	40,000# (Uniformly Distributed On All Columns)
50 Ft. X 50 Ft.	50,000# (Uniformly Distributed On All Columns)
50 Ft. X 60 Ft.	60,000# (Uniformly Distributed On All Columns)
60 Ft. X 60 Ft.	72,000# (Uniformly Distributed On All Columns)

**Additionally:**

I as the customer/contractor (Permit Applicant) understand that it is my responsibility to comply with all tent restraint requirements as listed above.

I as the customer/contractor (Permit Applicant) understand that it is my responsibility to see that a plan is in place for the evacuation of all tent structures if wind speeds reach or exceed 30 mph.

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

**Permit Applicant (Print):** \_\_\_\_\_

**Permit Applicant (Signature):** \_\_\_\_\_

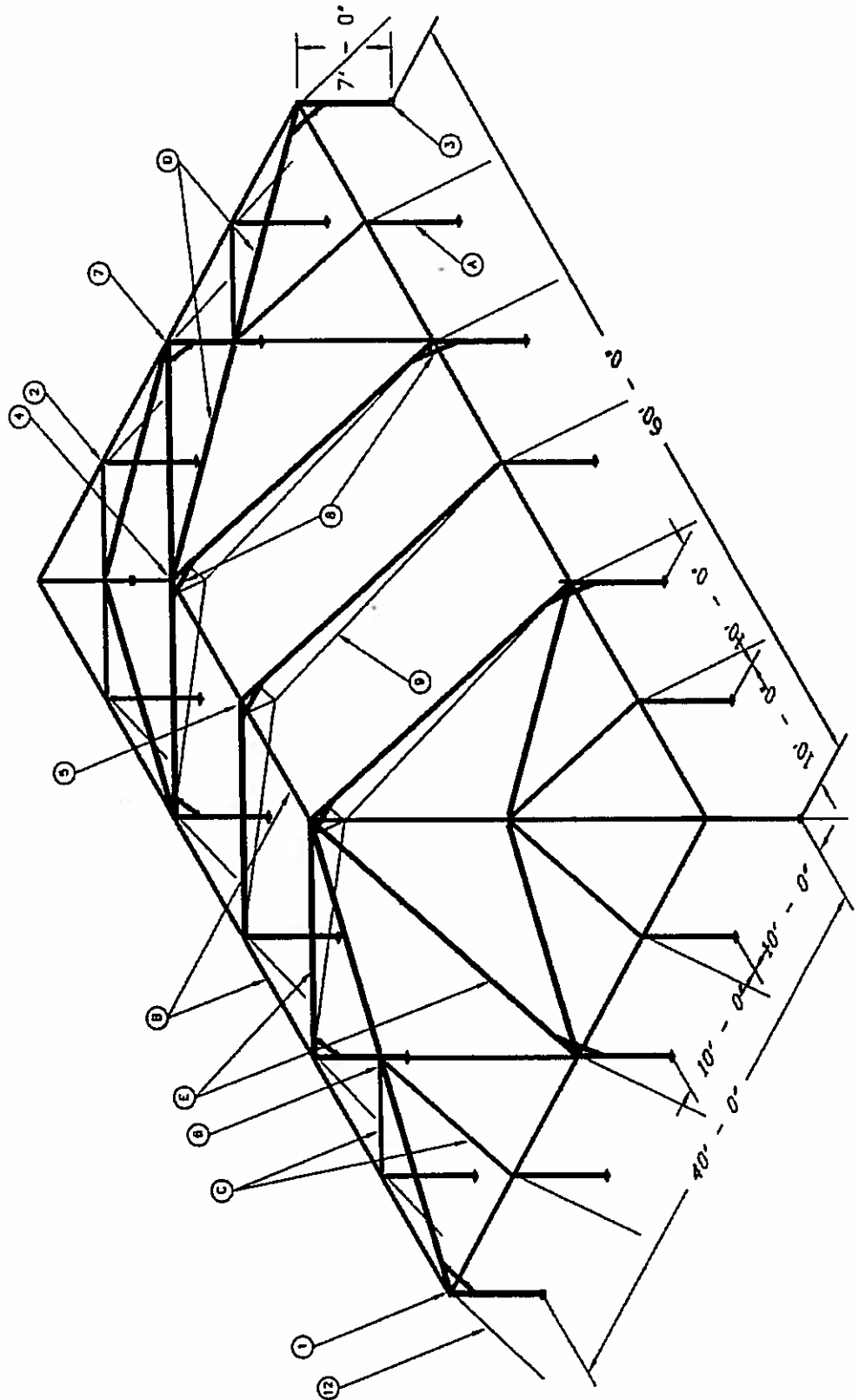
FOR BUILDING DEPARTMENT USE ONLY BELOW THIS LINE



DESCRIPTION	QUANTITY	PART #	DESCRIPTION	QUANTITY	PART #	DESCRIPTION	COLOR	QUANTITY	PART #
1 TRADITIONAL CORNER FITTING			6 ADJUSTABLE DOUBLE TUBE BRACE			A 6" - 2" ALUMINUM DOUBLE TUBE POLE	BROWN		
2 SIDE TIE FITTING WITH WELDED RING FOR CABLE ATTACHMENT			7 1" RIGID CABLE ASSEMBLY FOR 40" WIDE HYBRID FRAME			B 9" - 2" ALUMINUM SINGLE TUBE POLE	WHITE		
3 STANDARD BASE PLATE			8 2.50" PH & BAL			C 10" - 2" ALUMINUM SINGLE TUBE POLE	WHITE		
4 TRADITIONAL 8 WAY CROWN FITTING			9 1.50" BOLT AND WINGNUT ASSEMBLY FOR DOUBLE TUBE			D 14" - 2" ALUMINUM DOUBLE TUBE POLE	RED		
5 TRADITIONAL RIDGE CROWN			10 RATCHET BUCKLES			E 21" 10.5" - 2" ALUMINUM DOUBLE TUBE POLE	RED		
6 TRADITIONAL 6 WAY HRP JOINT FITTING			11 STAKES/ANCHORS						
7 8 WAY SIDE TIE FITTING WITH WELDED RING FOR CABLE ATTACHMENT									

### TENT FRAMING DIAGRAM

NOTE: ALL ITEMS LISTED ABOVE MAY NOT BE SHOWN IN DIAGRAM, BUT INFORMATION MAY BE REQUIRED EVEN IF NOT SHOWN IN DIAGRAM





## General Services Department PARKS AND RECREATION DIVISION

# Reservations and Permits Information Sheet

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

**<https://register.communitypass.net/DetroitCityof>**

### PARKS GUIDANCE, PROCESSES, AND FREQUENTLY ASKED QUESTIONS

Events ranging from multi-day music festivals with 65,000 attending to small family gatherings are hosted at Detroit public parks. All events must be properly permitted with the City of Detroit to ensure the safety of participants and availability of the park or shelter. Fees for reserving park facilities are approved by the Parks and Recreation Division (General Services Department) and updated regularly. You can find the current fees at the bottom of this information sheet.

### PARK RESERVATIONS

Park Permit Required (must meet all criteria and abide by all park rules)

#### **10' x 10' tent/structure or larger**

#### **Inflatables**

#### **Vending**

#### **Amplified Music**

#### **Alcohol**

#### **Exclusive use of the entire park, field or court**

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

If you wish to have exclusive use of a ball field, tennis/basketball court or picnic shelter for your event, you must reserve that space with Parks and Recreation through our reservation and permits system Community Pass.

If someone shows up with a reservation for a space you are occupying, you must leave and allow the permit holder to have his/her event. Permits are the only way to secure your location.

### PARK PERMIT PROCESS

(allow 2-3 weeks minimum\*)

\*However, times vary based on volume of requests during busy periods

- Set up an account in Community Pass
- After account set-up, click Register/Reserve Now
- Select options meeting your event needs  
For events with less than 75 people select Small Event Application  
For events with 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 to the email you provided in Community Pass. 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 at your event, you must pay the required fee and submit an insurance document from your inflatable vendor or any third-party vendor.
- 10' x 10' tents are also subject to a fee listed at the bottom of this information sheet.

## **Reservations and Permits Information Sheet**

### **SCHEDULE OF FEES**

ITEM	RESIDENT	NON-RESIDENT
Canopy Permit (10' x 10' or less; max 2)	\$30	\$40
Picnic Shelter	\$75	\$100
Inflatable Permit (max 2)	\$30	\$40
Special Event (1-4 hours)	\$750	\$850
Special Event (5-8 hours)	\$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

#### **CONTACT INFORMATION**

Contact Grace Wimbley if you have questions or concerns. Phone: **313.720.5432** Email: **grace.wimbley@detroitmi.gov**

### **FREQUENTLY ASKED QUESTIONS**

**Can I promote my event before an approved permit has been issued?**

No.

**Why do I need a permit?**

A permit authorizes usage of park shelters and green spaces and eliminates individuals from using the same space at the same time.

**If I rent park space, is the park still open to the public?**

Yes

**What is the maximum amount of people I can have with my Park Permit?**

250 people. If there are more than 250 people, additional approval may be needed.

**What is green space?**

The grassy area of park that is at least 50 feet away from a park shelter.

**What is a site plan?**

A clear detailed layout of your proposed event space that is required for larger events that may include canopies, inflatables, vendors, portable toilets, etc.

**Can I vend in a city park?**

Yes, with proper licenses and permits.

**How long is my shelter permit good for?**

Shelter permits are good for the entire day from 6 a.m. - 10 p.m.

**Can I have an inflatable at my park event?**

Third-party vendors (e.g. inflatables, petting zoo, game trucks, etc.) must be permitted at \$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 Parks and Recreation Division and the address 115 Erskine St, Detroit MI, 48201. This insurance must be mailed to the Park Permit Coordinator before your event.

**How do I handle cleanup after my event?**

All refuse must be placed in appropriate containers in the park.

**Can I be fined for leaving my space dirty?**

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.

**What if my space is dirty before I hold my event?**

Please report the situation before your 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 user's mess.

### **PARK RULES**

**NO PARKING OR DRIVING OF VEHICLES ON THE GRASS § 33-1-42 & §33-1-43**

**PARK HOURS ARE FROM 6 AM to 10 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 ATVs on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. §33-1-42 & 33-1-43

## **Reservations and Permits Information Sheet**

5. No amplified music.
6. Shelters, canopies (tents), inflatables, fields and photography/filming must be reserved by permit. Contact Parks and Recreation Division 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 hand cart).
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 reasons.
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 soil. §16-3-4, §16-3-5 & §33-1-12
18. Dogs must be on a leash no longer than 72 inches. Dog owners 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.
20. 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**

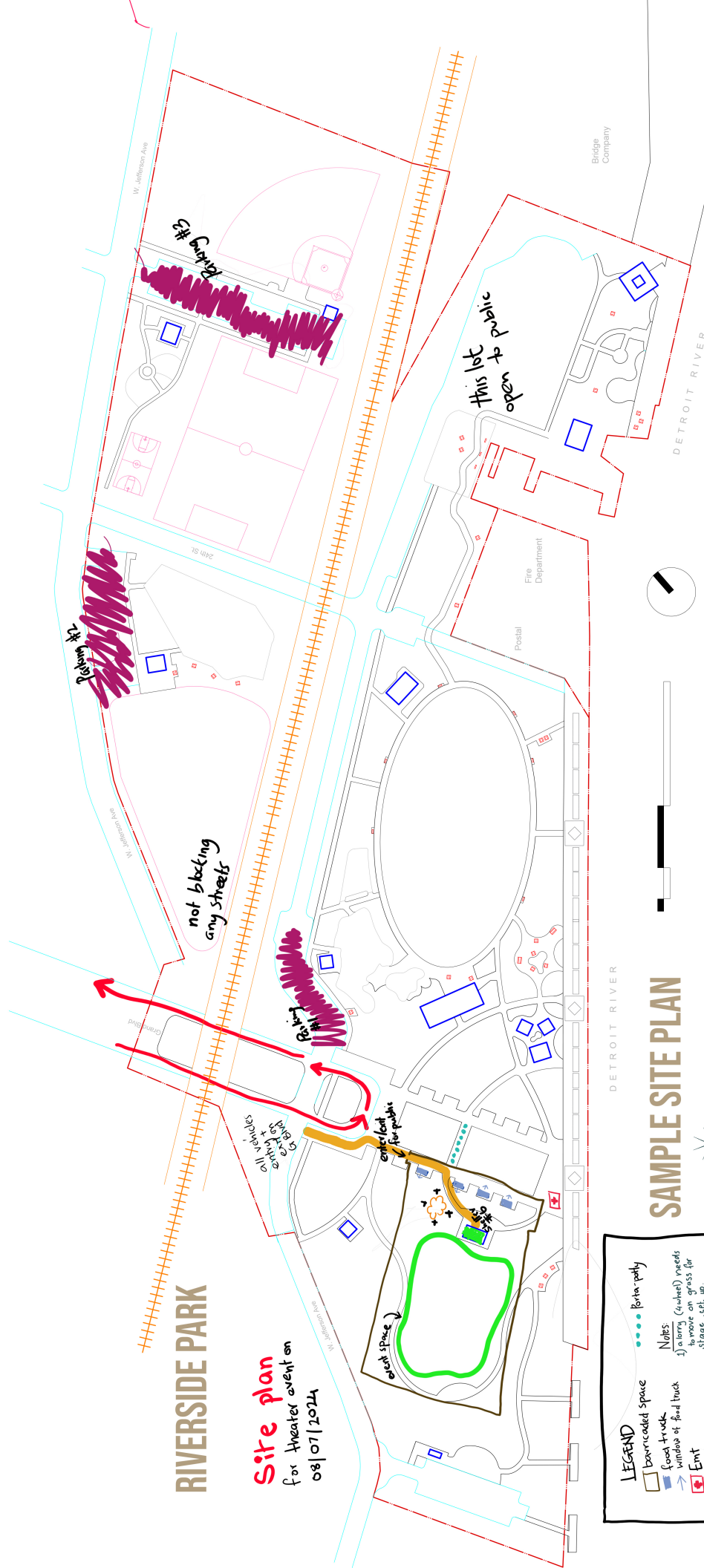
1. No parking or driving of motorized vehicles on non-designated areas including for unloading. § 33-1-42 & §33-1-43
2. PARK / SHELTER HOURS 6 A.M. - 10 P.M. § 33-1-15
3. No weapons, drugs or alcohol §31-5-1 & §31-5-2
4. No amplified music without permit.
5. Area must be clean prior to leaving. §33-1-19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

### **SPIRIT PLAZA RULES**

Plaza Hours 6 a.m. – 10 p.m.

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 ATVs, 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 Spirit Plaza.
12. Photography/filming must be reserved by permit.
13. No removal of any property.



# RIVERSIDE PARK

**Site plan**  
for theater event on  
08/07/2024

DETROIT RIVER

## SAMPLE SITE PLAN



**General Services Department**  
**PARKS AND RECREATION DIVISION**

### LEGEND

- Baricaded space
- Food truck
- Window of food truck
- Exit
- Vehicle circulation on Parkland
- Staking for blow/fork
- Bounce house
- Notes
- 1) Heavy (cultural) needs to be on grass for stage set up
- 2) 4 nos food trucks

Porta-potty