

Adopt-A-Park



**Information
Packet**

2018



Mayor's Office

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

April 20, 2018

Thank you for your commitment to the City of Detroit and your ongoing support of the Adopt-A-Park Program.

When the City was experiencing financial challenges, organizations like yours demonstrated their commitment by stepping in to assist the General Services Department with the upkeep of our parks.

As an Adopt-A-Park partner, your organization has played a pivotal role in maintaining a clean and safe place for our children to play and a gathering spot for our neighbors. Because of your commitment, our parks and green spaces are welcoming places for residents and visitors alike.

Please accept my sincere appreciation for your years of dedicated service and partnership and for joining with the City of Detroit to continually improve the quality of life for our residents.

Sincerely,

Michael E. Duggan, Mayor
City of Detroit





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Adopt-A-Park Partner Contract – 2018

_____ commits to adopting _____
(Name of Organization) *(Name of Park)*

at _____ for the summer 2018 Adopt-A-Park program.
(Address of Park)

As a part of this commitment, _____ will ensure that:
(Name of Organization)

- 1) The park is kept clean and garbage is removed;¹
- 2) The grass is mowed at least once every 10 to 14 days to be no higher than 6 inches;
- 3) The grass is trimmed around, along and under park edges, fences, paths, trees, and equipment.

You will be scored on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is “excellent”; 2 is “adequate”; and 1 “needs improvement”.

This commitment lasts from April 30, 2018 thru September 30, 2018.

In recognition of this volunteer service, your organization will receive priority scheduling in the park and **during the second season of adoption**, a sign will be posted in the park stating that your organization has adopted it.

Signed: _____
(Signature of Organization's Representative) *(Representative's Title)*

Printed: _____
(Name of Organization's Representative) *(Today's Date)*

Contact Info: _____
(PRINT E-Mail Address) *(Telephone Number)*

(PRINT Organization's Mailing Address)

Please complete this contract, email a copy to Marcella Davis, Park Coordinator, at DavisMarcella@DetroitMI.gov the week of April 16, 2018, or bring it to the Kick-Off.

The Kick-Off meeting for the 2018 Adopt-A-Park program is on Friday, April 20, 2018 - 2:00 to 4:00 p.m. at Northwest Activities Center, 18100 Meyers, Detroit, MI 48235. Please come to receive valuable information, network with other adopters, and meet your partners on the parks!

Call (313) 224-5555 with any questions on Adopt-A-Park.

Thank you for your service!

Mike Duggan;
Mayor, City of Detroit

GSD USE ONLY

Site # _____
District # _____
Cluster # _____
Acreage _____

Parks will be inspected every other Monday throughout the summer, starting on May 14th and ending on October 1st.

May 14	June 11	July 9	August 6	September 4***	October 1
May 29*	June 25**	July 23	August 20	September 17	

- * May 29 – parks will need to be cleaned before and after the Memorial Day weekend
- ** June 25 – parks will need to be cleaned before and after the 4th of July weekend
- *** September 4 – parks will need to be cleaned before and after the Labor Day weekend

¹ Call (313) 224-5555 to request a trash pick up. Trash should be neatly bagged and stacked in one place along an accessible park curb.



Frequently Asked Questions (updated April 2018)

Q: What is expected of the adopters? How often are we expected to mow and clean?

- A:**
- 1) Keep the park clean and free of debris every week. (See below for trash pick-up information.)
 - 2) Mow the grass at least once every 10-14 days so it does not get taller than 6 inches.
 - 3) Trim grass and/or remove weeds around and/or under or along park edges, fences, paths, trees, and equipment.

Q: Will GSD pick up the trash we collect?

A: Yes, but you must call (313) 224-5555 to let us know to make a pick up. Please neatly bag all debris you collect from the ground or in garbage cans. Place, separated piles of trash, tree debris, and tree limbs on the curb of the park in an accessible area.

Q: What if I have a large amount of yard waste or debris and a way to transport it?

A: (1) If you are a Detroit resident, you may drop off trash, bulk waste, and compostable materials collected from your park at one of the City's drop off sites. You must present a government-issued photo ID that shows you are a resident of Detroit. ***Note all locations are closed 2:30pm to 3:30pm for lunch.***

Locations:

Southfield Yard: 12255 Southfield, between Plymouth and I-96
Monday thru Saturday, 10:30am to 6:00pm, **closed 2:30pm to 3:30pm for lunch.**

Davison Yard: 8221 W. Davison, between Livernois and Wyoming
Tuesday thru Saturday, 10:30am to 6:00pm, **closed 2:30pm to 3:30pm for lunch**

NOTE: If you find you have hazardous waste in the park – Paint cans, aerosol cans, etc. – these items can be taken to the Detroit Household Hazardous Waste Drop-Off Facility located 2000 East Ferry Street, between Russell and St. Aubin Streets. Hours are Thursdays 7:30am to 2:00pm and the 4th Saturday of each month 8:00am to 2:00pm. If you need more information call 313-923-2240. Remember, you must show Detroit ID.

(2) If you are not a Detroit resident, stack debris at curb in neat piles, call Marcella Davis at 313-224-5555 for a pick-up.

Q: When will park maintenance be monitored?

A: The 2018 Adopt-A-Park season will run from April 30 thru September 30. Parks will be inspected every other Monday throughout the summer, starting on May 14 and ending on October 1. The inspection schedule is below.

May 14	June 11	July 9	August 6	September 4***	October 1
May 29*	June 25**	July 23	August 20	September 17	

* May 29 – parks will need to be cleaned before and after the Memorial Day weekend

** June 25 – parks will need to be cleaned before and after the 4th of July weekend

*** September 4 – parks will need to be cleaned before and after the Labor Day weekend

Q: How will the parks be graded?

A: Each park will be assessed on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is “excellent”; 2 is “adequate”; and 1 “needs improvement”.

Q: Can you recommend a landscaper I could hire?

A: The City of Detroit does not typically endorse the services of companies. However, we have a number of landscapers who are partners in the Adopt a Park Program who may be able to work with you:

Brilar LLC
13200 Northend Ave., Oak Park, MI 48237
Attention: Larry Yaffa
(248) 547-6439

Payne Landscaping
15777 Harper Detroit, MI 48224
Attention: Terry Payne or Kim Murphy
(313) 885-6770 x12 or x10

J. E. Jordan Landscaping
19415 W. McNichols, Suite V, Detroit, MI 48219
Attention: Jamie Jordan or Erica Jordan
(248) 773-2622

WH Canon
36700 Northline Rd, Romulus, MI 48174
Attention: Andrea Canon
(734) 941-3900

Motor City Grounds Crew
1420 Washington Blvd., Detroit, MI 48226
Attention: Aaron Smith
(313) 757-2672

Q: How do I host events or a sports league in the park?

A: All events and athletic uses must be pre-approved by the Recreation Department. Please contact them A.S.A.P.; depending on the nature of your event, you may need to get special permits that take several weeks to obtain. As an Adopt a Park Partner, you may be eligible for waived fees. Make sure to mention you're a partner on the forms! Please refer to the forms in the partner packet for setting up events or registering for athletic field use, contact **Tracey Lawrence-Thomas at (313) 628-0967, TLawrenc@detroitmi.gov.**

Q: How do I make an improvement to the park?

A: All improvements must be approved by the Recreation Department. Please refer to the form (Park Improvement Authorization Form along with the Gift Letter of Request) in the partner packet for making improvements and **submit it to: Juliana Fulton at FultonJ@detroitmi.gov or by calling (313) 628-2365.**

Q: What should we do if we see illegal dumping, find objects too hard to move or need help with any problems?

A: For any additional issues or concerns, please contact Marcella Davis, General Services Department, Park Coordinator, at (313) 224-5555.



motor city makeover

Detroit neighborhoods will be cleaned for Motor City Makeover by district. Alley cleanups are a special priority for this year's effort. Contact your District Manager for more information.

Individuals and groups **MUST** register with the City of Detroit to receive limited supplies and to schedule a pickup of bagged litter.

SATURDAY, MAY 5, 2018

CENTRAL & NORTHWEST District 1

Crowell Recreation Center

16630 Lahser Road 48219

Stephanie A. Young, District Manager
Latrice McClendon, Deputy District Manager

District 2

Northwest Activities Center

18100 Meyers 48235

Kim Tandy, District Manager
Sean Davis, Deputy District Manager

SATURDAY, MAY 19, 2018

FAR WEST & SOUTHWEST District 6

Patton Recreation Center

2301 Woodmere 48209

Ninfa Cancel, District Manager
Ammie Woodruff, Deputy District Manager

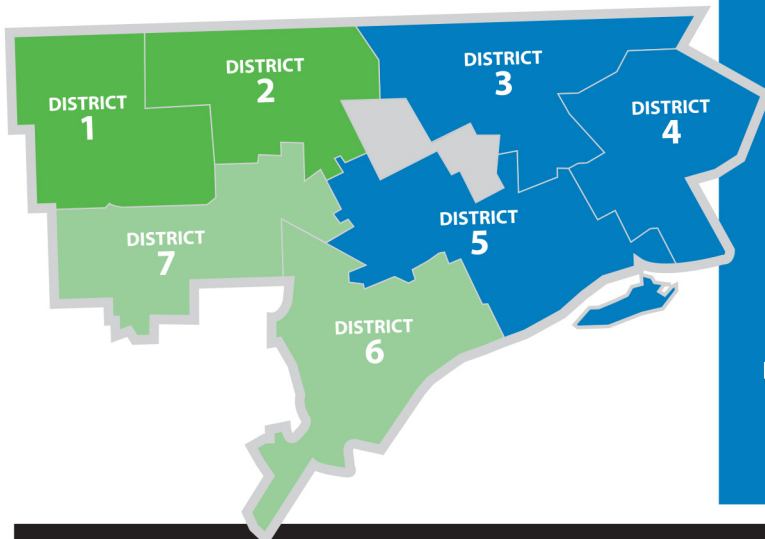
District 7

Adams Butzel Recreation Complex

10500 Lyndon 48238

Ray Solomon II, District Manager
Mona Ali, Deputy District Manager

- May 5** Districts 1 & 2
- May 12** Districts 3, 4, & 5
- May 19** Districts 6 & 7



SATURDAY, MAY 12, 2018

CENTRAL & EAST District 3

Farwell Recreation Center

2781 E. Outer Drive 48234

Erinn Harris, District Manager
Ernest Johnson, Deputy District Manager

District 4

Samaritan Center

5555 Conner 48213

Letty Azar, District Manager
Toson Knight, Deputy District Manager

District 5

Butzel Family Center

7737 Kercheval 48214

Marshall Bullock, District Manager
Kya Robertson, Deputy District Manager



**Department of
Neighborhoods**

Mike Duggan, Mayor



**VOLUNTEER AND REGISTER TODAY! Call 313-224-4415
or register at www.motorcitymakeover.org**



Department of Neighborhoods

DISTRICT ONE

Crowell Recreation Center
16630 Lahser
Detroit, MI 48219



Stephanie Young
District Manager
313-236-3473
YoungsT@detroitmi.gov



Latrice McClendon
Deputy District Manager
313-236-3484
McClendonL@detroitmi.gov

DISTRICT TWO

Northwest Activities Center
18100 Meyers
Detroit, MI 48235



Kim Tandy
District Manager
313-236-3494
TandyK@detroitmi.gov



Sean Davis
Deputy District Manager
313-236-3489
DavisSe@detroitmi.gov

DISTRICT THREE

Farwell Recreation Center
2711 E. Outer Drive
Detroit, MI 48234



Erinn Harris
District Manager
313-236-3504
HarrisEr@detroitmi.gov



Ernest Johnson
Deputy District Manager
313-348-8464
JohnsonErn@detroitmi.gov

DISTRICT FOUR

Samaritan Center
5555 Conner Avenue
Detroit, MI 48213



Letty Azar
District Manager
313-236-3518
AzarL@detroitmi.gov



Toson Knight
Deputy District Manager
313-236-3520
KnightT@detroitmi.gov

DISTRICT FIVE

Butzel Family Center
7737 Kercheval
Detroit, MI 48214



Marshall Bullock
District Manager
313-236-3523
BullockM@detroitmi.gov



Kya Robertson
Deputy District Manager
313-236-3528
RobertsonKya@detroitmi.gov

DISTRICT SIX

Patton Recreation Center
2301 Woodmere
Detroit, MI 48209



Ninfa Cancel
District Manager
313-236-3530
CancelN@detroitmi.gov



Ammie Woodruff
Deputy District Manager
313-236-3529
WoodruffA@detroitmi.gov

DISTRICT SEVEN

Adams Butzel
10500 Lyndon
Detroit, MI 48238



Ray Solomon
District Manager
313-236-3516
SolomonR@detroitmi.gov



Mona Ali
Deputy District Manager
313-236-3540
AliM@detroitmi.gov

CITY OF DETROIT
PARK RULES

NO PARKING OR DRIVING OF VEHICLES ON THE GRASS

Ordinance # 40-1-28 and 40-1-29

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

Ordinance # 40-1-15

1. **NO WEAPONS, DRUGS OR ALCOHOL.** Ordinance # 55-1-8 and 38-5-1
2. **No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation).** Ordinance # 38-5-1
3. **PARKING OR DRIVING of vehicles, including ATV' s, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment.** Ordinance # 40-1-28, 40-1-29 and 34-2-2 (ORV/ATV - NR and EP Act 324.8112, 324.81129 and 324.81133)
4. **No amplified music.** Ordinance # 38-5-1
5. **Barbeque grills may not be placed under shelters, canopies, near trees, bushes, tables, buildings or within 25 feet of an inflatable. Ashes and coals must be placed in hot coal containers only. Propane canisters and gas grills are prohibited.**
6. **Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit.** Ordinance # 40-1-12 and 40-1-24
7. **Area must be cleaned prior to leaving.**
8. **No skating or skateboarding on buildings or structures.**
9. **Do not cut, scratch, burn or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soils.** Ordinance # 57-2-3
10. **Dogs must be on leash no longer than 72 inches. Dog owner must clean up after dogs.** Ordinance # 40-1-13
11. **Shelters, canopies (tents), inflatables, sports fields and commercial photography/filming sessions must be reserved by permit. Contact the PARKS & RECREATION DEPARTMENT at (313) 224-1100 or detroitmi.gov/recreation**



Park Improvement Authorization Form

Today's Date: _____

18100 Meyers Road, Upper Level
Detroit, MI 48235

Requesting Organization Name: _____

Contact Name: _____

DPRD Property Name: _____

Phone #: _____ Fax #: _____

Property Address: _____

Address: _____

Location of Improvement in Park: _____

Email: _____

Information Included with Request Submission:

Letter of Request Site Plan Sketch

Other: _____

Improvement / Project Description:

Estimated Value of Improvement / Project: _____

FUNDING SOURCE (optional)

Have you already raised any money for this improvement?

- My group used a crowdfunding platform (see ioby.org/detroit for more information)
- We received a grant
- My group collected donations from the community without using a digital platform
- Other _____

If using a crowdfunding platform to fundraise for this improvement, provide the URL for your campaign page below:

REQUIRED MAINTENANCE

- General Services Dept. - Design Plan Reviewed
- General Services Dept. - Maintenance Required

GSD Project Coordinator: _____

GSD General Manager: _____

Date: _____

Date: _____

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Park Improvement Authorization Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our Project for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the DRD Property named above and construction of this Project as described herein.

Signature: _____

Print Name: _____

On behalf of Organization: _____

Date: _____

**** FOR DETROIT PARKS & RECREATION DEPARTMENT USE ONLY ****

- Project Approved as Submitted
- Project Denied
- Project Approved w/ Changes (See Below)

* Approved By DPRD Director: _____ Date: _____

* Requesting Group shall not have approval to make the requested park improvement without the approval of the Parks & Recreation Department Director

CHANGES REQUIRED FOR APPROVAL

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
--

SAMPLE LETTER

GIFT LETTER OF REQUEST

(Attachment to the Park Improvement Authorization Form)

Date

Mr. Brad Dick, Director
Detroit Parks and Recreation Department
18100 Meyers Road
Detroit, MI 48235

Dear Brad:

On behalf of the [Organization Name], I am writing to offer our full assistance in purchasing and installing [Describe Improvements] at [location] in [Park name]. The costs, approximately [\$] are being borne by the group mentioned above. These improvements will take place on [Date]. We have worked with community representatives to ensure these improvements are desired. [Briefly describe the maintenance plan] to maintain this site throughout the summer.

Thank you for your time and consideration.

Sincerely,

Name

Title



Detroit Parks & Recreation Department
Athletic Field Application

Please Check The Type of League					
Youth	<input type="checkbox"/>	Adult		Co-ed	<input type="checkbox"/>
		Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
		<input type="checkbox"/>	Charter/Private School	<input type="checkbox"/>	Other
				Detroit Public School	<input type="checkbox"/>

LEAGUE PROCESS

A SEASON PERMIT may be issued to leagues with a minimum of FOUR (4) TEAMS playing regularly scheduled games.

A PRACTICE PERMIT may be issued to teams practicing within a given season.

Leagues must submit a copy of their playing schedule to the **Detroit Parks & Recreation Department, 18100 Meyers Rd. – Upper Level, Detroit, MI 48235** before permits can be granted.

Organizations/Leagues are not authorized for use of field until the Detroit Parks & Recreation Department has received full payment and permit is issued.

Practice sessions CANNOT be incorporated into the regular season schedule. ALL PRACTICE SESSIONS MUST BE ARRANGED SEPARATELY. FEES VARY ACCORDING TO USE.

Allowances for your league play-offs and/or rainouts must be satisfied within your league schedule. Leagues extending beyond 16 weeks for Softball and 14 weeks for Baseball will be billed accordingly.

Applications received after the deadline will be processed in the order received and according to availability of fields. Please allow up to 14 days upon receipt of your playing schedule for processing your request.

Please fill out the FIELD REQUEST SECTION completely (see back). FORM MUST SHOW: Field Name(s), Diamond Number(s), Day(s), Date(s) and Time(s) of Use.

League, Team or Organization Name _____

Name of Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Telephone (9 a.m. – 5 p.m.) _____

Evening Phone _____ Cellular/Other _____

Email _____

Signature _____ Date _____

FIELD REQUEST

Please complete

1. Field Name: _____
2. Diamond Number: _____
3. Day(s) of Week: _____
4. Date (One Time Use Only) _____

League will start	League will end	Number of Teams	Lights (Fee applicable) Yes <input type="checkbox"/> No <input type="checkbox"/> Apr – Aug 8pm Sep – Nov 4pm
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Check Appropriate Sport

Fast Pitch Softball	Football	Hardball	Soccer	Softball	Rugby	T-Ball
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

Baseball Field Times		Fee (Office Use Only)	Softball Field Times		Fee (Office Use Only)	Football, Rugby, Soccer		Fee (Office Use Only)
10:00 am – 12:30 pm	<input type="checkbox"/>		10:00 am – 11:30 pm	<input type="checkbox"/>		10:00 am – 12:30 pm	<input type="checkbox"/>	
12:30 pm – 3:00 pm	<input type="checkbox"/>		11:30 pm – 1:00 pm	<input type="checkbox"/>		12:30 pm – 3:00 pm	<input type="checkbox"/>	
3:00 pm – 5:30 pm	<input type="checkbox"/>		1:00 pm – 2:30 pm	<input type="checkbox"/>		3:00 pm – 5:30 pm	<input type="checkbox"/>	
5:30 pm – 8:15 pm	<input type="checkbox"/>		2:30 pm – 4:00 pm	<input type="checkbox"/>		5:30 pm – 8:15 pm	<input type="checkbox"/>	
8:15 pm – 11 pm	<input type="checkbox"/>		4:00 pm – 5:30 pm	<input type="checkbox"/>		8:15 pm – 11 pm	<input type="checkbox"/>	
			5:30 pm – 7:20 pm	<input type="checkbox"/>				
			8:30 pm – 9:40 pm	<input type="checkbox"/>				
			9:40 pm – 11:00 pm	<input type="checkbox"/>				

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Athletic Field Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our permit for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Signature: _____ Print Name: _____

On behalf of Organization: _____ Date: _____

For Office Use Only

Date Received: _____	Date Completed/Approved: _____
Total Fee(s): \$ _____	Amount Paid: \$ _____
Receipt Number: _____	Permit Number: _____
Processed By: _____	



Detroit Parks & Recreation Department Special Events Application

Parks & Recreation Special Events Application Process

Applications can be obtained on the Parks & Recreation Department's Web site or in our office at 18100 Meyers, Detroit, Michigan 48235. The contact number is (313) 224-1129.

We request that applications are submitted 60 days in advance where possible and no earlier than one year of the proposed event date.

Once an application has completed and returned to the Parks & Recreation Department, the Event Coordinator will review the application and contact the client for more detail and to explain the needs for approval.

Once the client has provided all necessary items (such as event insurance, clean-up plan, security insurance, Port-a-John company information, inflatable insurance, vending fees, inflatable fees, tent fees and shelter fees paid), the approval letter is then completed by the Event Coordinator and then given to the Parks & Recreation Director for signature.

The approval letter is then sent to the client by mail or may be picked up.

Contact:

**Event Coordinator
Ms. Tracey Lawrence-Thomas (313) 628-0967**

www.detroitmi.gov/recreation

**Detroit Parks & Recreation Department
18100 Meyers Road
Detroit, Michigan 48235**





Detroit Parks & Recreation Department Special Events Application

Please complete application and mail or fax to the following:

Detroit Parks & Recreation Department
Northwest Activities Center
18100 Meyers Rd
Detroit, Michigan 48235
(313) 224-1860 - fax

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. A letter of denial/approval will be mailed and/or faxed within fourteen (14) business.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

Special Events criteria: 25+ participants

Event Date: _____ Type/Event: _____

Alternate Date: _____ Time/Event: _____

Location: Park _____ Recreation Center _____
 Shelter/Gazebo Other, please explain: _____

Please check type of event. List activity

- Skate Walk Run Race Rally
 Parade Musical/Concert Reunion Picnic Exhibition
 Sport Competition Other, please explain: _____

1. Name of Organization/Corporation/Company:

Representative/Organization Name:

Address

City/State/Zip

Business Telephone

Fax #

Alternate Telephone

Email Address

2. Additional Contact Information:

Name

Title

Address

City/State/Zip

Telephone

Fax #

Email Address

3. Event Information:

Please describe your event in detail: (attach additional sheet if necessary)

(A representative for your event must be present at least 2 hours prior to event for set-up)

Does this event require a route to be mapped out? No Yes, provide a layout of suggested route.

Are you planning to setup tent/canopy set-up? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Are you planning to setup inflatable(s)? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Are you planning to setup a stage? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Will your event require port-a-john rental? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

What is the Event's Security Plan?

_____	_____
Security Company Name	Contact Person
Address	Contact Number

What is the Event's Clean Up Plan?

Is this your first year for this event? Yes No, when and where was the event held last?

How many years has your organization coordinated/sponsored this event? _____

Will tickets be sold? No Yes, how many? _____

Is this a fundraiser? No Yes

Will there be a registration or entry fee? No Yes, how much? _____

Is this event open to the public? Yes No

Is this event free to the public? Yes No

Ages of Participants _____

Expected Attendance _____

Will food or beverage be provided? No Yes

Are the food and/or beverages free? Yes No, please list food and/or beverage with prices. (May require Council approval) (Please attach additional sheets, if necessary).

Will there be souvenirs, trophies and/or gifts associated with this event? No Yes
If yes, will they be sold? No Yes, please list items and prices:

4. Sponsorship/Donations

Please list any sponsors/donors for this event: (Please include names, addresses, telephone numbers).

Please explain all sponsorship and donations that are a part of this event

Does the sponsorship include cash? No Yes, how much? _____

Will this event be broadcasted on television and/or radio? No Yes, please explain (include station and contact information).

Please note, that broadcasting messages must be approved by the Director – Detroit Parks & Recreation Department

Additional Information:

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our application for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

 Representative Signature Date

FOR OFFICE USE ONLY

Recommendations:

Inflatable Permit Required **Inflatable Permit Fee** _____

Shelter/Gazabo Fee Required **Shelter/Gazabo Fee Amount** _____

Insurance Required **Amt. Insurance Required** _____

Check / MO #	Receipt #	Deposit Amount	Deposit Date	Remarks

 Signature Date

 Department Head Approval: Date:

Total Fee(s) Amount:

Approved **Denied** **If Denied Reason** _____



Detroit Parks & Recreation Department Policy and Procedures for Inflatable Apparatus and Canopies (Tents) In City of Detroit Parks/Playfields

Date: April 16, 2018

Re: **Procedures and Policy for Inflatables**

Effective September 8, 2004, the Detroit Parks & Recreation Department, adopted the following procedures for the use of inflatables and canopies at City-owned parks/playfields:

- 1) Patrons/users must submit vendor information to the Department for verification and approval.
- 2) Patrons/users must submit insurance policy, for inflatables, indemnifying the City for the specific date of the event. In some cases, insurance may be required for canopies. The liability coverage should be a minimum of \$1,000,000.00. Documentation must be submitted two weeks prior to event.
- 3) Patrons/users will be required to pay a permit fee of \$30 per inflatable or canopy. (Payable to the City of Detroit)
- 4) The maximum number of inflatables allowed is two. The maximum number of canopies allowed is two.
- 5) Each inflatable must be staffed by an adult at all times during the event.
- 6) Each canopy must be open on at least two sides.



Detroit Parks and Recreation Department Guidelines for Special Event Vending

The municipal code of the City of Detroit prohibits the sale of food in parks except for:

Section 40-1-12 (Part 4)- Sales by approved vendors made in conjunction with an authorized activity, event, or use within the boundaries of a city park in accordance with recreation department rules governing vendors in parks and public spaces.

Section 40-1-24 (Part C)- All food or beverages offered for sale in any city park, shall be permitted pursuant to agreement with the city, as approved by the Detroit City Council, except for food preparation vendors, as defined in Section 41-2-1 of the City Code.

Rules for special event vending on park property

The park property requested must be of appropriate size and location so as not to cause a disturbance to the surrounding community. Also, the Director or designee of Recreation has the authority to designate the location of food or goods vendors within the city park.

The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.

All food preparation and good vendors shall be licensed by the State of Michigan, City of Detroit Business License Center and Institute for Population Health prior to the scheduled event.

That the petitioner/sponsoring organization requesting to vend in the park for a special event must petition the City Council. Submit your City of Detroit Special Event Application to:

**Janice Winfrey, City Clerk
Coleman A. Young Municipal Center
2 Woodward Avenue – Suite 200
Detroit, MI 48226**

The petitioner/sponsoring organization is required to submit appropriate licenses and pay fees of **\$250.00** for beverages and **\$500.00** for food and or goods to obtain a Detroit Recreation Department Vending Operators Permit to sell beverages, food or goods on park property. The fee must be paid by money order or cashier's check. Cashier's checks or money orders should be made payable to **Treasurer, City of Detroit**. Personal checks or cash will not be accepted.



Detroit Parks & Recreation Department

Vendor Agreement for Athletic Fields

To All Coaches, Players and Organizers:

The Detroit Parks & Recreation Department (DPRD) realizes there is nothing more impressive than good customer service. This Department also recognizes the need for fundraising opportunities for our permit holders and concession services for our park visitors. This agreement will be offered as two separate services: (1) the limited sale of pre-wrapped refreshments (i.e., chips, beverages) and, (2) the sale of hot foods (i.e., hot dogs, hot sausages). This agreement is for the athletic season beginning April 1 through September 30. Assigned vendors will be servicing select Parks & Recreation Department Athletic Fields.

The Detroit Parks & Recreation Department has the authority to designate the location of food or goods vendors within a City park. The requesting organization must be a registered community group, non-profit organization or community council located in the city of Detroit. The requesting organization (the petitioner) has to submit a petition to Detroit City Council before the scheduled event. All food preparation and goods vendors have to be licensed by the departments below before the scheduled event:

- 1) Detroit Buildings, Safety Engineering and Environmental Department – Business License Center
- 2) Detroit Health Department – Food Sanitation

All potential vendors must apply and provide the following:

For Pre-Wrapped Sales

- Complete Application Form
- Copy of State of Michigan Business Sales Tax License
- Registration Fee/Vendor Fee (made payable to the Treasurer, City of Detroit in the form of cashier's check or money order). Vendor Fee is \$250 for approved pre-wrapped refreshments.
- Copy of Proof of Liability Insurance including DPRD as a co-insurer
- Temporary Food Service Permit/Food Handler's Card from Detroit Health Department.
- Proof of Non-Profit Status (where applicable)
- List of Requested items to sale (team merchandise, pre-wrapped foods/beverages, candy)

For Hot Food Sales

*ALL ABOVE ITEMS IN ADDITION TO:

- Vendor License from Buildings, Safety Engineering and Environmental Department
- Vendor Fee for Hot Food Item \$500.00 (DPRD)



Concession Rules and Regulations

1. **HOURS OF OPERATION:** Prompt set-up time is part of good customer service, it's a key factor in creating a successful vending operation. Team players and park visitors will look forward to your dependability, professionalism and quality of goods.
2. **SERVICING CUSTOMERS:** All Detroit Health Department codes and procedures must be applied. No illicit behavior, obscene language, music or promotions displayed.
3. **LICENSE AND PERMITS:** All licenses and permits must be visible and ready for vendor inspection.
4. **WATER ACCESSIBILITY:** Vendors are responsible for all necessities to meet health standards in keeping foods and beverages at safe temperatures and or storage.
5. **LOGIST LOCATIONS:** Set-up location is assigned and permanent unless approved by the Parks & Recreation Department. No traveling or peddling of goods throughout park.
6. **RECYCLING/GARBAGE:** It will be vendor's responsibility to keep concession area clean before setting up and after breaking down. Vendor will also properly dispose of trash, charcoal and recyclables in designated containers and areas.
7. **SIGNAGE:** Please have all displayed business logos, promotions and marketing approved by the Detroit Parks & Recreation Department.
8. **TABLES AND CHAIRS:** Approved by the Athletic Fields Unit.
9. **FINES AND PENALTIES:** Vendor sites will be fined, closed or in default of agreement for failure to comply with vendor regulations.
10. **EXPIRATION OF VENDOR PERMIT/AGREEMENT:** Vendor agreement is valid for one season (May 1 – September 30). A renewal application will have to be submitted to be considered for the next Athletic Season.

***The Detroit Parks & Recreation Department reserves the right to cancel or change any vendor/vendor site service at any City park and or playfield.**



Detroit Parks & Recreation Department VENDOR PERMIT APPLICATION FORM

Requesting Organization Name: _____

Address: _____

Owner Operator Name: _____

Phone #: _____

Email Address: _____

Web Site: _____

Requested Product/Food* to be sold: _____

*Note - The vending of food may also require a separate permit with the Detroit Health Department.
The Detroit Parks & Recreation Department does not allow the use of portable deep fryers.

Requested Location: _____

Days of Operation: _____

Hours of Operation: _____

Please describe any other details of your vending operation below: _____



Detroit Parks & Recreation Department VENDOR PERMIT APPLICATION FORM

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Vendor Permit Request Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our request for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, cost, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of Detroit Parks & Recreation property as described herein.

I also agree to provide proof of liability insurance, as well as any other documents and licenses to the Detroit Parks & Recreation Department as may be required.

Signature: _____

Print Name: _____

On behalf of Organization: _____

Completed forms should be submitted to:

Detroit Parks & Recreation Department, Attn: Field/Vendor Permits
18100 Meyers, Upper Level – Detroit, MI 48235
Phone: (313) 224-1129
Email: detroitrecreation@detroitmi.gov

The Detroit Parks & Recreation Department reserves the right to honor or deny any and all vendor permit requests as it sees fit and based on the best interests of the Detroit Parks & Recreation Department.

FOR DETROIT PARKS & RECREATION DEPARTMENT USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Application Approved as Submitted | <input type="checkbox"/> Application Denied |
| <input type="checkbox"/> Application Approved w/Changes _____ | |

Authorized Signature

Date