

*NEW BUSINESS*

*2-19-19.*

**NEIGHBORHOOD  
AND COMMUNITY  
SERVICES STANDING  
COMMITTEE**

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 630 Event Name: Hot Chocolate 15/5K

Event Date : April 20, 2019

Street Closure: Steve Yzerman Drive, Civic Center Drive & W. Jefferson

Organization Name: RAM Racing

Street Address: 951 Corporate Grove Drive Buffalo Grove, IL 80089

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

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License**

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

5K and 15K held at West Riverfront Park with temporary street closures on Steve Yzerman Drive, Civic Center Drive and West Jefferson from 7:00am - 11:00am.

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

| Date | Department   | N/A                      | APPROVED                            | DENIED                   | Additional Comments  |
|------|--------------|--------------------------|-------------------------------------|--------------------------|--|
|      | DPD          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | DPD Assisted Event; Contracted with HEP Protective Services to Provide Private Security Services |
|      | DFD/EMS      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Pending Inspections; Contracted with DMCAre Express to Provide Private EMS Services              |
|      | DPW          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | DPD Assisted Event; No Permits Required  |
|      | Health Dept. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Temporary Food License Required  |

| Date | Department        | N/A                      | APPROVED                            | DENIED                   | Additional Comments   |
|------|-------------------|--------------------------|-------------------------------------|--------------------------|---|
|      | TED               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type III Barricades & Road Closure Signs Required   |
|      | Recreation        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Received & Approved as Presented  |
|      | Bldg & Safety     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permits Required for Tents & Electrical   |
|      | Bus. License      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vendors License Required  |
|      | Mayor's Office    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event. |
|      | Municipal Parking | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Purchase of Parking Meters Required   |
|      | DDOT              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Impact on Buses  |

**MAYOR'S OFFICE**

Signature: Bethanie Ausher

Date: February 13, 2018



## **Hot Chocolate 5K Street by Street Saturday April 20, 2019**

Start on W Jefferson W of Sixth St Overpass  
Head E on W Jefferson to Steve Yzerman Dr  
Turn Right on Yzerman Dr to Riverwalk and make a left  
Continue E on Riverwalk and U turn near Beaubien St  
Riverwalk back W, Past Civic Center Dr where runners break right off Riverwalk onto Yzerman  
Runners are on Steve Yzerman Dr heading W back to W Jefferson  
W Jefferson W to the W end of Riverfront Park and make a left onto path  
Run on the path and finish on path closest to the river

Brandon Presern  
[bpresern@ramracing.org](mailto:bpresern@ramracing.org)  
312 259-2496



## **Hot Chocolate 15K Street by Street Saturday April 20, 2019**

Start on W Jefferson W of Sixth St Overpass  
Head E on W Jefferson to Steve Yzerman Dr  
Turn Right on Yzerman Dr to Riverwalk and make left on Riverwalk  
Head E on Riverwalk to Milliken Park  
At Milliken Park connect with Atwater St and make a right heading E  
Take Atwater to Campau and make a right towards the Riverwalk  
Left at the Riverwalk and continue E for about 400 yards  
U Turn on Riverwalk back W to Campau and make a right on Campau  
Campua to Atwater and make a left  
Take Atwater to connect with Dequindre Cut Trail and make a right  
Continue N on Trail to Mack St and U turn back  
S on Trail back to Atwater and make a right  
Take Atwater back to Riverwalk near Riopelle St  
Riverwalk back W, Past Civic Center Dr runners break right off the Riverwalk onto Yzerman  
Runners are on Steve Yzerman Dr heading W back to W Jefferson  
Jefferson W to the W end of Riverfront Park and make a left onto path  
Run on the path and finish on path closest to the river

Brandon Presern  
[bpresern@ramracing.org](mailto:bpresern@ramracing.org)  
312 259-2496

Janice M. Winfrey  
City Clerk

**City of Detroit**  
OFFICE OF THE CITY CLERK

Caven West  
Deputy City Clerk/Chief of Staff

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Monday, February 18, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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**AMENDMENT**

Herewith, the following referral is a copy of Petition **630**

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PLANNING AND DEVELOPMENT DEPARTMENT    DPW - CITY ENGINEERING DIVISION  
MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    RECREATION DEPARTMENT  
TRANSPORTATION DEPARTMENT    BUSINESS LICENSE CENTER

**630**    *RAM Racing, request to hold "Hot Chocolate 15/5K" at West Riverfront Park on April 20, 2019 from 7:00 AM to 11:00 AM with various street closures, set up to begin on 4-18-19 and tear down to complete on 4-20-19*

**NOTE:**    **Attached please find additional documentation for the above mentioned petition.**

**PETITIONER IS AMENDING PETITION DUE TO:**  
**Addition of Route Map. See attached.**

Please provide the City Council with a report relative to this petition within four (4) weeks. Thanking you in advance.

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, January 08, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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PLANNING AND DEVELOPMENT DEPARTMENT    DPW - CITY ENGINEERING DIVISION  
MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    RECREATION DEPARTMENT  
TRANSPORTATION DEPARTMENT    BUSINESS LICENSE CENTER

**630**    *RAM Racing, request to hold "Hot Chocolate 15/5K" at West Riverfront Park on April 20, 2019 from 7:00 AM to 11:00 AM with various street closures, set up to begin on 4-18-19 and tear down to complete on 4-20-19*

### City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.



Event Name: Hot Chocolate 15/1K

Event Location: West Riverfront Park

Is this going to be an annual event?  Yes  No

#### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: RDM Racing

Organization Mailing Address: 951 Corporate Grove Drive, Buffalo Grove IL 60089

Business Phone: 312 259 2496 Business Website: hotchocolate15k.com

Applicant Name: Brandon Presern

Business Phone: - Cell Phone: - Email: bpresern@rdmracing.com

**Event On-Site Contact Person:**

Name: Brandon Presern

Business Phone: - Cell Phone: 312 259 2496 Email: bpresern@rdmracing.org

**Event Elements (check all that apply)**

- Walkathon
- Run/Marathon
- Political Event
- Parade
- Convention/Conference
- Carnival/Circus
- Bike Race
- Festival
- Sports/Recreation
- Fireworks
- Concert/Performance
- Religious Ceremony
- Filming
- Rally/Demonstration
- Other: \_\_\_\_\_

**Please provide a brief description of your event:**

5K & 15K race serving hot chocolate

\_\_\_\_\_  
\_\_\_\_\_



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

Begin Set-up Date: 4/18/19 Time: 7am Complete Set-up Date: 4/20/19 Time: 7am

Event Start Date: 4/20/19 Time: 7AM Event End Date: 4/20/19 Time: 11 AM

Begin Tearing Down Date: 4/20/19 Complete Tear Down Date: 4/20/19

Event Times (If more than one day, give times for each day):

7AM - 11AM

Location of Event:

Facilities to be used (circle): Street Sidewalk Park City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
-Location of merchandising booths
-Location of food booths
-Location of garbage receptacles
-Location of beverage booths
-Location of sound stages
-Location of hand washing sinks
-Location of portable restrooms
-Location of First Aid
-Location of fire lane
-Proposed route for walk/run
-Location of tents and canopies
-Sketch of street closure
-Location of bleachers
-Location of press area
-Sketch of proposed light pole banners

Describe the entertainment for this year's event:

DJ at Post race Party

Will a sound system be used? [X] Yes [ ] No

If yes, what type of sound system?

Small JUST FOR POST RACE PARTY

Describe specific power needs for entertainment and/or music:

a generator and small platform 8'x8' 12" high

How many generators will be used? About 4 for the entire event

How will the generators be fueled? GAS - no need to refuel

Name of vendor providing generators:

Contact Person: Surbelt Rentals

Address: 3411 W Fort St

Phone: 313 202 5767

City/State/Zip Detroit MI 48216

Will there be advanced ticket sales?  Yes  No ON Line  
If yes, please describe:

Will there be on-site ticket sales?  Yes  No  
If yes, list price(s):

Will there be vending or sales?  Yes  No  
If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold: Hot Chocolate Branded Clothing

Name of Private Security Company: Existing park contract security will be used.

Contact Person: HEP Protective Services

Address: 29829 Greenfield Rd

Phone: 888 443 7005

City/State/Zip: Southfield MI

Number of Private Security Personnel Hired Per Shift: 5

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

Through web site & email

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

ROAD CLOSURES

Have local neighborhood groups/businesses approved your event?

Yes  No

Indicate what steps you have or will take to notify them of your event: We will mail out a flier to all houses & businesses on course.

Complete the appropriate categories that apply to the event Structure

|                             | How Many? | Size/Height                        |
|-----------------------------|-----------|------------------------------------|
| Booth                       |           |                                    |
| Tents (enclosed on 3 sides) | 6         | Misc sizes 1 @ 30x120 MOST 10x10's |
| Canopy (open on all sides)  | 0         |                                    |
| Staging/Scaffolding         | 0         |                                    |
| Bleachers                   | 0         |                                    |

Emergency medical services?

Contact Person: DM CARE

Address: 1600 E Grand Blvd

City/State/Zip: Detroit MI 48221

Name of company providing port-a-johns.

Contact Person: Detroit Port Potty Rentals

Address: 313-334-4231 1600 Clay St Phone: 312 334 4231

City/State/Zip: Detroit MI 48211

Name of private catering company? N/A

Contact Person:

Address:

Phone:

City/State/Zip:

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. Barricades are not available from the City of Detroit.

Attach a map or sketch of the proposed area for closure.

STREET NAME: See attached

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE
- 2) EMERGENCY MEDICAL AGREEMENT
- 3) SANITATION AGREEMENT
- 4) PORT-A-JOHN AGREEMENT
- 5) COMMUNITY COMMUNICATION

*Will provide if event is considered*

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**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

  
Signature of Applicant

12/6/2018  
Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

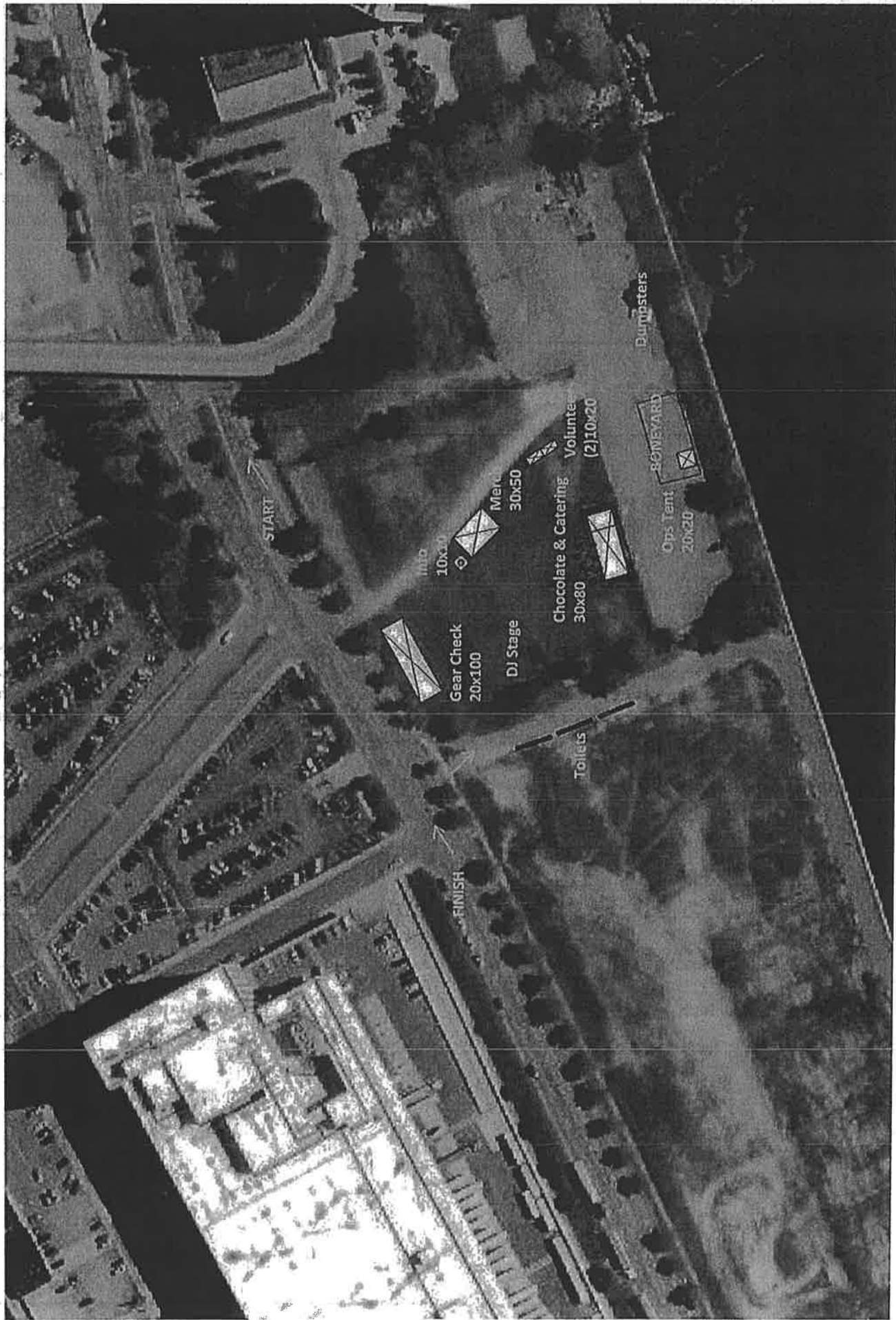
Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

(Please Print)

Event Name: Hot Chocolate 15/5K Event Date: 4/20/19


Event Organizer: Brandon Piseru RAM RACING

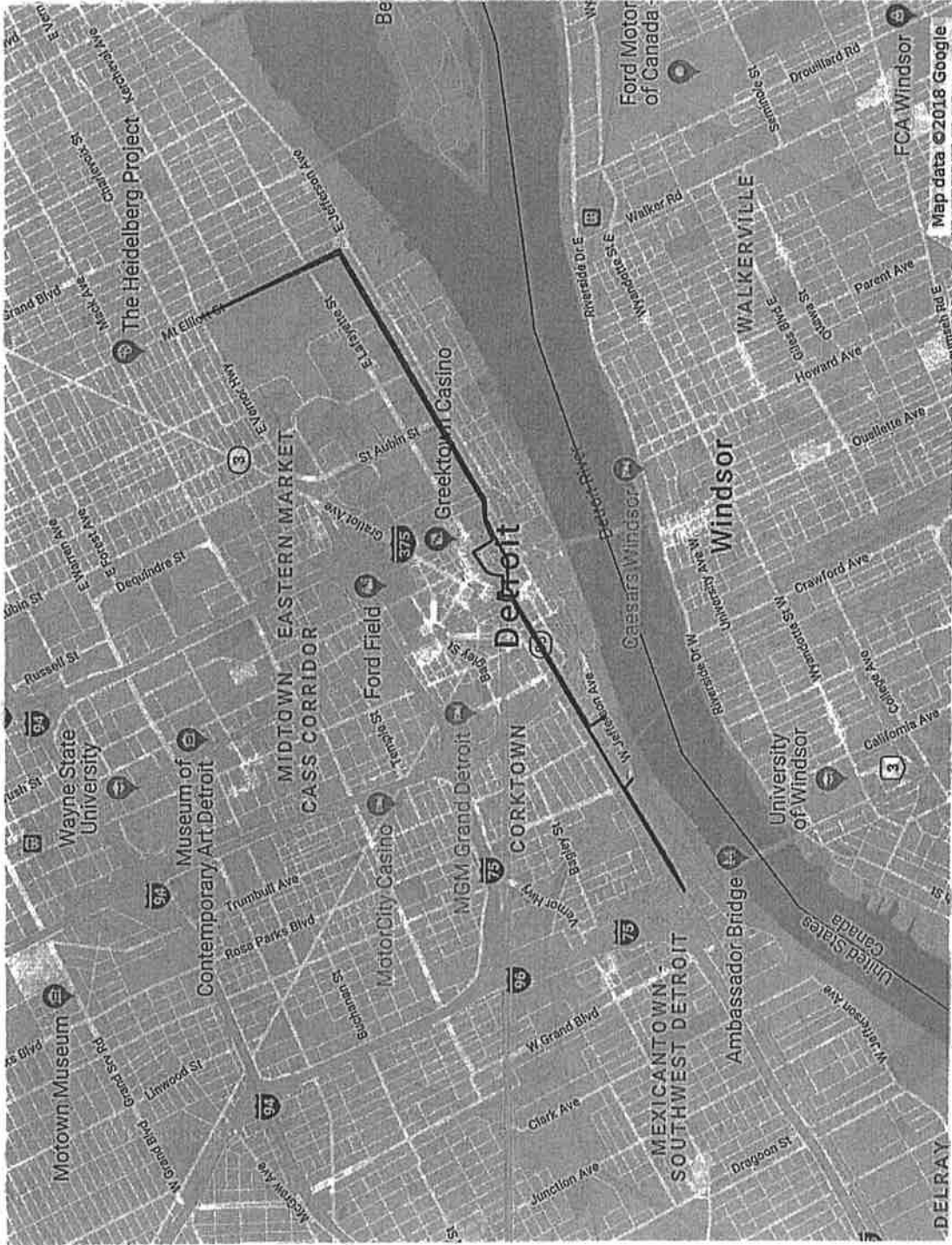
Applicant Signature:  Date: 12/6/18



# Detroit 15K

Detroit 15K.kmz

 Detroit 15K



Map data ©2018 Google



# Detroit5K

Detroit 5K.kmz



Detroit 5K



Hot Chocolate 5K  
Sunday April 20, 2019

1. 5K Route Street by Street
2. Start at Jefferson & 8<sup>th</sup> St
3. Turn right onto Fort St
4. Fort Street NE to Woodward round about
5. Woodward to Cadillac Square heading East
6. Cadillac Square to E Congress St
7. E Congress to a left on Beaubien St
8. Beaubien St North to E Lafayette St and make a left
9. Lafayette to Bates
10. Bates south to Cadillac Square and make a right heading East
11. Take the Woodward roundabout around counterclockwise back to Fort St
12. Fort St SW to Jefferson Ave

Brandon Presern  
312 259-2496  
Bpresern@ramracing.org

Hot Chocolate 15K  
Sunday April 20, 2019

15K Route Street by Street

1. Start at Jefferson & 8<sup>th</sup> St
2. Turn right onto Fort St
3. Fort Street NE to Woodward round about
4. Woodward to Cadillac Square heading East
5. Cadillac Square to E Congress St
6. E Congress to Larned St
7. Larned St N/E to Mt Elliot
8. Mt Elliot Left heading North
9. Take Mt Elliot and turn around just before E Vernor Hwy
10. U Turn and back South on Mt Elliot to Larned St
11. Right on Larned back to a left on Beaubien St
12. Beaubien St North to E Lafayette St and make a left
13. Lafayette to Bates
14. Bates south to Cadillac Square and make a right heading East
15. Take the Woodward roundabout around counterclockwise back to Fort St
16. Make U turn on Fort just East of 21<sup>st</sup>
17. Fort St back to Jefferson Ave

Brandon Presern  
312 259-2496  
Bpresern@ramracing.org



To: Brandon Presern

Date: December 3, 2018

Subject: Hot Chocolate Run/Walk

The Detroit Riverfront Conservancy approved The Hot Chocolate Run/Walk event on the Detroit Riverfront on April 20, 2019.  
Please contact me should you have any questions.

Sincerely,

Anthony Casasanta  
1340 E. Atwater St.  
Detroit, MI. 48207  
313 656-2275





**ADDITIONAL REMARKS SCHEDULE**

|  |                             |   |  |
|--|-----------------------------|---|--|
| AGENCY<br><b>Rosenthal Bros., Inc.</b> |                             | NAMED INSURED<br>Running Away Enterprises, LLC<br>951 Corporate Grove Dr.<br>Buffalo Grove, IL 60089-4508 |  |
| POLICY NUMBER<br><b>SEE PAGE 1</b>     |                             |   |  |
| CARRIER<br><b>SEE PAGE 1</b>           | NAIC CODE<br><b>SEE P 1</b> | EFFECTIVE DATE: <b>SEE PAGE 1</b>   |  |

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insured  
 et al  
 DBA Ram Racing



Jos Campuzo

Dequindre Cut Trail

Mile 5

Mile 4

Mile 6

Mile 3

Zeebman Dr

Mile 8

Mile 9

Detroit 15K





AGENCY CUSTOMER ID: RUNNAWA-01

JRATKE

LOC #: 1



### ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

|  |                             |   |  |
|--|-----------------------------|---|--|
| AGENCY<br><b>Rosenthal Bros., Inc.</b> |                             | NAMED INSURED<br>Running Away Enterprises, LLC<br>951 Corporate Grove Dr.<br>Buffalo Grove, IL 60089-4508 |  |
| POLICY NUMBER<br><b>SEE PAGE 1</b>     |                             | EFFECTIVE DATE: <b>SEE PAGE 1</b>   |  |
| CARRIER<br><b>SEE PAGE 1</b>           | NAIC CODE<br><b>SEE P 1</b> |   |  |

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insured  
et al  
DBA Ram Racing

2019-01-09

**630**

**630** *Petition of RAM Racing, request to hold "Hot Chocolate 15/5K" at West Riverfront Park on April 20, 2019 from 7:00 AM to 11:00 AM with various street closures, set up to begin on 4-18-19 and tear down to complete on 4-20-19*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

PLANNING AND DEVELOPMENT DEPARTMENT    DPW -  
CITY ENGINEERING DIVISION  
MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    RECREATION DEPARTMENT  
TRANSPORTATION DEPARTMENT    BUSINESS LICENSE

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 662 Event Name: Downtown Street Eats

Event Date : March 15 - December 31, 2019

Street Closure: None

Organization Name: Downtown Detroit Partnership

Street Address: 1 Campus Martius Suite 380 Detroit, MI 48226

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

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: 2019 Parks Program
- 24-Hour Liquor License**

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

Annual Food Truck program located in Cadillac Square, Beacon Park, Esplanade, Capitol Park, Grand Circus Park and Spirit Plaza; from 11:00am - 2:00pm with flexible scheduling for events.

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

| Date | Department   | N/A                      | APPROVED                            | DENIED                   | Additional Comments   |
|------|--------------|--------------------------|-------------------------------------|--------------------------|---|
|      | DPD          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contracted with Eagle Security to Provide Private Security Services |
|      | DFD/EMS      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pending Inspections of Food Trucks                                  |
|      | DPW          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required   |
|      | Health Dept. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Temporary Food License Required                                     |

| Date | Department        | N/A                                 | APPROVED                            | DENIED                   | Additional Comments   |
|------|-------------------|-------------------------------------|-------------------------------------|--------------------------|---|
|      | TED               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required   |
|      | Recreation        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Received & Approved as Presented  |
|      | Bldg & Safety     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required   |
|      | Bus. License      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vendors License Required  |
|      | Mayor's Office    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event. |
|      | Municipal Parking | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No Jurisdiction   |
|      | DDOT              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Impact on Buses  |

**MAYOR'S OFFICE**

Signature: Bethanie Lusher

Date: February 7, 2019

**City of Detroit**  
**OFFICE OF THE CITY CLERK**

**Janice M. Winfrey**  
*City Clerk*

**Caven West**  
*Deputy City Clerk/Chief of Staff*

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Friday, February 01, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
BUSINESS LICENSE CENTER    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUILDINGS SAFETY ENGINEERING

**662**    *Downtown Detroit Partnership, request to hold the "Downtown Street Eats Food Truck Program" on 3/15/19- 12/31/19, Monday - Friday 11am - 2pm all locations, Flexible scheduleing for events, weekends and evening hours, Set-up and complete tear down daily.*

## City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: DOWNTOWN STREET EATS FOOD TRUCK PROGRAM

Event Location: DOWNTOWN PARKS AND PUBLIC SPACES MANAGED BY DDP

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: DOWNTOWN DETROIT PARTNERSHIP

Organization Mailing Address: 1 CAMPUS MARTIUS, SUITE 380

Business Phone: 313-715-9944 Business Website: DOWNTOWNDETROITPARKS.COM

Applicant Name: HEATHER BADRAK

Business Phone: 313-715-9944 Cell Phone: 313-715-9944 Email: HBADRAK@DETROIT300.ORG

Event On-Site Contact Person:

Name: NDIDIKA VERNON

Business Phone: 313-314-2710 Cell Phone: 313-715-9944 Email: downtownstreeteats@detroitdetroit.org

#### Event Elements (check all that apply)

- Walkathon
- Run/Marathon
- Political Event
- Parade
- Convention/Conference
- Carnival/Circus
- Bike Race
- Festival
- Sports/Recreation
- Fireworks
- Concert/Performance
- Religious Ceremony
- Filming
- Rally/Demonstration
- Other: 2019 Parks Program

Projected Number of Attendees: varies daily 100 - 2500

Please provide a brief description of your event:

An initiative and program of the Downtown Detroit Partnership that provides food and beverage vending

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

Begin Set-up Date DAILY                      Time:VARIES    Complete Set-up Date:DAILY                      Time:VARIES

Event Start Date:3/15/19                      Time:VARIES    Event End Date: 12/31/19                      Time:VARIES

Begin Tearing Down Date:DAILY                      Complete Tear Down Date:DAILY

Event Times (If more than one day, give times for each day):  
Monday - Friday 11a - 2p, all locations, Flexible scheduling for events, weekends and evening hours.

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: CADILLAC SQ, BEACON PARK, SPIRIT PLAZA, ESPLANADE, CAPITOL PARK, GRAND

Facilities to be used (Check)    Street                      Sidewalk                      Park                       City

Facility

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**You will be prompted to upload these attachments upon submitting this form**

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:

KICKOFF OF PROGRAM BEGINS ON MARCH 15 WITH A ST. PATRICK'S DAY THEME

Will a sound system be used?     Yes     No

If yes, what type of sound system?

Describe specific power needs for entertainment and/or music:

How many generators will be used? \_\_\_\_\_

How will the generators be fueled?

Name of vendor providing generators:

Contact Person:

Address:

Phone:

City/State/Zip

### Section 5- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe:

Will there be on-site ticket sales?  Yes  No

If yes, list price(s):

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold:

FOOD AND NON-ALCOHOLIC BEVERAGES

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: EAGLE SECURITY

Contact Person: MATT WARNER

Address: 500 GRISWOLD

Phone: 734-306-4871

City/State/Zip:

DETROIT, MI 48226

Number of Private Security Personnel Hired Per Shift:

VARIES BY LOCATION

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

WEBSITE SHOWS DOWNTOWN PARKING OPTIONS



## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
Downtown Street Eats continues to attract new and mainstay food trucks and local restaurant pop-ups to provide an increasing variety of quick food options for residents, employees and tourists

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

Indicate what steps you have or will take to notify them of your event:  
DDP's Small Business Initiatives and regularly occurring BIZ connect

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

|                             | How Many? | Size/Height |
|-----------------------------|-----------|-------------|
| Booth                       |           |             |
| Tents (enclosed on 3 sides) |           |             |
| Canopy (open on all sides)  |           |             |
| Staging/Scaffolding         |           |             |
| Bleachers                   |           |             |

## Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of company providing port-a-johns. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of private catering company? \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor’s designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



01/22/2019

SIGNED BY: HEATHER BADRAK  
Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney’s fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** DOWNTOWN STREET EATS **Event**  
**Date:** 3/15/19 - 12/31/19

**Event Organizer:**  
DOWNTOWN DETROIT PARTNERSHIP

**Applicant Signature:**   
**Date:** 01/22/2019 SIGNED BY: HEATHER BADRAK

2019-02-01

662

662

*Petition of Downtown Detroit  
Partnership, request to hold the  
"Downtown Street Eats Food Truck  
Program" on 3/15/19- 12/31/19,  
Monday - Friday 11am - 2pm all  
locations, Flexible scheduling for  
events, weekends and evening hours,  
Set-up and complete tear down daily.*

**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
BUSINESS LICENSE CENTER    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUILDINGS SAFETY ENGINEERING

### MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 682 Event Name: Beacon Park April Events

Event Date: April 4 - May 12, 2019

Street Closure: None

Organization Name: Downtown Detroit Partnership

Street Address: 1 Campus Martius Suite 380 Detroit, MI 48226

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

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: Park Programming
- 24-Hour Liquor License**

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

Beacon Park April Events will downsize the existing tent located in Beacon Park to a 40x60 tent to accommodate Tigers Opening Day, Freep Film Festival, Parkcade and Easter Family Fun events.

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

| Date | Department   | N/A                      | APPROVED                            | DENIED                   | Additional Comments   |
|------|--------------|--------------------------|-------------------------------------|--------------------------|---|
|      | DPD          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contracted with Eagle Security to Provide Private Security Services |
|      | DFD/EMS      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pending Inspections   |
|      | DPW          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required   |
|      | Health Dept. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Temporary Food License Required                                     |

| Date | Department        | N/A                                 | APPROVED                            | DENIED                   | Additional Comments   |
|------|-------------------|-------------------------------------|-------------------------------------|--------------------------|---|
|      | TED               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Barricades Required  |
|      | Recreation        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Received & Approved as Presented  |
|      | Bldg & Safety     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permits Required for Tents & Generators   |
|      | Bus. License      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vendors License Required  |
|      | Mayor's Office    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event. |
|      | Municipal Parking | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No Jurisdiction   |
|      | DDOT              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Impact on Buses  |

**MAYOR'S OFFICE**

Signature: Bethanie Aushier

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

Friday, February 15, 2019

To: *The Department or Commission Listed Below*

From: *Janice M. Winfrey, Detroit City Clerk*

---

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

---

MAYOR'S OFFICE    PLANNING AND DEVELOPMENT DEPARTMENT  
DPW - CITY ENGINEERING DIVISION    POLICE DEPARTMENT  
FIRE DEPARTMENT    RECREATION DEPARTMENT  
BUSINESS LICENSE CENTER    MUNICIPAL PARKING DEPARTMENT

**682**    *Downtown Detroit Partnership, request to hold "Beacon Park April Events" at Beacon Park on various dates throughout April with set up beginning on 4-1-19 and tear down completed on 5-15-19.*



## City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: BEACON PARK APRIL EVENTS

Event Location: BEACON PARK

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: DOWNTOWN DETROIT PARTNERSHIP

Organization Mailing Address: 1 CAMPUS MARTIUS, SUITE 380, DETROIT, MI 48226

Business Phone: 313-715-9944

Business Website: DowntownDetroitParks.com

Applicant Name: HEATHER BADRAK

Business Phone: 313-715-9944

Cell Phone: 3137159944

Email: HBADRAK@DETROIT300.ORG

Event On-Site Contact Person:

Name: DAVID COWAN

Business Phone: 734-377-3472

Cell Phone: 734-377-3472

Email: david.cowan@downtowndetroit.org

Event Elements (check all that apply)

Walkathon

Carnival/Circus

Concert/Performance

Run/Marathon

Bike Race

Religious Ceremony

Political Event

Festival

Filming

Parade

Sports/Recreation

Rally/Demonstration

Convention/Conference

Fireworks

Other: Park Programming

Projected Number of Attendees: varies daily

Please provide a brief description of your event:

APRIL EVENTS INCLUDE: TIGER'S OPENING DAY, FREEP FILM FESTIVAL, PARKCADE, EASTER FAMILY FUN

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

Begin Set-up Date 04/01/2019 Time: 8A Complete Set-up Date: 04/03/2019 Time: 8A

Event Start Date: 04/04/2019 Time: 10A Event End Date: 05/12/19 Time: 10P

Begin Tearing Down Date: 05/13/2019 Complete Tear Down Date: 05/15/2019

Event Times (If more than one day, give times for each day):

4/4, TIGERS OPENING DAY, 10 - 6P, 4/12 - 4/14, FREEP FILM FESTIVAL, 8A - MIDNIGHT, 4/19 - 5/12 PARKCADE, TUES - SUN 10A - 10P, 4/20, EASTER FAMILY FUN DAY, 1P - 5P

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: BEACON PARK, 1903 GRAND RIVER, DETROIT, MI 48226

Facilities to be used (Check) Street Sidewalk Park  City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**You will be prompted to upload these attachments upon submitting this form**

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:

FAMILY FRIENDLY FUN

Will a sound system be used?  Yes  No

If yes, what type of sound system? HOUSE AND/OR AMPLIFIED SOUND

Describe specific power needs for entertainment and/or music:

HOUSE POWER

How many generators will be used? 0

How will the generators be fueled?  
N/A

Name of vendor providing generators:

Contact Person:

Address:

Phone:

City/State/Zip

### Section 5- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe:

Will there be on-site ticket sales?  Yes  No

If yes, list price(s):

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold:

CONCESSIONS BY LUMEN AND FOOD TRUCKS

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: EAGLE SECURITY

Contact Person: MATT WARNER

Address: 500 GRISWOLD

Phone: 734-306-4871

City/State/Zip:

DETROIT, MI 48226

Number of Private Security Personnel Hired Per Shift:

VARIES BY EVENT

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

DOWNTOWN DETROIT PARKS WEBSITE SHOWS PARKING OPTIONS

**Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION**

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
**POSITIVE IMPACT, FREE AND OPEN TO ALL**

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

Indicate what steps you have or will take to notify them of your event:  
**DTE APPROVAL PROCESS**

**Section 8- EVENT SET-UP**

Complete the appropriate categories that apply to the event **Structure**

|                             | How Many? | Size/Height                      |
|-----------------------------|-----------|----------------------------------|
| Booth                       |           |                                  |
| Tents (enclosed on 3 sides) | (1)       | CURRENT TENT REDUCE TO 40' X 60' |
| Canopy (open on all sides)  |           |                                  |
| Staging/Scaffolding         |           |                                  |
| Bleachers                   |           |                                  |

**Section 9- COMPLETE ALL THAT APPLY**

**Emergency medical services?**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of company providing port-a-johns.** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of private catering company?** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

eSigned by SmartFaxOnline.com  
*Heather Badrak*  
Key: 4208A1102210-07M4670842307E8

02/01/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** APRIL EVENTS AT BEACON PARK **Event**  
**Date:** 4/1 - 5/12

**Event Organizer:**  
DOWNTOWN DETROIT PARTNERSHIP

eSigned by SmartFaxOnline.com  
*Heather Badrak*  
Key: 4208A1102210-07M4670842307E8  
**Applicant Signature:**  
**Date:** 02/01/2019

2019-02-15

**682**

**682** *Petition of Downtown Detroit Partnership, request to hold "Beacon Park April Events" at Beacon Park on various dates throughout April with set up beginning on 4-1-19 and tear down completed on 5-15-19.*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE    PLANNING AND DEVELOPMENT  
DEPARTMENT  
DPW - CITY ENGINEERING DIVISION    POLICE  
DEPARTMENT  
FIRE DEPARTMENT    RECREATION DEPARTMENT  
BUSINESS LICENSE CENTER    MUNICIPAL PARKING



**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 684 Event Name: The PH1LL 4th Annual 5K Walk/Run

Event Date : April 6, 20149

Street Closure: None

Organization Name: The PH1LL Foundation

Street Address: P.O. Box 2754 Belleville, MI 48211

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

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License**

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

4th Annual 5K Walk/Run honoring fallen Detroit Police Officer Patrick Hill EOW at the Detroit Riverwalk & Dequindre Cut from 9:00am - 12:00pm.

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

| Date | Department   | N/A                      | APPROVED                            | DENIED                   | Additional Comments                             |
|------|--------------|--------------------------|-------------------------------------|--------------------------|---|
|      | DPD          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | DPD 7th Precinct will Provide Special Attention |
|      | DFD/EMS      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required                             |
|      | DPW          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required                             |
|      | Health Dept. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required                             |

| Date | Department        | N/A                                 | APPROVED                            | DENIED                   | Additional Comments   |
|------|-------------------|-------------------------------------|-------------------------------------|--------------------------|---|
|      | TED               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Barricades Required  |
|      | Recreation        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Received & Approved as Presented  |
|      | Bldg & Safety     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Permits Required   |
|      | Bus. License      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No Jurisdiction   |
|      | Mayor's Office    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event. |
|      | Municipal Parking | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No Jurisdiction   |
|      | DDOT              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Impact on Buses  |

**MAYOR'S OFFICE**

Signature: Bethanie Ausher

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Friday, February 15, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

---

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

---

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
MUNICIPAL PARKING DEPARTMENT    RECREATION DEPARTMENT

**684**    *PHILL Incorporated, request to hold "The PHILL 4th annual 5k walk/run" at the Detroit Riverwalk on April 6, 2019 from 9:00 AM to 12:00 PM with a partial closure of Atwater street at the entrance for the Dequindre Cut.*

# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: The PHILL 4th annual 5k walk/run Event Location: Detroit Riverwalk

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: PHILL incorporated

Organization Mailing Address: PO Box 2754, Belleville, Mi 48111

Business Phone: 313-475-8896 Business Website: phill.org

Applicant Name: Deodge Hill

Business Phone: 313-475-8896 Cell Phone: \_\_\_\_\_ Email: phillorganization@gmail.com

### Event On-Site Contact Person:

Name: Deodge Hill

Business Phone: 313-475-8896 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance |
| * <input type="checkbox"/> Run/Marathon        | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event       | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming             |
| <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks         | <input type="checkbox"/> Other:              |

### Please provide a brief description of your event:

5k walk/run that will be along the riverwalk and follow through the Dequindre Cut. The event registration and vendor set up will be at the Riverfront Conservancy. The awards will also be distributed at the Conservancy at Rivard Plaza. All ages are welcome. The event is honoring fallen Detroit Police Officer, Patrick Hill EOW 10-19-2013. All proceeds are going toward scholarships to assist single mothers in college.

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

Begin Set-up Date :4-6-2018 Time: 6:00 am Complete Set-up Date: 4-6-2018 Time: 7:00  
Event Start Date: 4-6-2018 Time: 9:00am Event End Date: 4-6-2018 Time: 12:00pm

Begin Tearing Down Date: 4-6-2018 Complete Tear Down Date: 4-6-2018

Event Times (If more than one day, give times for each day):

all on one day

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Detroit Riverfront Conservancy, Miliken Park

Facilities to be used (circle): Street Sidewalk Park City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:

There will be a DJ

\_\_\_\_\_

Will a sound system be used?  \*\*Yes  No

If yes, what type of sound system?

Describe specific power needs for entertainment and/or music:

generator

How many generators will be used? 1

How will the generators be fueled?

Name of vendor providing generators:

Contact Person: not sure

Address:

Phone:

City/State/Zip

### Section 5- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No  
If yes, please describe:

Will there be on-site ticket sales?  Yes  No  
If yes, list price(s):

Will there be vending or sales?  Yes  No  
If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold:

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: NONE

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

\_Flyer,

**Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION**

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

there will be increased traffic on Atwater and increased pedestrians for the event and possible parking on the street

Have local neighborhood groups/businesses approved your event?

Yes

No

Indicate what steps you have or will take to notify them of your event: flyer and face to face

contact : LETTER WILL BE SENT TO MAIN OFFICE TO THE RESIDENTS

**Section 8- EVENT SET-UP**

Complete the appropriate categories that apply to the event **Structure**

|                             | How Many? | Size/Height |
|-----------------------------|-----------|-------------|
| Booth                       |           |             |
| Tents (enclosed on 3 sides) | 1         |             |
| Canopy (open on all sides)  |           |             |
| Staging/Scaffolding         |           |             |
| Bleachers                   |           |             |

**Section 9- COMPLETE ALL THAT APPLY**

**Emergency medical services?**

Contact Person: none

Address: \_\_\_\_\_ City/State/

Zip: \_\_\_\_\_

**Name of company providing port-a-johns. riverfront conservancy will assist in providing**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of private catering company? none**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. Barricades are not available from the City of Detroit.

Attach a map or sketch of the proposed area for closure.

**STREET NAME:** Atwater at the crosswalk into the Dequindre Cut near the Outdoor Adventure Center

FROM: 8:30am TO: 10:00

CLOSURE DATES: 4-6 2019 BEG TIME: 8:30am END TIME:

10:30am

REOPEN DATE: 11:00 TIME: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_



**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) **CERTIFICATE OF INSURANCE**
- 2) **EMERGENCY MEDICAL AGREEMENT**
- 3) **SANITATION AGREEMENT**
- 4) **PORT-A-JOHN AGREEMENT**
- 5) **COMMUNITY COMMUNICATION**

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Philadelphia Insurance Company for the Day Insurance.

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**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

\_\_\_\_\_  
Sign \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

(Please Print)

Event Name: The PH1LL 3rd annual 5k walk/run \_\_\_\_\_ Event Date: 4-6-2019 \_\_\_\_\_

Event Organizer: Deodge Hill \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: 12-28-2018

2019-02-15

**684**

**684** *Petition of PHILL Incorporated,  
request to hold "The PHILL 4th  
annual 5k walk/run" at the Detroit  
Riverwalk on April 6, 2019 from 9:00  
AM to 12:00 PM with a partial  
closure of Atwater street at the  
entrance for the Dequindre Cut.*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE  
DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
MUNICIPAL PARKING DEPARTMENT    RECREATION

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 698 Event Name: MoPop Music Festival

Event Date : July 27 - July 28th, 2019

Street Closure: West Jefferson Avenue

Organization Name: AEG Presents

Street Address: 318 W. 14th Street Royal Oak, MI 48067

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

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License**

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

Annual music festival held at West Riverfront Park from 1:00pm - 11:30pm; with temporary street closure on W. Jefferson Avenue between 6th Street and Rosa Parks Boulevard.

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

| Date | Department   | N/A                      | APPROVED                            | DENIED                   | Additional Comments  |
|------|--------------|--------------------------|-------------------------------------|--------------------------|--|
|      | DPD          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | DPD Assisted Event; Contracted with SAFE Security to Provide Private Security Services |
|      | DFD/EMS      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pending Inspections; Contracted with Hart Medical to Provide Private EMS Services      |
|      | DPW          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ROW Permit Required for Street Closures  |
|      | Health Dept. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Temporary Food License Required  |

| Date | Department        | N/A                      | APPROVED                            | DENIED                   | Additional Comments   |
|------|-------------------|--------------------------|-------------------------------------|--------------------------|---|
|      | TED               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type III Barricades & Road Closure Signage Required for Street Closures   |
|      | Recreation        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Received & Approved as Presented  |
|      | Bldg & Safety     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permits Required for Tents, Stages, Generators & Electrical   |
|      | Bus. License      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vendors License & Parking Permit Required   |
|      | Mayor's Office    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event. |
|      | Municipal Parking | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Purchase of Parking Meters Required  |
|      | DDOT              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | No Impact on Buses  |

**MAYOR'S OFFICE**

Signature: Bethanie Fisher

Date: February 13, 2019

City of Detroit

OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Caven West  
Deputy City Clerk/Chief of Staff

DEPARTMENTAL REFERENCE COMMUNICATION

Monday, February 18, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    TRANSPORTATION DEPARTMENT  
HEALTH AND WELLNESS PROMOTION    RECREATION DEPARTMENT

**698**    *AEG Presents, request to hold "MoPop Music Festival" at West Riverfront Park On July 27 and 28th, 2019 from 1:00 PM to 11:30 PM each day. With a closure of Jefferson Ave from Cabacier to Rosa Parks.*

# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: MoPop Music Festival

Event Location: West Riverfront Park

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: AEG Presents

Organization Mailing Address: 318 W 4<sup>th</sup> St. Royal Oak, Michigan 48067

Business Phone: 248-399-2980 Business Website: MoPopfestival.com

Applicant Name: Ryan Smith

Business Phone: 314-726-8023 Cell Phone: 314-706-7115 Email: Rysmith@aegpresents.com

### Event On-Site Contact Person:

Name: Ryan Smith

Business Phone: 314-726-8023 Cell Phone: 314-706-7115 Email: Rysmith@AEGPresents.com

### Event Elements (check all that apply)

- Walkathon
- Run/Marathon
- Political Event
- Parade
- Convention/Conference
- Carnival/Circus
- Bike Race
- Festival
- Sports/Recreation
- Fireworks
- Concert/Performance
- Religious Ceremony
- Filming
- Rally/Demonstration
- Other: \_\_\_\_\_

### Please provide a brief description of your event:

The MoPop Music Festival is an annual music festival produced by AEG Presents. The festival is July 27<sup>th</sup> & 28<sup>th</sup> with 2 stages. We will open the gates at 1pm and conclude the concert at 11:30pm. This is our 7<sup>th</sup> year and the 5<sup>th</sup> at the West Riverfront Park. In 2018, we had ticket buyers come to the festival from 47 different states and 7 Canadian Provinces. For 2019, we are expecting around 15,000 fans per day. The only significant change for 2019 is the We will have minimal changes to the festival layout.

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

Begin Set-up Date : Monday, July 21st Time: 8am Complete Set-up Date: Friday, July 26th Time: 8pm

Event Start Date: Saturday, July 27th Time: 1pm Event End Date: Sunday, July 28th Time: 11:30pm

Begin Tearing Down Date: Sunday, July 28<sup>th</sup> 11:30pm Complete Tear Down Date: Wednesday, July 31<sup>st</sup> at 5pm.

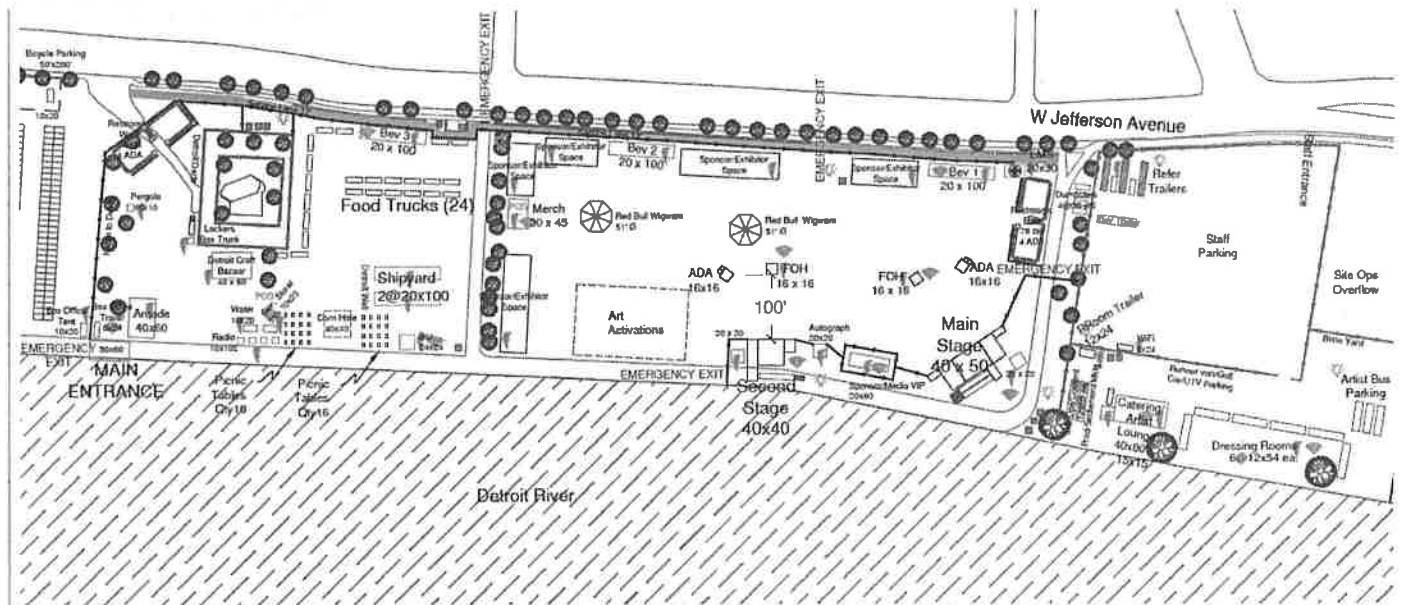
Event Times (If more than one day, give times for each day): Saturday, July 27<sup>th</sup> 1:00pm-11:30pm & July 28<sup>th</sup> 1:00pm-11:00pm

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: West Riverfront Park

Facilities to be used (circle): Street Sidewalk Park City Facility

-Full Site CAD

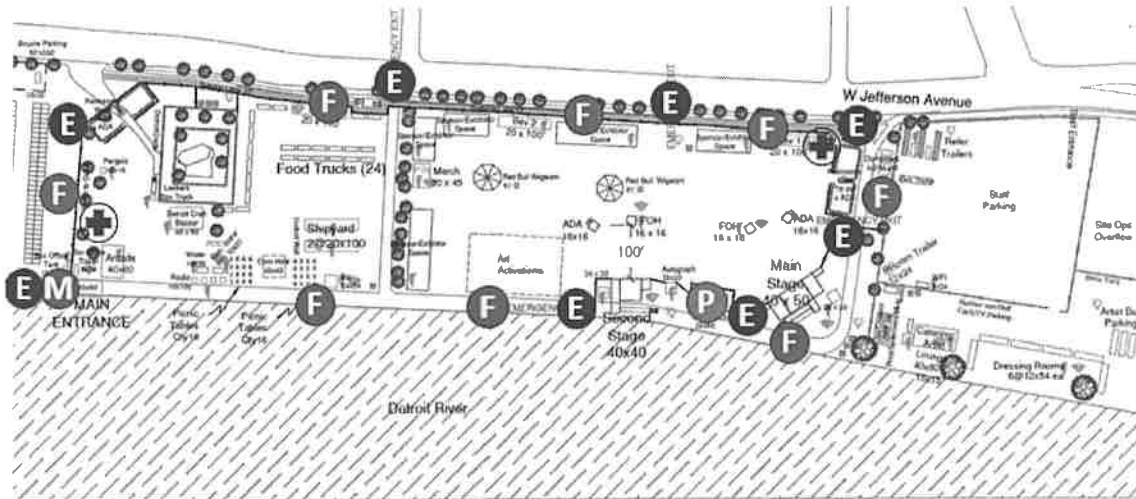


-Sketch of street closure



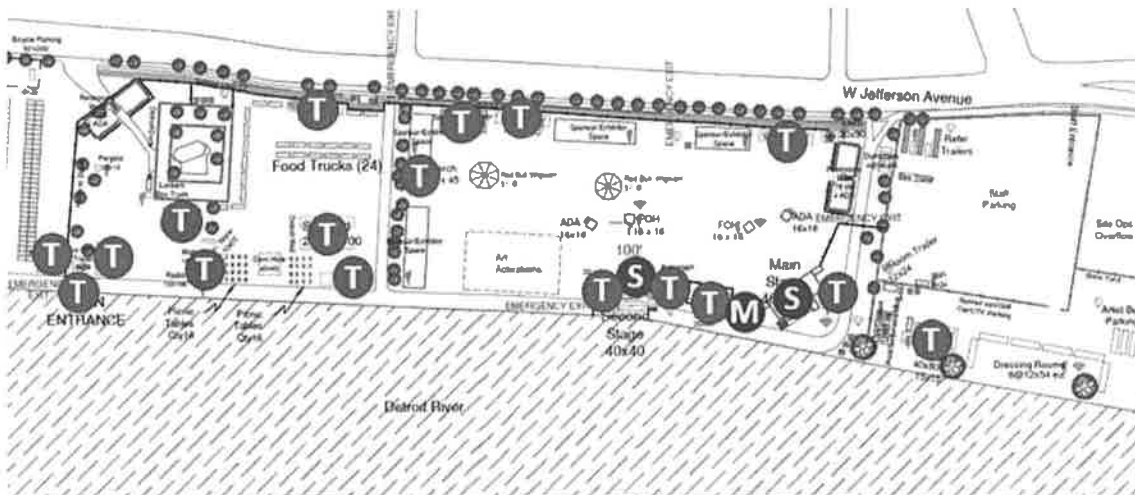


- Public entrance and exit
- Location of First Aid
- Location of fire lane
- Location of garbage receptacles



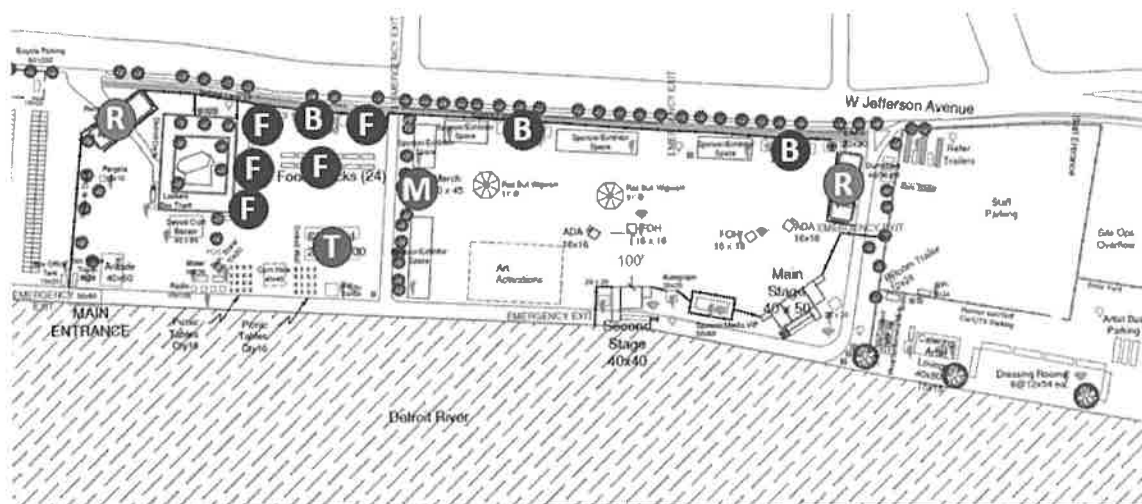
- M** Main Entrance
- E** Emergency Exit
- +** First Aid
- F** Fire Lane
- P** Press

- Location of tents and canopies
- Location of sound stages
- Location of press area



- T** Tents
- S** Stage
- M** Media Tent

- Location of merchandising booths
- Location of food booths
- Location of beverage booths
- Location of portable restrooms



- M** Merch
- F** Food Trucks
- T** Food Tents
- B** Beverage
- R** Restrooms

## Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

The MoPop Artists are national recording artists and will be announced on February 12<sup>th</sup> or 13<sup>th</sup>.

Will a sound system be used?       Yes       No

If yes, what type of sound system? We use a line array system provided by Allen Audio, a professional sound system company.

Describe specific power needs for entertainment and/or music:

We will bring in gas powered generators, which will sit in the back of house area.

How many generators will be used? 15 Generators ranging from 30 kW 208 to 300 kW 480

How will the generators be fueled? They run on gas and will be refueled before or after the concert.

**Name of vendor providing generators:**

Contact Person: Aggreko Power Don

Gray

Address: 8119 Park Place

Phone: 248-486-4100

City/State/Zip Brighton, MI 48116

## Section 5- SALES INFORMATION

Will there be advanced ticket sales?     Yes       No

If yes, please describe: We will have online sales through AXIS Ticketing system

Will there be on-site ticket sales?       Yes       No

If yes, list price(s): \$89.50 up to \$150

Will there be vending or sales?           Yes       No

If yes, check all that apply:

Food

Merchandise

Non-Alcoholic Beverages

Alcoholic Beverages

Indicate type of items to be sold: Food, Beverage, Festival/Artist Merchandise and artistic items local artists to be sold.

## Section 6- PUBLIC SAFETY & PARKING INFORMATION

**Name of Private Security Company:**

Contact Person: Safe Security – Jon Seict

Address: 2000 Brush St.

Phone: 313-262-2270

City/State/Zip: Detroit, MI 48226

Number of Private Security Personnel Hired Per Shift: 70-80 (Security/Ushers/Security Screeners), depending on attendance.

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options? On our website, via email to ticket buyers and on social media.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Our event is contained to the West Riverfront Park. We will apply for a Jefferson Street Closure and all other traffic should not be impacted. The sound carry over should be minimal due to the use of the Line Array Sound System which allows audio engineers to direct the audio in a specific area, limiting the amount of carryover. As for safety, we will hire Detroit PD officers to handle traffic at the festival and will have additional Detroit PD officers inside the festival site to provide a safe environment for festival goers and general public around the site.

Have local neighborhood groups/businesses approved your event?

Yes     No

Indicate what steps you have or will take to notify them of your event: They have not been notified yet. We

will work with the Riverfront Conservancy to communicate to the local residents. There are very few

businesses located around the festival site.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

|                             | How Many?        | Size/Height   |
|-----------------------------|------------------|---|
| Booth                       |                  |   |
| Tents (enclosed on 3 sides) | <u>17</u>        | <u>1-40x80, 2-40x60, 5-20x100, 1-20x60, 1-30x45,</u><br><u>1-20x20 &amp; 6-10x10</u>                          |
| Canopy (open on all sides)  | <u>4</u>         | <u>1-24.24, 2-20x20 &amp; 1-30x60</u>   |
| Staging/Scaffolding         | <u>2 &amp; 2</u> | <u>1-40x60 Stage 5' tall, 1 40x40 Stage 5' tall, 2-20x20 FOH risers &amp;</u><br><u>2-16x20 ADA platforms</u> |
| Bleachers                   | <u>0</u>         | <u></u>   |

**Section 9- COMPLETE ALL THAT APPLY**

**Emergency medical services?**

Contact Person: Hart Medical – Adam Gottlieb

Address: 1636 W. Fort St. Detroit, MI

City/State/Zip: Detroit, MI 48216

**Name of company providing port-a-johns. Parkway Services**

Contact Person: Kathleen Mular

Address: 2876 Tyler Rd

Phone: 734-482-7633

City/State/Zip: Ypsilanti, MI 48198

**Name of private catering company? Concert Kitchens**

Contact Person: Syd Shaffer

Address: 5140 Ford Street

Phone: 740-972-3421

City/State/Zip: Galena, OH 43021

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME:** Jefferson St.

**FROM:** Cabacier St. **TO:** Rosa Parks Blvd

**CLOSURE DATES:** July 27<sup>th</sup>/July 28<sup>th</sup> **BEG TIME:** 10am **END TIME:** 1 am

**REOPEN DATE:** July 29<sup>th</sup> **TIME:** 1am

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE
- 2) EMERGENCY MEDICAL AGREEMENT
- 3) SANITATION AGREEMENT
- 4) PORT-A-JOHN AGREEMENT
- 5) COMMUNITY COMMUNICATION

We will send the COI, naming Detroit as an additional insured when complete.

We are negotiating with the Medical, Sanitation, Security & Port-a-John companies and will send the agreements upon completion.

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**(Please Print)**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2019-02-18

**698**

*Petition of AEG Presents, request to hold "MoPop Music Festival" at West Riverfront Park On July 27 and 28th, 2019 from 1:00 PM to 11:30 PM each day. With a closure of Jefferson Ave from Cabacier to Rosa Parks.*

---

**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE POLICE DEPARTMENT  
FIRE DEPARTMENT TRANSPORTATION DEPARTMENT  
HEALTH AND WELLNESS PROMOTION RECREATION  
DEPARTMENT

25



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 1026  
DETROIT, MICHIGAN 48226  
PHONE: 313 • 628-2158  
FAX: 313 • 224 • 0542  
WWW.DETROITMI.GOV

January 3, 2019

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to Accept and Appropriate the FY 2019 Arts in the Plaza Grant**

The Michigan Council for Arts and Cultural Affairs (MCACA) has awarded the City of Detroit General Services Department with the FY 2019 Arts in the Plaza Grant for a total of \$15,000.00. There is no match requirement. The total project cost \$15,000.00. The grant period is October 1, 2018 through May 31, 2019.

The objective of the grant is to support the production, presentation and creation of arts and culture that promote public engagement, diverse art, lifelong learning of the arts, and the strengthening of communities through the arts. The funding allotted to the department will be utilized to fund daylong celebration of arts and culture of Detroit's neighborhoods in Spirit Plaza. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 20624.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

Ryan Friedrichs  
Director, Office of Development and Grants

CC:  
Katerli Bounds, Deputy Director, Grants  
Sajjiah Parker, Assistant Director, Grants

This Request has been approved by the Office of the Budget.

CITY CLERK 2019 FEB 15 AM 10:00



**RESOLUTION**

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department is requesting authorization to accept a grant of reimbursement from the Michigan Council for Arts and Cultural Affairs (MCACA), in the amount of \$15,000.00, to support the production, presentation and creation of arts and culture that promote public engagement, diverse art, lifelong learning of the arts, and the strengthening of communities through the arts; and

**WHEREAS**, this request has been approved by the Office of the Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to establish Appropriation number 20624, in the amount of \$15,000.00, for the FY 2019 Arts in the Plaza Grant.

January 4, 2019

Maurice Cox, Planning Director  
City of Detroit  
2 Woodward Ave.  
Suite 808  
Detroit, MI 48226

Dear Mr. Cox:

The Michigan Council for Arts and Cultural Affairs recently took action on September 11, 2018 grant requests for fiscal year 2019. I am pleased to inform you that your application was included among those recommended to receive support. On behalf of the Council, I congratulate you on your grant award, as referenced below:

|                   |  |                                     |
|-------------------|--|-------------------------------------|
| Grant #:          | Title: Arts in the Plaza - Celebrating Detroit's neighborhoods |                                     |
| 19PS4849AC        |  |                                     |
| Award: \$15,000   | State Funds:   | Federal Funds: \$ .00               |
|                   | \$15,000.00  |                                     |
| Recipient DUNS #: | 00-653-0661  | Award Period: 10/1/2018 - 5/31/2019 |

*You will receive your grant agreement in a separate e-mail in approximately 5-7 business days. Read those materials and carefully follow instructions to expedite the contracting process.*

Please note, in addition to acknowledging the MCACA grant in your promotional materials etc., if there are federal dollars from the National Endowment for the Arts (NEA) included as part of your grant award, proper acknowledgement of the NEA is also required.

Federal sub-recipients also note: Be advised that all Federal statutes, regulations and terms and conditions, as outlined in your grant agreement, will apply.

Before we are able to pay out any grant monies, you are required to return your signed grant agreement and a copy of the letter (or email etc.) you used to notify the Governor and your local legislators that you have received this award. In addition, any fiscal year 2018 grants received by your organization need to be closed out prior to receiving funding for 2019 grants.

If you have questions, please feel free to contact me or at 517/241-3972 or our staff at 517/241-4011.

Sincerely,

A handwritten signature in black ink, appearing to read "J Bracey". The signature is fluid and cursive, with the first name "John" and last name "Bracey" clearly distinguishable.

John Bracey, Executive Director  
Michigan Council for Arts and Cultural Affairs  
300 N. Washington Square  
Lansing, MI 48913  
BraceyJ@Michigan.org  
517.241.3972  
[http://www.michiganadvantage.org/Arts/  
Facebook](http://www.michiganadvantage.org/Arts/Facebook)



# FY19 Project Support Grant Guidelines

The Project Support program is a competitive grant program that provides support for the production, presentation and creation of arts and culture that promotes public engagement, diverse and excellent art, lifelong learning in the arts, and the strengthening or livability of communities through the arts. These projects connect communities with the world by exploring, sharing and supporting creative expression, and by doing so they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves.

## Are you eligible to apply for a Project Support grant?

You must be able to answer YES to all of the following questions.

- Are you a college/university, municipality or non-arts related nonprofit organization? (*K-12 schools are NOT eligible to apply in Project Support. They should apply in our Arts in Education program*)
- Are you physically located in the state of Michigan?
- Are your facilities open and accessible to the public?

If you do not meet all of the eligibility requirements above, please refer to the Operational Support Program guidelines or Minigrant Projects.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

## Deadline

Applications are to be submitted on-line by 11:59 p.m. EST June 1, 2018. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

## NARRATIVE

The City of Detroit's Planning and Development Department (PDD) is requesting support from the Michigan Council of Arts and Culture Association (MCACA) for Arts in the Plaza, a daylong celebration of arts and culture of Detroit's neighborhoods. Spirit Plaza, situated in front of the Coleman A. Young Municipal Center (CAYMC) in Downtown Detroit, is a 20,000 square-foot temporary civic square that celebrates Detroit's diversity, arts and cultural attractions, and public events that highlight the city's many voices and unique identities.

The Arts in the Plaza celebration will take place in November and will be the closing event for the Spirit Plaza temporary activation. Arts in the Plaza will feature the work of local curators and artists from across the city for a day long event. The curators and artists will be responsible for creating content and programming for The Plaza and will have the ability to use the public square as a canvas for creativity. Each curator will work with 2-3 additional artists whose commissions are original, thought provoking, exciting, and draw upon the meaning of the Spirit of Detroit and civic life for inspiration. Programming options include: art installations and performances, multi-media displays, pop-up shops/events, etc. Programming will occur at different times of the day and evening, and incorporate creative strategies to integrate local businesses as well.

A key feature of the Arts in the Plaza event is the exhibition of permanent design concepts for Spirit Plaza. Currently Spirit Plaza is a temporary activation and the City of Detroit is currently studying what a permanent design of the plaza would look like. These design concepts will be available for public viewing during the day long Arts in the Plaza event. This showcase of neighborhood arts and culture will capture residents from across the city and reveal conceptual designs for a civic space that could serve the neighborhoods as permanent platform for arts and culture for years to come.

In order to successfully carry out Arts in the Plaza, an event planning committee will solicit qualified artists via calls for artists, invitations for design proposals, and request for qualifications. Solicitations will be promoted and focused on neighborhood artists and the Planning Department will leverage existing relationships with arts organizations such as CreativeMany Michigan, Allied Media Projects, CultureSource, and Design Core Detroit. The goal is to reach artists with demonstrative capabilities, evidence of artistic excellence, and experience working in the field of public art and community settings. Further, selected artists will represent the stories of the City of Detroit diverse residents while expressing their creativity as an individual artist.

The Arts in the Plaza is a response to the need of having a dedicated space downtown where neighborhood residents can express and experience quality arts and culture programming. Artists selected will be Detroit based and have the opportunity to showcase their talents to broad audiences. Spirit Plaza serves as an extension of the community and

as one of a kind public space that enriches the lives of all users, enhances the surrounding buildings, and provides a sense of character and civic forum for the enjoyment of public life.

The creation and programming of Spirit Plaza thus far has been possible thanks to the partnership between major city agencies – the departments of Public Works (DPW), the Police Department (DPD), Planning (PDD), Transportation (DDOT), Neighborhoods (DON) and General Services (GSD) – as well as the Mayor’s Jobs & Economy team, the Michigan Department of Transportation, the Downtown Detroit Partnership (DDP) and Bloomberg Associates. In addition to community and departmental support, Spirit Plaza has received financial support and contributions from Quicken Loans, Ally Bank, Bank of America and the Davidson Foundation.

The plaza is an example of public, private and philanthropic partnerships that fosters and strengthens connections between the Downtown neighborhood and the network of Detroit’s communities. It is a place for the city and its citizens, and provides a dedicated location for ongoing community exchange and engagement. Since the creation of the plaza last summer, this unique public space in downtown Detroit has seen an increased number of visitors and has served as a venue for small music concerts and as an enjoyable lunchtime space for area employees and visitors to the Coleman A. Young Municipal Center.

The Arts in the Plaza celebration will be a one day event that intends to attract a wide audience through the diversity of programming options reflecting the unique identity of Detroit’s neighborhoods. Artists will be charged with showcasing their artistic expression and promote their event within their own neighborhoods and communities. The vision is that Arts in the Plaza will be a platform for audiences to support their local artist and be part of other artistic exchanges.

### Implementation and Management

Arts in the Plaza will be a one day celebration in the month of November. The day will be programmed with at least 6 hours of arts and cultural activities. Selected artists will be paid a stipend to curate various activities. In addition, an artist will be selected to create the promotional materials that will be used to get the word out for the event. Furthermore, the City’s Media Services Department will assist in the creation of media content, including short promotional videos as well as social media highlights.

Successful implementation and management of the Arts in the Plaza are critical to make the event a wide reaching and successful celebration of arts and culture. In order to ensure a successful outcome, a planning committee will be convened and guided by Planning Director Maurice Cox and supported by Kimberly Driggins, Director of Strategic Planning/Arts and Culture and by Deputy Director Janet Attarian. In the past, Ms. Driggins has been a key advisor on creative placemaking projects locally and nationally. In 2015, she was awarded the prestigious Loeb Fellowship, where she will explore the intersection of design, civic engagement, and creative placemaking with a focus on equity and inclusion. Mrs. Attarian is expert in place-based mobility improvement projects and the integration of art in the public realm. She has completed many projects of this nature over her 20 year

career. Maria Galarza, will serve as project manager for the event and will draw from her experience in managing the temporary plaza and her connection with key stakeholders to ensure the event's success.

Lastly, as downtown continues to transform, it is vital to create a public spaces with programming that reflect unique identity of the city. Arts in the Plaza would help us achieve just that. Events like Arts in the Plaza create a mutual sense of pride and ownership among diverse groups and sets the stage for positive social interaction by bringing diverse groups of people together.