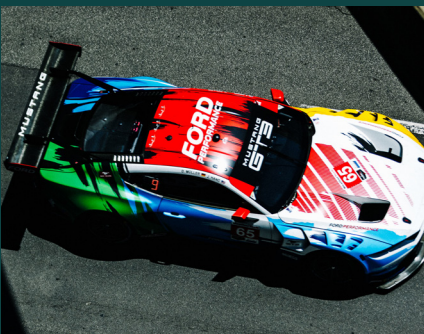




Mayor's Office

Special Events Applicant Guide



Special Events Applicant Guide

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ACRONYMS:

Special Events Management Team (SEMT)	Environmental Department (BSEED)
Detroit Fire Department (DFD)	Municipal Parking Department (MPD)
Detroit Police Department (DPD)	Office of Cannabis Affairs
General Services Department (GSD)	WTSRC (Wireless Telecommunications Site Review Committee)
Detroit Health Department (DHD)	MLCC (Michigan Liquor Control Commission)
Buildings, Safety Engineering and	

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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 the documents you will need for your application and inform you of the steps 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 by City Council to notify attendees or sell tickets (**selected event date(s) are to subject to weather elements**). Any venue 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 events that are open to the public, multiple impacts on City services, closure of any right of way (i.e. street closures), events that utilize Hart Plaza/City parks and more.

Permitted Events are events that require City department permits but do not require City Council sign-off. Private invitation-only events are Permitted Events, not Special Events.

BLOCK PARTIES

*Block parties do not require a Special Events Application. However, a **Block Party Application** is required to be submitted (45 business days prior to the proposed date) to DPD and block parties are subject to DPD approval in conjunction with obtaining the proper permits. Please contact 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.

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Once you have received Council approval you are NOT yet ready for your event. You will still need to apply for permits, complete payments, schedule inspections and finalize 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

SUMMARY OF SEPARATE APPLICATIONS TO BE COMPLETED

Please complete each of the applications that are applicable to your event. Each application may not be necessary for your event. 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 Permits**
Reserve via (313)224-1100 or email DPRDreservation@detroitmi.gov
Complete **before** the Special Event Application
Request park usage with event details ex: primary contact info, secondary contact info, when, where, time, how many attendees and purpose
- **Hart Plaza & Spirit Plaza Application for Special Event**
Complete **before** the Special Events Application
- **Right of Way (ROW) Permit**
Complete **after** departmental approval in the Special Events Management Team Meeting presentation
- **Temporary Use & Trade Permit Process, eLaps**
Complete **after** departmental approval in the Special Events Management Team Meeting presentation
- **QLine Track Access Permit (TAP) Application**
Complete **after** departmental approval in the Special Events Management Team Meeting presentation
- **Special Events Vendor Application, eLaps**
Complete at least **2 weeks before** event
- **Temporary Food License Application**
Complete **after** Special Events Application

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- **Marijuana Event Licensure and Requirements**
Complete **before** Special Events Application
- **Liquor License Process** (see section below)
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. 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** (always required)
- **Build and Breakdown Schedule** (if you are erecting any structures)
- **Site Map Plan** (layout of the utilized space and temporary structures)
- **Route Map for Walk/Runathon** (visual & written turn by turn)
- **Barricades Provider Agreement** (lane/street closures)
(The City of Detroit does not provide barricades)
- **Maintenance of Traffic Plan** (1000+ attendees or if you are closing a street)
- **Emergency Action Plan** (always required, also include crowd control plan)
- **Emergency Medical Procedures** (300+ attendees)
- **Emergency Medical Contractor Agreement** (medical coverage)
- **Security Contractor Agreement** (300 or more attendees also include crowd control plan)
- **Port-a-john Contractor Agreement**
The requirement for portable restrooms is 1 per 100 attendees. One handwash station is required per every 4-5 port-a-johns. (multiple day events must have a maintenance schedule included)
- **Sanitation Contractor Agreement** (if applicable)

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DFD MEDICAL REQUIREMENTS PLAN

PURPOSE:

To ensure provision of adequate medical care to patients at special events in the city of Detroit.

INCLUSION:

The term Special Event is used in this document refers to any gathering with an expected attendance of more than 2,500 people, major events, both professional and nonprofessional Athletic Events, concerts and events requiring approval or permitting of a local governing body. NOTE: The Department reserves the right to require private medical coverage for ANY event regardless of projected attendance and scope.

PROCEDURE:

In order to obtain EMS approval for a special event the Event Coordinator/healthcare provider/system or private EMS agency intending to provide medical care at a special event MUST:

- A. Submit a written special event medical plan to the Detroit Fire Department-EMS Division at least 45 business days or prior the first day of the event. NOTE: This plan may be included as part of the emergency action plan required by the Fire Marshall's Division, however all requested information regarding medical operations MUST be contained with the plan for approval.
 - a. If the agency receives the request to provide medical coverage in less than 45 business, the agency shall submit the plan two days after
- B. Any private ambulance provider contracted to provide care must have and maintain an endorsement to provide prehospital care in the Detroit East Medical Control Authority (DEMCA).
- C. Any changes to the plan must be submitted at least five business days prior to the first day of the event.
- D. The Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director will evaluate the plan to determine whether the plan is adequate to address the provision of EMS medical care at the event. The plan will also be evaluated to determine if the event has an adequate number of medical resources based upon the type of event, the number of participants, seasonal weather history, etc.

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- E. The Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director, will review and provide feedback of the special event EMS plan within 30 business days after a complete plan is filed. For short turn-around events, The Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director will work with the event coordinator, healthcare providers/systems or private ambulance service to provide prompt turnaround.
- F. The Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director will be available to provide any additional information and support for event coordinators and/or private ambulance agencies providing special event EMS medical care in the City of Detroit.

PLAN CONTENT:

The special event EMS plan must contain the following information:

Event coordinators, healthcare providers/systems and/or private ambulance services are required provide the following information in the form of a written medical operations plan in order to obtain approval for the medical component of a special event:

- A. The type and nature of the event and location.
- B. Anticipated attendance and duration if known
- C. A description of the special event emergency medical communications capabilities.
- D. The name and contact information for the supervisor or person who will be present at the special event and in charge.
- E. Identification of sponsoring organization.
- F. The name and qualifications of the special event EMS medical director and the special event EMS director, when appropriate.
- G. The number and type of health care practitioners who are providing medical care, including EMS providers who are not participating on behalf of an EMS agency.
- H. A listing of all EMS agencies that will be involved, including 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.
IF APPLICABLE
- I. A written agreement with each EMS agency that has agreed to

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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. IF APPLICABLE

- J. A plan describing the number and type of transporting ambulances at the event. Multiple ambulances may be required depending on event history and size. (Additional Resources may be necessary for isolated or hard-to-access areas). The Detroit Fire Department uses the national guidelines located in the reference section when making medical staffing determinations.
- K. A description of the onsite treatment facilities and/or medical equipment that will be present during the duration of the event. Please include maps of the special event site.
- L. 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 when appropriate.
- M. M.A plan for educating event attendees regarding EMS system access and specific hazards, such as severe weather.
- N. Measures will be taken to coordinate EMS for the special event or events with local emergency care services and public safety agencies-such as EMS, 911 centers, police, fire, rescue, and hospital agencies or organizations.
- O. For events, occurring in public areas a plan must be submitted that addresses how delays will be prevented for 911 calls in the area of the event.
- P. Disaster Plan referencing current local medical control authority mass casualty protocol.
- Q. Inspection and approvals The Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director, will review and provide approval once all required criteria and information is contained in the . medical operations plan. All plans and venues are subject to verification and inspection before and during the event to ensure compliance with the submitted medical operations plan.

NOTE: For repeating special events such as professional sporting events, only one plan will need to be submitted prior to the beginning of season; however, the Detroit Fire Department will need to be notified in writing of any changes to the plan or any change of contact information.

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AFTER ACTION REPORT:

Within 30 days of the completion of a special event, the Event Coordinator, healthcare provider/system or private EMS agency providing medical coverage are required submit to Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director in writing an after action report that contains the following information:

- A. Number of attendees requiring medical intervention
- B. Number of attendees transported from the special event
- C. Number of attendees treated but not transported from the event
- D. Nature of the medical calls for service
- E. Synopsis of any major incidents that occurred during the event
- F. Recommendations for improvement

NOTE: For repeating special events, such as professional sporting events, a report containing the above information may be submitted on a quarterly basis to be received by Detroit Fire Department-EMS Division and/or the Detroit Fire Department Medical Director by the 15th of each quarter. For high school sporting events, the agency will submit an end of year summary 90 days after the end of the season.

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Event Type	Crowd Size (anticipated)	CPR/ AED/ 9-1-1 Access	First Aid	BLS or ALS Ambulance	Mobile Teams
Concert/Music Festival	<2,500	X			
	2,500-15,500	X		X	
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
Athletic/Sporting Event	<2,500	X			
	2,500-15,500	X	X	X	X
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
Parade/Block Party/ Street Fair/Outside Venue	<2,500	X			
	2,500-15,500	X			X
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
Conference/ Convention	<2,500	X			
	2,500-15,500	X		X	
	15,500-50,000	X	X	X	X

COMMUNICATION AND COMMUNITY IMPACT PLAN

To ensure the safety of 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 via sign off from representatives?
- 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, businesses and residential occupants.

EVENT CLEAN-UP PLAN

Cleanup following the event is the responsibility of the applicant. Event sites must be returned to their original state, and 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 information to be environmentally friendly in your cleanup plan.

HART PLAZA CLEANUP

For events at Hart Plaza, wastewater receptacles and grease disposal traps are required. Giant Janitorial will handle cleaning and plaza maintenance during the event, but organizers are responsible for removing excess waste and bulk trash within 24 hours after the event. Improper disposal of grease or wastewater on Hart Plaza grounds will result in loss of deposit and may lead to additional disciplinary actions.

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 what materials 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

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- 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 donated 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 changes 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 buildup. 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.

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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
- Location of generators
- Location of petting zoo
- 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, alley, or public way for the tent and for any building affected by an erected tent
- Exit signs, emergency lights, doors and any HVAC for the tent

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

MAINTENANCE OF TRAFFIC PLAN

Your Maintenance of Traffic Plan (MOT) should include a written list of all street closures, times/dates 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 Maintenance of Traffic Plan example attached or find additional examples and guidelines [here](#).

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RIGHT OF WAY PERMITS

A Right of Way (ROW) Permit is required for events that will use a portion of a street, alley, 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 DPW City Engineering Division 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 Maintenance 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.

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 permit. You are responsible for hiring a traffic control company to manage closures. MDOT permits are obtained through the Department of Public Works.

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 [RTA Track Access Permit](#).

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):

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TENT PERMITS

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.

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TEMPORARY USE PERMITS

Tents larger than 10' by 12', stages, fencing, grandstands, platforms stairs and ramps require a Temporary Use Permit from the Buildings, Safety Engineering and Environmental Department (BSEED). Applications can be completed online [here](#).

TRADE PERMITS

Generators, wiring and lighting, heating and cooling systems, barrier-free lifts, water taps, and pressure vessels require permits from the applicable trades from the Buildings, Safety Engineering and Environmental Department (BSEED). **Applications can be completed online here.**

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

SPECIAL EVENTS BUSINESS 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 has dry goods or food 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 your event is approved by CityCouncil through **BSEED's Electronic Licensing and Permitting System (eLAPS)**.

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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 Buildings, Safety Engineering and Environmental Department (BSEED). The licensing process can take up to 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 organization 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, the department will notify the applicant that materials are ready for pickup. 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 Licensing & Permits Division in BSEED to receive a Special Event Vendor's license 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 (include contact name and number, organization name and address, and event date, time, address)

DPD: 313-596-1954, liquorlicense@detroitmi.gov

BSEED Licensing & Permits: (313) 224-3179

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FOOD TRUCKS

All Special Transitory Food Units (STFUs aka food trucks) or mobile food vendors must be licensed by BSEED and have a current State of Michigan food service license distributed by a local health department (LHD). **A notice of intent** form must also be filed with the Detroit Health Department a minimum of four days before service at the location.

The purpose of this form is two-fold:

- 1) To notify DHD that the unit will be vending food in the city
- 2) The request for an operational inspection can be made if desired.

Both are required to be compliant with state regulations. Food trucks require two Health Department inspections each year. These are performed while the truck is being operated and can be requested by the food unit owner. Inspections cost \$90 each. The Detroit Health Department may conduct an inspection at any time during operation in the city of Detroit.

SERVING FOOD OTHER THAN FOOD TRUCKS

A temporary food service license is required to serve food to the public from the same location for 1-14 consecutive days. This includes assembling, preparing or serving food outside of a licensed facility. Bake sales and prepackaged foods may be 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 the temporary food license application and more information about food safety and temporary licensing through Detroit's Health Department: [Food Safety and Temporary Licensing](#)

As a reminder, the requirements on the temporary food license application must be adhered to, particularly the equipment list. Selections in sections A-F designated on the bottom of the application are MANDATORY for operating a temporary food establishment. This application acts as the standard operating procedures for avendor at an event in the city. Stay in contact with the Health Department and keep us notified of any changes. Special circumstances such as non-profit organizations, cottage food vending, or food giveaways may require further guidance. We are here to assist you with navigating through paperwork, payments, and deadlines. DHD wants to help ensure your event is successful and stop any potential spread of illness to protect the citizens of Detroit and our guests.

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TEMPORARY MARIJUANA EVENTS

Per City of Detroit Ordinance No. 2022-11, Temporary Marijuana Event means a license held by a Marijuana Event Organizer under this article and the Michigan Regulation & Taxation of Marihuana Act (MRTMA), which the state has approved, that authorizes an event where the on-site sale of marijuana products is authorized at the location and on the dates indicated on the state operating license.

Per City of Detroit Ordinance No. 2022-11, Marijuana Event Organizer means a state license holder authorized to apply for a temporary marijuana event license in accordance with the 2018 Michigan Regulation and Taxation of Marihuana Act (“MRTMA”).

To apply to host a Temporary Marijuana Event, organizers must:

- 1) Obtain a state Marijuana Event Organizer License
- 2) Register with City of Detroit as Marijuana Event Organizer
- 3) Complete the approval process through the **Office of Cannabis Affairs Temporary Marijuana Event Smartsheet application**
- 4) Complete a City of Detroit Special Events Application
- 5) Complete a **Michigan Cannabis Regulatory Agency Temporary Marijuana Event application** to obtain an operating license.

NOTE: There are 3 separate applications (each with its own submission timeline) that must be submitted in order to host a Temporary Marijuana Event in the city of Detroit. Events are also subject to a City Council approval process.

- Office of Cannabis Affairs Temporary Marijuana Event Smartsheet application (must be submitted 90 days before event’s scheduled start date)
- City of Detroit Special Events Smartsheet application (must be submitted 60 days before event’s scheduled start date)
- State of Michigan Cannabis Regulatory Agency Temporary Marijuana
- Event application (must be submitted 90 days before event’s scheduled start date).

For more information on cannabis events and entrepreneurship in Detroit, interested residents are strongly encouraged to contact the **Office of Cannabis Affairs**. Virtual office hours and technical assistance resources are available.

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PARK PERMITS & HART PLAZA APPLICATION

To hold an event 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 WebTrac [here](#). Please allow at least 21 days for processing.

The City strongly encourages applicants to consult with the Parks division and 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 host events at Hart Plaza are available here:
[Hart Plaza Application](#)

Applications to host events at Spirit Plaza are accepted April - October.

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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 in coordinating.

THE QLINE

The QLine runs along Woodward Avenue 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.

DETROIT PEOPLE MOVER

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

THE CONNECT

There is a free AV shuttle service which loops Corktown through downtown Detroit to the East Jefferson Riverfront. Learn more at <https://theconnect.liftango.com/>

Special Events Applicant Guide

OTHER CIRCUMSTANCES

Campground License – If your event will include attendees staying overnight in a RV, camper, or tent 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’s website. Please also contact DHD.

Childcare – 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 (aka COWs), you will need a site review by the Wireless Telecommunications Site Review Committee (WTSRC).

Special Events Applicant Guide

CONTACT LIST

<p>Special Events Management Team (SEMT)</p>	<p>specialevents@detroitmi.gov 313-269-7409</p>
<p>Detroit Police Department (DPD)</p>	<p>2nd Precinct: 313-596-5210 3rd Precinct: 313-596-1310 4th Precinct: 313-596-5410 5th Precinct: 313-596-5510 6th Precinct: 313-596-5610 7th Precinct: 313-596-5710 8th Precinct: 313-596-5810 9th Precinct: 313-596-5910 10th Precinct: 313-596-1010 11th Precinct: 313-596-1110 12th Precinct: 313-596-1210 Downtown Services (Hart Plaza, Greektown, and Downtown Area): 313 237-2850</p>
<p>Detroit Fire Marshal Division (DFD)</p>	<p>Fire Marshal Division Plan Review Section (Plan review submittals) Dfdplansexams@detroitmi.gov</p> <p>Fire Marshal Division Fire Prevention Section (313) 596-2954 (Inspections) (313) 596-2932 (Public Assembly Unit)</p> <p>General Email DFDFMDGeneral@detroitmi.gov</p>
<p>Detroit Emergency Medical Services (EMS) Division</p>	<p>313-596-5180</p>
<p>Detroit Health Department (DHD)</p>	<p>dhealth@detroitmi.gov (313) 876-4000; TTY711</p>
<p>Buildings, Safety Engineering and Environmental Department (BSEED)</p>	<p>Construction Inspection (313) 224-3202 BSEED-Construction@detroitmi.gov</p> <p>Licensing & Permits (313) 224-3179 BLCStaff@detroitmi.gov</p> <p>Development Resource Center (313) 224-2372 drc@detroitmi.gov</p>

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Department of Public Works (DPW)	City Engineering Division - ROW Permits (313) 224-3935
Municipal Parking Department (MPD)	drewr@detroitmi.gov 313-221-2535 maddoxs@detroitmi.gov 313-221-2520
General Services Department (GSD)	Hart Plaza jackson.earnest@detroitmi.gov (313) 820-4655 Parks and Greenways dprdreservation@detroitmi.gov (313) 224-1100 www.detroitmi.gov/recevents_
Detroit Office of Mobility Innovation	mobility@detroitmi.gov
Detroit Department of Transportation (DDOT)	geesch@detroitmi.gov 313-618-2419
Office of Marijuana Ventures and Entrepreneurship (OMVE)	(313) 418-9217 homegrown@detroitmi.gov
Recycling Coordinator	(313) 224-9404

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HELPFUL DOCUMENTS & EXAMPLES

Attached are the following documents and examples to help in the Special Events planning process:

- Emergency Action Plan
- Maintenance of Traffic Plan
- Detroit Fire Department Special Events Requirements
- Tent Requirements Checklist
- Review Tent Restraint Documentation
- Site Plan Sample

Special Events Applicant Guide

EMERGENCY ACTION PLAN

An Emergency Action Plan (EAP) should include a variety of components, including:

Note: The items in bold are the most important for every plan

Emergency Contact Information: Who will be the event contacts in case of an emergency and how they can be contacted

Communication: Procedures for alerting staff and visitors, and for notifying authorities.

Emergency Equipment: A list of emergency equipment that should be on-site and easily accessible. This may include an automatic external defibrillator (AED), medical kit and splint kit.

Evacuation Procedures: This includes escape routes, floor plans and assembly locations.

Generally, these types of emergencies might occur at events:

1. Severe Weather
2. Active Shooter
3. Fire
4. Lost Child
5. Medical Emergency

Accountability: Procedures for accounting for all employees after an evacuation.

Reporting: A method for reporting emergencies and fires.

Documentation: A plan for documenting actions that need to be taken after an emergency.

Training: Training for employees on emergency procedures, first aid and how to use emergency equipment.

Personal Information: Information about employees, such as their home phone numbers, next of kin and medical information.

Maintenance: Policies for updating and maintaining the emergency action plan (EAP)

MAINTENANCE OF TRAFFIC PLAN

DETROIT TREE LIGHTING
presented by **DTE** Foundation

ROAD CLOSURES for Tree Arrival 2024
THE TREE ARRIVES!

WEDNESDAY, NOV. 6 **ROADS CLOSE 8 AM**
ROADS REOPEN 4 PM

>>>>>> Traffic reroutes around Cadillac Square

1001 Woodward Building
One Campus Martius
Farmer
Monroe Street Midway
EY Building
Campus Martius Park
Cadillac Square
Qube Building
First National Building
Woodward
Bates
E. CONGRESS
Randolph

DOWNTOWN DETROIT PARTNERSHIP
— EST. 1922 —

Special Events Applicant Guide

INFORMATION FOR SPECIAL EVENTS 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.**

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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: DDFMDGeneral@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.

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.

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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 feet between stake lines (NFPA 101, 11.11.3.1)
- No flammable or combustible material or vegetation enclosed by tent, or within 10 feet 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 sq. feet per person
 - Tables & chairs – 15 sq. feet 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)

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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 feet 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 lamp holder 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)

Special Events Applicant Guide

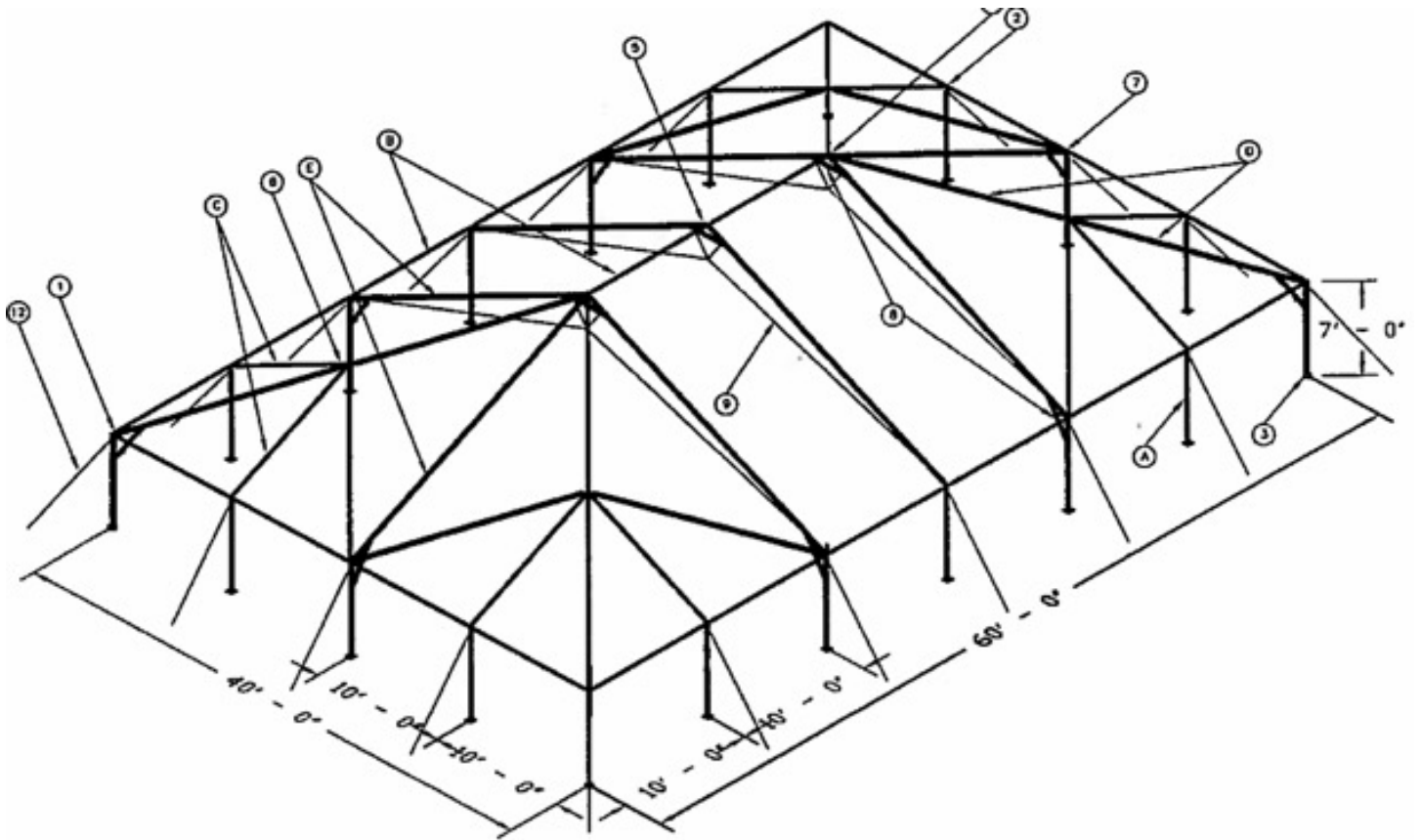
Buildings, Safety Engineering & Environmental Department
Development Resource Center
Coleman A. Young Municipal Center
2 Woodward Avenue- Suite 434
Detroit, MI 48226

TENT RESTRAINT REQUIREMENTS

Tent Size (Up to 60 ft. x 60 ft.)	Weight in Pounds (#) (Uniformly distributed on all Columns)
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)

One ambulance for every 25,000 number of projected attendees

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SAMPLE SITE PLAN

1234 Russell St. • AutumnFest

