

TABLE OF CONTENTS

HART PLAZA (Operational Boundaries & Location Names)
EVENT MANAGEMENT STAFF
EVENT MANAGEMENT RESPONSIBILITIES
IMPORTANT PHONE NUMBERS
FINANCIAL RESPONSIBILITY OF THE EVENT
MEETINGS
MOVE IN INSPECTION
2018 HART PLAZA EVENT MEETING
ADDITIONAL USE OF HART PLAZA
2018 RATE SCHEDULE
POTENTIAL CHARGES OR FINES
EVENT OPERATIONAL HOURS
CITY OF DETROIT YOUTH CURFEW:
EVENT STAFFING
CONSUMER AFFAIRS SPECIAL EVENT VENDOR PROCEDURES
SALES / SITE ARRANGEMENTS
DIRECT SALES LOCATIONS (Dry Space/ Merchandise)
THE GALLERY & DIRECT SALES LOCATIONS
SECURITY
PARKING
MEDICAL SERVICES
BUILDINGS SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT (BSEED)
FIRE DEPARTMENT
CITY OF DETROIT LIQUOR LICENSE REQUIREMENTS
STATE OF MICHIGAN LIQUOR LICENSE REQUIREMENTS
INSURANCE REQUIREMENTS
CLEANING OF GREASE
KITCHENS & BEVERAGE BOOTHS
ADDITIONAL EQUIPMENT
PROCEDURES FOR FIRES
LOST & FOUND
DECORATIONS AND SIGNS
FINANCIAL REPORTS & PROCEDURES
IRS REPORTING PROCEDURES
STATE OF MICHIGAN SALES TAX
DETROIT HEALTH DEPARTMENT (DHD)
CHARCOAL COOKING
REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS
CHECKLIST OF ITEMS REQUIRED FOR OPERATION A TEMPORARY FOOD SERVICE ESTABLISHMENT
SAMPLE FOOD VENDOR APPLICATION
LIST OF FOOD VENDORS
LIST OF CONTRACTORS PROVIDING SERVICES
LIST OF DIRECT SALES (DRY/MERCHANDISE) VENDORS
BEVERAGE OPERATIONS LIST
LOADING DOCK & FORD ARRIVAL / USE SCHEDULE
FINANCIAL REPORT
SPECIAL EVENTS VENDOR APPLICATION

HART PLAZA EVENT USAGE GUIDE 2018

HART PLAZA (Operational Boundaries & Location Names)

STREET LEVEL

Phase I West: Twenty feet east of the eastern edge of the Ford UAW Training Center drive
East: West curb lane of Bates Street
Phase II South: Southern edge of the lawn & Pyramid Patio
North: Southern curb lane of Jefferson Avenue

LOWER LEVEL

Main Amphitheater

Dressing rooms, Restrooms (men's three (3) toilets, four (4) urinals; women's: four (4) toilets) and two (2) general-purpose rooms inside

Food Service Court (*currently out of service*)

The Food Court consist of fifteen (15) general-purpose kitchens, food storage coolers and freezers, dry storage, food preparation areas with, public rest rooms and access to Ice Machine Room

Gallery

Office inside the Gallery

Public Rest Rooms

North Public Rest Rooms: men's: three (3) toilets, three (3) urinals; women's: four (4) toilets

Pyramid Public Rest Rooms in the southeast corner of the Plaza, near the Pyramid Theater:

men's: three (3) toilets, four (4) urinals; women's: four (4) toilets

Food Court Public Rest Rooms (only open when the Food Court is open to the public): men's: five (5) toilets, eight (8) urinals; women's: six (6) toilets

Underground Theater

Storage

Lounge (Hospitality area)

Rest Rooms: Men's: one (1) toilet, two (2) urinals; women's: three (3) toilets

Loading Dock

(All deliveries to lower level enter via this location)

Pyramid Theater

Dressing rooms rest rooms and green room: men's: 1 toilet, 1 urinal; women's: 2 toilets

Beverage Booth

Rear storage area

IMPORTANT NOTES:

All of Hart Plaza, with the exception of Mariners Promenade and Pylon Square, is supported cement slab (a roof), weight of all items must be considered at all times. Half of the Upper Level of the Plaza also is lawn that consists of an active in-ground irrigation

DPRD updated 1/24/18

system. The portion of the Upper Level of the Plaza that is not lawn is constructed of concrete and granite, which is tiring to walk and work on all day. All persons working a Hart Plaza event should be advised to wear sturdy and comfortable low-heeled shoes with some type of cushioned sole.

As it relates to the weight restrictions of equipment used on the Plaza, please refer to the NORR for loading plan map. At promoters expense, aerial steel panels must be used for weight distribution when using semi-trucks.

The term “**Event Management**” used throughout this book refers to the group of people who plan and run your event. The term “**Hart Plaza Management,**” which also appears throughout this book, refers to the City of Detroit Parks and Recreation Department staff that manages Hart Plaza. For a list of important contacts and phone numbers, please see page 5.

EVENT MANAGEMENT STAFF

Manager or Chairperson

(Must be on the Plaza to talk to your contractors, vendors and Hart Plaza Management.)

Assistant Manager

(Must be on the Plaza to talk to your contractors, vendors and Hart Plaza Management.)

Loading Dock Security Manager/Load In Security Manager

(Must be on the Plaza to coordinate the loading dock arrivals and departures, triangular lot parking and maintain the loading dock emergency lane. The Manager must also coordinate ALL vehicle access to the Upper Level)

Treasurer

(Not required to be on the Plaza during the entire event. However, your Manager or Chairperson may require the Treasurer to be on the Plaza.)

Secretary

(Not required to be on the Plaza during the entire event. However, your Manager or Chairperson may require the Secretary to be on the Plaza.)

Vendor Manager

(Must be on the Plaza to talk to your contractors, vendors and Hart Plaza Management, from the time the vendors move in until the vendors move out.)

Entertainment Manager

(Must be on the Plaza to handle any Entertainment contract related situations.)

Stage Manager

(Must be on the Plaza to talk to your stage contractors and the keep the entertainment schedule within event hours.)

Personnel / Volunteer Manager

(Must be on the Plaza to coordinate staff assignments.)

Publicity Coordinator

(Not required to be on the Plaza during the entire event. However, your Manager or Chairperson may require the Publicity Coordinator to be on the Plaza to handle the Media.)

Please note: many events reduce the number of Management Staff by doing “double duty.” Example: the Manager is also the Publicity Coordinator or the Entertainment Manager is also the Stage Manager, and the Publicity Coordinator. This arrangement is acceptable; however the Loading Dock Security Manager must be a separate person due to the nature of the position. If the Event Management is only three people, the proper title must be available to handle standard business as well as emergencies, even under the demands of several job titles.

EVENT MANAGEMENT RESPONSIBILITIES

I. Program

- A. Create an effective and appropriate program of entertainment.
- B. Maintain an entertainment schedule within the [operational hours](#) of the event as predetermined.
- C. Attend all officially called [meetings](#).
- D. Decorations and sponsor related items.
- E. [Lost and found](#)

II. Food Service, Beverage Sales, Dry Vending etc.

- A. Offers good, clean and healthy food for all.
- B. Procure directly or see that vendors get all necessary [Consumer Affairs](#), [Sales Tax](#), [food](#) and [liquor licenses](#).
- C. Assignment of all locations (food, beverage booths and other spaces)
- D. Provide or make sure the vendors are aware they must get miscellaneous equipment such as locks, power cords, tables, chairs, generators, canopies etc., where applicable.

III. Security

- A. Manage [effective supervision](#) of all activities on the event site.
- B. Presence of at least two Event Management people throughout the event at all times. This includes pre- and post- production.
- C. Provide supervision to oversee areas such as the dressing room, vendor activities on upper and lower levels and suppliers.
- D. Provide for [vehicle access](#) of motor vehicles in a safe manner within [operational guidelines](#). Walk on and off of all motor vehicles is mandatory by a bonded security guard.
- E. Manage the access and use of the Loading Dock as well as the Upper Level.

IV. Cleanup

- A. All event related areas of use will be inspected by Hart Plaza Management before and after the event. Any extra cleaning, grease spills and stains will be invoiced to event from the city contracted cleaning company.

V. **Finance**

- A. Provide funding for the event.
- B. **All Events operating under a 501-c3 must provide an event financial report to the City by December 15.**
- C. Provide the City with a current copy of your organization’s nonprofit status from the State of Michigan.
- D. Cooperate with all City of Detroit and State of Michigan personnel in their collection of fees and/or taxes from your group and your vendors.
- E. Contract for essential services such as security, insurance, sound system, stage, and all vendors.

IMPORTANT PHONE NUMBERS

Recreation Department, Hart Plaza Office

Front Desk	313-877-8057
	313-877-8075
	313-877-8074
Fax at Northwest:	313-224-1860

Detroit Police Department, covering Hart Plaza

Located at the South East corner of the Hart Plaza Under the Pyramid Patio

Standard Business hours:	313-237-2828
24 Hours:	313-237-2850

[Detroit Police Department, Liquor License Unit](#)

7310 Woodward Ave, Detroit, MI 48202 313-596-1954

[Detroit Health Department, Food Sanitation Division](#)

Sebrina Johnson, Public Health Sanitation Supervisor 313-876-0135
 Michigan Basic Insurance Building
 3245 E. Jefferson Ave, Suite 100
 Detroit, Michigan 48207

Detroit – Special Events Office 313-224-1606
 Coleman A Young Municipal Center
 Two Woodward Avenue, Suite 333
 Detroit, Michigan 48226

AT & T, to install Wi-Fi & Phone lines 1-800-660-3000
 (Use 1 West Jefferson as the address when ordering lines)

FINANCIAL RESPONSIBILITY OF THE EVENT

1. Payment of Security Deposit for returning events	\$2,500.00
2. Payment of Security Deposit for first time events	\$10,000.00
3. Payment of Security Deposit for lawn/sprinkler (per area)	\$2,000.00
4. Payment of Base Rental for Theme Events (per day fee)	\$3,300.00
5. Payment of Base Rental for Cultural Ethnic Events (per day fee)	\$1,650.00
6. Payment of Base Rental (Per City Holiday)	\$6,500.00
7. Early move in or late move out per hour	\$32.00
8. Payment of DHD license per location	\$250.00
9. Payment of Consumer Affairs license per sales location	\$115.00
10. Payment of BSEED licenses starting at	\$380.00
11. DPD 24-Hour Temporary Permits	\$100.00
12. Payment of rental areas beyond base rental	
13. Payment of potential charges	
14. Acquire insurance for event and insure payment of State Sales Tax for all items offered for sale.	
15. Detroit Police Department- Secondary Employment officer (313-237-2828)	
16. Dodge Fountain Operational cost	\$1,900.00

MEETINGS

There are several meetings each year that your Event Management must attend. Each is designed to support and assist your efforts towards a successful event. Throughout the process, the event management is encouraged to contact Hart Plaza Management with any questions or requests as well as the City of Detroit Special Events office at 313-224-1606.

PRE-EVENT MEETING (30 Days out Meeting)

One month prior to your event, there will be a meeting at the Detroit Parks and Recreation Office. The Hart Plaza Manager will contact the appropriate Event Management representative to schedule this meeting. The event management should **bring**:

1. This 2018 Booklet. (If the event management would like an opportunity to review the booklet prior to this meeting, please contact Hart Plaza Management).
2. Check made payable to the City of Detroit, \$3,300.00 per day for theme events / \$1,650.00 per day for Cultural Ethnic events or \$6,500.00 per day for events on City Holidays (if not collected earlier).
3. Insurance Certificate - \$1,000,000.00 bodily injury per occurrence / \$1,000,000.00 per occurrence & \$1,000,000.00 property damage per occurrence. Insurance must cover the entire time from move in, to move out, meaning until the area is clear of all festival related items. **The policy must also list the City of Detroit as additional insured.**
4. The signed contract with a licensed and bonded private security firm (name of Company, Address, Phone) and a copy of their **current State License and current Insurance Certificate.**

DPRD updated 1/24/18

5. The signed contract with a sound/stage & lighting company (name of Company, Address, Phone).
6. A detailed layout map to review proposed areas to be used.
7. Schedule of vehicle access times (time first vehicle will enter the loading dock or Upper Level. (Fees for access will be charged.) Name of person or group operating the loading dock areas (upper level and lower level).
8. Loading Dock Schedule – move in, first day, opening; closing, and move out.
9. List of Event Management Staff (see page 3) (who is performing what jobs with contact numbers & location).
10. Estimated time of arrival for inspection of the Plaza (must be a minimum of one hour prior to anything moving onto the Plaza).

Event Management changes must be submitted in writing to Hart Plaza Management a minimum of two weeks prior to the event's move in date.

HART PLAZA EVENT MEETING (7 Days out Event Meeting)

This meeting takes place a minimum of seven (7) days prior to your event moving onto the Plaza. The Event Meeting may take place on Tuesday for most three-day events; however it may be scheduled sooner if the Event Management is prepared. The standard time for the meeting is 1:00 p.m.

MOVE IN INSPECTION

It is the responsibility of Event Management to see that the vendors comply with all of the regulations and that all areas of use are left in the same condition as when the event moved onto the Plaza.

When the Event Management moves onto the Plaza, an inspection is to take place. Two hours (a minimum of one hour) prior to the vendors / contractors moving onto the Plaza is required. In General:

1. Event Management must inspect the locations with Hart Plaza Management prior to moving anything onto the Plaza and after moving off of the Plaza.
2. Event Management must remove all posters, flyers, etc. from the walls, posts, stairways, etc. during & after the event ends.
3. **If any area is excessively dirty, greasy etc. on the day after the event closes, the cleaning of the area will be charged based on time and materials used by the Hart Plaza contracted cleaning company to return the area to the condition it was received. Extra cleaning charges will also apply to outdoor cooking areas. In most cases, this charge will be deducted from event's security deposit, invoiced directly to the event from cleaning company and or billed after event.**

Aside from the important last-minute exchange of information, Event Management must provide the following:

2018 HART PLAZA EVENT MEETING

(Must be completed and turned in seven (7) days prior to the event moving into Plaza)

EVENT: _____

1. List of vendors (name of organization) who are operating spaces, what they are selling and phone numbers (1 copy). [See page 40 for template.] And map showing the locations.
2. List of food vendors (name of organization and food sold) by booth number (1 copy). [See page 38 for template.]
3. List of All Contractors providing services to the Event, such as stage, security and generator provider (1 copy) [See page 39 for template]
4. How many barbecue pit locations _____
5. Detroit Health, Fire, Consumer Affairs, Police Receipts _____ (1 copy)
Time of area inspection of Hart Plaza must be completed prior to moving in (The same Event Management person must perform the move in and move out inspection).

6. List of Event Management Staff with contact numbers.
7. Management / Committee arrival (provide a list with date & time of arrival/departure
Wed _____ Thu _____ Fri _____ Sat _____ Sun _____ Mon _____
Tue _____
8. Loading Dock Schedule:
 - A. Who is working the loading docks? (Upper and Lower docks)

 - B. Arrival and Departure time: Thu _____ Fri _____ Sat _____
Sun _____ Mon _____
9. Copy of insurance (if not presented at the Pre-Event Meeting) [See pages 24 and 25].
10. Using the Ford Auditorium cul-de-sac? _____ How will it be supervised?

- A. Opening: Thu _____ Fri _____ Sat _____ Sun _____
- B. Reminder: the event must not allow vehicle traffic during “active” operational hours. (Clean up and repairs will be charged to event as an extra charge, if any) [See weight load limits in Plaza Maps Section]
11. Upper level space maps including food & beverage locations, if any (2 copies)
 - A. Number of Food Trailers(s) _____ And map showing locations.
 - B. Food Electrical tie-in [Amps required] (coordinate with stage tie-in time)

12. Copy of Liquor License(s) (to be delivered to DPD & Consumer Affairs)
License # _____
13. List of organizations that are operating beverage booths. [See page 41 for template.]
14. Are alcoholic beverages being sold in other booths? If so, organization(s) who will be operating the booths? How many separate license(s) for each location?
Beer / Liquor: Size of cup(s) _____
How much is it selling for: _____
Distributor(s): _____
Brands being served: _____

If event has alcoholic beverage for VIP/Reception areas that is not for sale, please provide a letter of event responsibility.

15. Completed Vending Contracts - (to be checked at the close of the meeting and returned)
16. Name of the State of Michigan licensed & bonded security firm:

A. Security guard schedule with locations (1 copy). **A copy of their current state license and their current Insurance. No matter how many times they have provided security at Hart Plaza in the past.**

17. Entertainment schedule for all stages being used, (2 copies)
18. Electrical tie-in time for City electrician (contact your sound & lighting firm(s)) to determine what time the cables will be ready _____
19. Emergency Medical Service provider: _____
 - A. Contract (1 copies)
 - B. Where will they be located during the event? _____
20. What times are the event opening / closing to the Public?
Fri ____/____ Sat ____/____ Sun ____/____ Mon ____/____
(Vehicles may not traverse the Plaza while public is on Plaza)
21. How is the event making public announcements for lost children and adults?

THE FOLLOWING MAY ALSO BE COVERED (if not covered at pre event meeting):

1. Dodge Fountain Operation (There is a cost associated with requesting the fountain of \$1,900.00)
2. Special cleaning request for VIP areas, trailers, back stage, upper level food or any vehicle clean up etc.
3. Review of proposed areas to be used. **MAP OF UPPER & LOWER LAYOUT. Including grass usage, ground covering in food areas, electrical connections, grass cutting days, install of fencing & closure access points, weight limits on Plaza and emergency evacuation plan.**

ADDITIONAL USE OF HART PLAZA

Prior to an event, Event Management may wish to schedule meetings with vendors, volunteers, sponsors, etc. Showing the back stage area at Hart Plaza requires an Event Management representative to be present. The showing of Hart Plaza must be scheduled between 10:00 a.m. and 1:00 p.m. Please schedule the tour with Management two (2) weeks prior to the proposed date. Please arrive prior to your clients; be they vendors, sponsors or volunteers. They are your contractors and therefore your responsibility.

2018 RATE SCHEDULE

Hart Plaza charges for areas/items are as follows:

<u>Location Type of Use</u>	<u>Price Includes</u>	<u>Price</u>
Non Food or Merchandise Space	per 10' x 20' area per day	\$50.00 per day
Food Space	per 10' x 20' area per day	\$250.00 per day
Alcoholic Beverage Space	per 10' x 20' area per day	\$125.00 per day
Non Alcoholic Beverage	per 10' x 20' area per day	\$250.00 per day
Approved Nonprofit or Association Space (City Approved)	No sales permitted (Maximum of 500 Sq. feet after 500 Sq. ft. then \$15.00 per 10' X 10')	\$0.00
Roving Vendor(s)	per person, per day	\$50.00

Permanent Structures	per day charge	total for 3-day event
Beverage Booth #3	\$125.00	\$375.00
Other		
Vehicle Access (Automobile)	\$50.00 (per vehicle)	
Vehicle Access (Van or Light Truck)	\$75.00 (per vehicle)	
Vehicle Access (Truck ½ ton to 1 ton) \$100.00 each ton	Depending on weight/weight limitations of Plaza	Depending on weight/weight limitations of Plaza

Vehicle Access

Vehicles must be clear of the upper level of the Plaza a minimum of **one (1) hour prior** to opening to the public. Vehicles may not enter onto the upper level of Hart Plaza until the area is clear of Event guests/pedestrians. There is **no parking of personal vehicles on the Upper Level of Hart Plaza at any time.** Only vehicles moving supplies/equipment should be on the Upper Level of Hart Plaza. **Vendor Vehicle Access Charge(s) will be deducted from the security deposit and if there is a balance after security deposit has been exhausted, the balance will be billed to the event and must be paid within thirty (30) days after event.** See vehicle weight map in Hart Plaza Maps and Diagrams section for additional information.

Any events using the lawn areas must be aware of the unknown weight limits & working sprinkler systems. Any damages resulting from use of the lawn areas will be charged to the event. HART PLAZA MANAGEMENT MUST BE INFORMED OF THE EVENTS PROPOSED USE OF ANY LAWN AREAS AT THE EVENT MEETING. USE OF LAWN AREAS AT HART PLAZA IS PROHIBITED UNLESS PRIOR APPROVAL IS ISSUED BY HART PLAZA MANAGEMENT. (Security Deposit is \$2,000.00 per area)

DPRD updated 1/24/18

POTENTIAL CHARGES OR FINES

- | | | |
|-----|--|------------------------|
| 1. | Move in / out (beyond the day prior to opening to the public and day after closing to the public) per hour | \$32.00 |
| 2. | Food areas not properly cleaned each night after event closing; per occurrence | \$200.00 |
| 3. | Loss of control of dock locations (upper level or lower level)
Per occurrence (charges deducted from security deposit) | \$25.00 to
\$200.00 |
| 4. | Obstructing Fire Lane on Jefferson and loading dock (per occurrence) | \$200.00 |
| 5. | Vendor Vehicle Access per Vehicle per occurrence [See page 10] | \$50.00 to
\$100.00 |
| 6. | Commodity locations not closing at scheduled time; per transaction or sale | \$25.00 |
| 7. | Refusal to remove inappropriate sign(s) or inappropriately placed sign (Hart Plaza Management has the authority to determine what is appropriate); per occurrence (or removal from space) | \$50.00 |
| 8. | Misuse or abuse of Plaza facilities or equipment; per occurrence.
Replacement cost of equipment and/or repairs, associated cost (i.e. labor) plus 15% (includes damage to the lawn irrigation system due to tent spikes driven into the ground) | |
| 9. | Stage entertainment overtime; <u>per minute</u> | \$100.00 |
| 10. | Failure to have appropriate tie-ins ready in a timely fashion
(Per City Electrician, per ½ hour) | \$ 50.00 |
| 11. | Grease stains or clean up upon event outgoing inspection, based on time and materials.
(Billed by cleaning contractor and reviewed by Hart Plaza Management) | |
| 12. | Unnecessary activation of fire warning system plus cleaning charges.
Per occurrence | \$100.00 |
| 13. | Building & Safety Engineering, Fire, Tents, Stages Licensing (as applicable). | |

Event Management will be notified verbally and in writing each time a potential charge is levied, if possible. A record of all charges will be kept by Hart Plaza Management throughout the event and these charges will be deducted from the security deposit paid by Event Management. **In some cases, it may be necessary for the event promoter to pay directly to cleaning contractor and/or landscaping company for extra cleaning and/or damages. Event Management will be given an opportunity to correct certain infractions prior to charges being levied.**

Again it is important to stress good communication between Event Management and Hart Plaza Management. Communication with Hart Plaza Management throughout the planning and execution of the event will help avoid additional charges.

Gated Entry Events

(Private, Fee Collection, Alcohol, Ticketed Events, must submit a City of Detroit Special Event Application to the Special Events office for approval by City Council.)

Once the request has been approved by Detroit Parks and Recreation and City Council, you will be required to obtain permits and pay any necessary fees for the installation of the temporary fence closure.

Submit a detail site map of the closure to Hart Plaza Management as well as Building and Safety Engineering and the Fire Department. A full closure detail site map showing fencing location, identifying the entrances and exits/emergency access and shoulder patched uniformed security guard fixed post as well as roving posts. Also submit an Emergency Evacuation Plan to Hart Plaza Management and the Police Department

All gated entry events are mandated to have temporary fencing with a continuous uninterrupted secure closure of 5 – 8 feet in height with shoulder patched uniformed security guard coverage. The use of caution tape is not an acceptable option (See page 18-19). Admission rates must be posted clearly with times of admission along with the refund policy.

EVENT OPERATIONAL HOURS

“Event hours” are the hours that your event is open to the public, with **entertainment occurring and food and beverage operations running**. The hours listed below are maximum. Your schedule may vary slightly; for example, you may choose to open later than noon on Sunday or you may choose to close before midnight on Friday, Saturday or Sunday. **Entertainment should stop at least 30 minutes prior to closing to allow spectators to visit the vendors while exiting.**

Friday	11:00 a.m. - Midnight
Saturday	11:00 a.m. - Midnight
Sunday	11:00 a.m. - 10:00 p.m. (may be extended at the Event Meeting upon request)

The event may choose to open earlier, however the schedule must be finalized with City Departments prior to the Event Meeting.

CITY OF DETROIT YOUTH CURFEW:

PLEASE NOTE: “It is unlawful for a minor, age 15 and under, to be on the public streets or in any place of amusement unaccompanied by a parent or adult guardian between the hours of 10:00 p.m. and 6:00 a.m. Curfew for minors age 16 and 17 is from 11:00 p.m. to 6:00 a.m. Minors investigated for possible violation of curfew will be asked to provide proper identification which verifies their age.” This doesn’t include the curfew installed by City of Detroit Police Department during Fireworks Day event.

EVENT STAFFING

From the time the event begins to move onto the Plaza until the last item is removed, there must be at **least two (2) Event Management members on site**. No event will be permitted to open unless the two (2) people are present. Event Management must remain on the Plaza throughout the operational hours of the event and must be empowered to make decisions on behalf of the event they represent.

The Plaza must be cleared of vendors, volunteers, entertainers, guest, etc., 1 to 2 hours after official closing. **Event uniformed security guards are expected to assist in this process.**

It is the responsibility of the Event Management to provide an operational public announcement system for lost children and general announcements. This may be a duty of the Main Stage.

CONSUMER AFFAIRS SPECIAL EVENT VENDOR PROCEDURES

The following vendor guidelines MUST be adhered to for all events at the Hart Plaza facility. Please contact Consumer Affairs Business License Center for further information.

- All vendors participating in an event in Hart Plaza **MUST** secure a license from Consumer Affairs Business License Center Room 402 C.A.Y.M.C.
- Any person, agency or organization (i.e. not for-profit, for profit) desiring to hold an organized activity at Hart Plaza with vendors selling food, beverage and/or merchandise **MUST** obtain a business operating license from Consumer Affairs Business License Center.
- Licensing is required for each vendor and each booth occupied by a vendor. For example, one vendor operating three booths requires three business licenses.

Consumer Affairs Business Licensing Process:

Consumer Affairs Business License Center representatives will be available to answer questions pertaining to Hart Plaza license requirements.

The Event Management will be responsible for the collection of **all** monies and applications from vendors. **Event Management will submit payment to cover all of the vendors' fees.** Event Management Checks should be made payable to **“Treasurer, City of Detroit.”**

SEE FEE SCHEDULE for rates per vendor, per booth.

The following items are required from the Event Management: A certified check and completed applications to be submitted to the Consumer Affairs Business License Center representative at the Pre-Event Meeting which is held one (1) month prior to the event date. These items must be submitted for each vendor and for each booth occupied by that vendor.

EACH VENDOR MUST SECURE A HART PLAZA SPECIAL EVENT VENDORS LICENSE FOR EACH HART PLAZA EVENT.

The Event Management must provide the Consumer Affairs with a complete list of all Vendors selling food, beverage and merchandise and a Special Events Vendor Application.

The event meeting is held a minimum of seven (7) days prior to moving onto the Plaza. At this time, a representative of the Consumer Affairs Business License Center will provide the Event Management with a receipt for monies paid.

All monies and paper work must be submitted by the Event Management. The Business License Center will not accept any payments from vendors. Also, Event Management must pick up all licenses.

DPRD updated 1/24/18

- Paper work and money for late vendors (less than two (2) week prior to the event date) should be submitted to the Consumer Affairs, Business License Center Room 402 C.A.Y.M.C. by the Event Management.
- **Each license issued will expire after each event.**
- Each Event Management will be required to complete an application.
- Each vendor will be required to complete a Special Event Application.

All information on applications must be **complete** or the paper work cannot be processed. Incomplete information will be returned to the Event Management for corrections and/or additions.

Prior to the opening of the event, all vendors must have a Certificate of License issued from the City of Detroit Consumer Affairs Business License Center.

THIS LICENSE MUST BE VISIBLY DISPLAYED FOR THE DURATION OF THE EVENT.

The Event Management is responsible for ensuring that all Event Vendors secure the proper license(s) to vend.

Any unlicensed vendor found to be on the Plaza during any event will be subject to a ticket issued by Consumer Affairs Department Investigators and will be removed from the Plaza grounds.

FEE SCHEDULE: Due four (4) weeks prior to the event

Vendor per event: \$115.00

LATE FEE: \$35.00 after the four week due date

Vendor w/late fee: \$150.00

SALES / SITE ARRANGEMENTS

Event Management is responsible for:

- A. A written contract with every entity selling or offering goods or services on the Plaza. Contract must contain the following:
 - 1. Signature of vendor and signature of Event Management (No Subcontracting)
 - 2. Items to be sold including prices, service(s) to be rendered or offered
 - 3. Address of vendor
 - 4. Phone number of vendor
 - 5. Social Security number of vendor
 - 6. Federal Tax ID number and/or Driver's License Number of vendor
 - 7. Rental and / or commission charges paid to Event
- B. No rope, wire, nails, etc. may be tied onto or driven into any of the following:
 - 1. The Pylon or its base
 - 2. The Dodge Fountain
 - 3. The concrete or joints between the granite surface of the Plaza
 - 4. Lincoln bust and/or pedestal
 - 5. Lamp polls
 - 6. Atwater vent
 - 7. Any historical markers
 - 8. Any plumbing protrusion, electrical conduit or box
 - 9. Hand rails
- C. No event may allocate space or may sell items in the following areas without the written approval of Hart Plaza Management:
 - 1. Area around the immediate area of/on the Dodge Fountain
 - 2. On the Step Fountain, any art work or historical marker
- D. Enforcement of closing times
- E. Payment of Consumer Affairs Licensing fees
- F. Payment of sales tax
- G. Detroit Health Department regulations (See pages 28-36)
- H. Clearly identifying all vendors or service people with event credentials or passes while they are working on the Plaza.
- I. All event and vendor related items are to be removed from the Plaza prior to the expiration of the City permit.
- J. All vehicles coming onto Hart Plaza during the event must be escorted in/out by security and Event Management will be charged for any access charges coming from said vehicles. If the Police permit access onto Hart Plaza, inform Hart Plaza Management of the police officer's name(s) and badge number(s) if the Police Officer(s) allows non-authorized vehicles on the Upper Level. If that information is not provided, we will not be able to follow up and must charge the event for all access.
- K. Distribution of stickers (bumper stickers or personal stickers) **of any kind is prohibited on Hart Plaza. (Extra Cleaning Charges will be assessed for removal of Stickers.)**

DIRECT SALES LOCATIONS (Dry Space/ Merchandise)

- I. Items that are not permitted to be sold or given away are:
 - A. Nude pictures, statues, phallic symbols or the like.
 - B. Literature or artifact offensive to any ethnic, social or religious, political group.
 - C. Weapons
 - D. Music containing offensive language.
 - E. Displays and demonstrations may not:
 1. Be offensive to any ethnic or religious group;
 2. Criticize any current government, organization or individual;
 3. Be political propaganda;
 4. Content offensive to a family audience.

- II. General Location Operational Regulations:
 - A. Video tape, DVD and CD sales:

Video tapes, DVDs, music CDs must be reviewed and approved by Hart Plaza Management and Business License. (Due to the number of counterfeit tapes, DVDs and CDs, the City of Detroit works closely with legal entities regarding the sale of such merchandise.)
 - B. Sound level:

Sound reinforcement at any location is subject to modification by Hart Plaza Management, Business License and Detroit Police Department.
 - C. Power Polls (possible generator rental):

The maximum output per power poll is **20 amps per breaker**; therefore, selling more locations than the electrical capacity available will cause the vendors in the area to lose power. The event may be required to rent generators if vendor power requirements exceeds the power output of the outlet(s) in the area. **Not all areas at Hart Plaza have power, so please review the map carefully before placing vendors that may need power.**
 - D. Electrical cables / extension cords:

Extension cords or electrical cables **must not** cross pedestrian paths without the use of hard “yellow jacket” type cable covers that are designed to contain cables.
 - E. Electrical modifications:

An electrical modification to the power provided by the City of Detroit is prohibited. Only an authorized City of Detroit electrician may make modifications to the power provided by the City of Detroit.

- III. Games & Rides:
 - A. Only games of skill are permitted on Plaza property.
 - B. All games must be approved in advance by Hart Plaza Management.
 - C. Rides are not permitted on Hart Plaza property due to weight restrictions.

THE GALLERY & DIRECT SALES LOCATIONS

DISPLAYS & DEMONSTRATIONS

Displays and demonstrations may not:

- Be offensive to any ethnic or religious group;
- Criticize any current government, organization or individual;
- Be political propaganda;
- Promote any current political candidate or official, U. S. or other;
- Exhibit content offensive to a family audience.

Some events choose to use the Gallery as an office or headquarters and to use the plentiful space for storage of equipment and supplies. The office inside of the Gallery contains a smaller area that is appropriate for secured storage.

SECURITY

Please note that as of January 19, 2017, according to the International Festival & Events Association & Homeland Security, the ratio for event security coverage is 1 uniformed security guard per every 50 event participants/attendees. We will provide you with the mandatory locations and times below, which in most cases it is on the lower end of your event needs.

Any and all changes to the security areas coverage in this section will need to be requested in writing and then approved by Detroit Parks & Recreation Director and or his/her designee Sixty (60) days before event and may cause a need for additional insurance coverage at the cost of the permittee.

Please remember that security is responsible for providing a safe environment, not only the venue, but for all persons visiting your event, your staff, service providers and equipment.

All Uniform Security Guards must be in an approved State of Michigan Shoulder Identification patched attire. All shirts, coats and or suit jackets must have the company's name and patch or emblems. Crew and or the word Security on the shirt is not acceptable by the State of Michigan licensing policy code 338.1069 Sec. 19. (1)

I. All security guards operating on Hart Plaza in public areas are to be unarmed. Armed guards are permitted in private areas and must have a security badge visible to secure money transaction areas and holding room.

II. Mandatory Locations & Times:

1. Fountain level, [Phase II] from **6:00 a.m.** on the day the event moves into the Plaza upper level or when merchandise / equipment is set up, then 24 hours per day until the permit expires. Roving post. (# 1)

DPRD updated 1/24/18

2. Mariners Promenade to Ford Drive level, [Phase I] from **6:00 a.m.** on the day the event moves into the Plaza's upper level or when merchandise / equipment is set up, then 24 hours per day until the permit expires. Roving post. (# 2)
3. Stage or mix point, overnight to secure equipment until stage crew arrives. Fixed post (#3)
4. Loading dock gate (opening of driveway) 1 ½ hour prior to load in until **3:00 a.m.** Fixed post (#4)
5. Top of dock (near garbage truck) 1 ½ hour prior to load in/out and during each operational day. Fixed post (#5)
6. Kitchen gates at closing on Event days. (If area is used) (#6)
7. Stage, to secure egress to area. Fixed post in areas. (#7 & 8)
8. Dressing room(s), to secure equipment and belongings during event. Fixed post in area. (#9)
9. Ford Auditorium cul-de-sac 1 ½ hour prior to load in, then 24 hours per day until the permit expires. Fixed Post (#10 & 11)
10. Triangular Lot 21 from **6:00 a.m.** on the day of the event moves into Plaza, then 24 hours per day until permit expires. Fixed post. (#12) (corner of Civic Center and Atwater)
11. Ticket entrance events are required to have full coverage for closure of Hart Plaza at every access point. Fixed post. (**Gated Event Coverage**)
12. Stage area's entertainment coverage is based on the level of the artist's safety needs. Fixed Post.

The event security must be made aware of who is a vendor at your event and who is not. All vendors must have an ID that is provided by the event. Vendors who are not identified must be asked to leave the Plaza. Photo, glow products and flower vendors often come onto the Plaza and do not pay the event for the right to sell on the Plaza. Event security should inform Event Management of any possible "illegal vendors." If "illegal vendors" are discovered by your security and they refuse to leave, follow the procedure below:

1. Security makes contact with Event Management to insure the vendor has no contract.
2. Event Management contacts Hart Plaza Management & Detroit Police Department.
3. Event Management requests that the vendor leave the Plaza witnessed by Hart Plaza Management and Detroit Police Department.
4. If they refuse, the Event Management must sign a complaint / ticket generated by the Detroit Police Department.

The Detroit Police Department will not remove the "illegal vendor" until all the above steps are taken. The "illegal vendor" should be aware of the Consumers Affairs limitations on their license to operate in the City of Detroit.

PARKING

Event Management is responsible for the control of the triangular lot located at the corner of Civic Center Drive and Atwater Street. **The lot is at the opening of the Hart Plaza Loading Dock. This area must be maintained by a security officer (see Security item #4).** The

DPRD updated 1/24/18

Triangular lot may be used for Event Management parking and/or special short-term parking for entertainers or VIPs. Event Management may not sell parking spaces in the Triangular Lot. (If there is room left over after the event is supplied with the operational items, the south (river side) of the wall leading to the loading dock may be used for parking.) Do not park on the north side wall, which is the property of UAW Ford Training Center. Vehicles will be towed at owners expense without warning.

IMPORTANT NOTE: Hart Plaza Management will provide **Event Management with a list of personnel who are always to be allowed access to park in the dock area and/or the Ford gravel area.** This list must be adhered to by both the uniform security guard at the top of the drive, loading dock guard and gravel lot guard. The personnel parking spaces are clearly marked **Hart Plaza Staff or Hart Plaza Management.**

FORD AUDITORIUM CUL-DE-SAC:

This area may be used if the Event Management wishes. This area is also the roof of the Ford Auditorium Underground Parking. Minimum requirements to operate the area are as follows:

- Event Management must provide a minimum of two (2) people to supervise the area for the entire time it is in use by the authorized vehicles. **Coverage should begin 1 ½ hour to load in. (see Security item #9)**
- Event Management must clearly identify the vehicles in the Dock area, T- Lot and Ford cul-de-sac with a 5 ½ by 8 ½ (a half sheet of paper or card stock).
- Event Management must maintain an emergency fire lane.
- The Event Management may not sell parking spaces in the dock area, T- Lot and Ford cul-de-sac.
- Parking is permitted, however a maximum of 20 standard size cars can fit in the T- Lot. If SUVs, trucks or vans are parked in the drive, the number of available spaces decreases.
- **NO PARKING or driving on the gravel or lawn between Bates & Ford Drive or on the pedestrian walk paths or marbled side walk.**
- The Detroit Police Department will not act as your event security and will only become involved if a vehicle is to be removed from the area. The control of the area is entirely the responsibility of the event and its security. Please be aware there is an extremely high cost to the vehicle owner if the police have to call for a tow for a vehicle.

If the event does not require exclusive use of the Ford cul-de-sac it will be open to the general public. (Gated area will remain locked) This will limited access to the upper level.

LOADING DOCK & HANDICAP RAMP (schedule see page42)

Access to the loading dock must be maintained at all times. A Loading Dock Manager and a security guard are required to control access and use of the Loading Dock. See Schedule on page 42. An emergency lane, a minimum of ten feet (10') wide, leading from the opening of the loading dock to the ramp that extends to the kitchen hall must be clear at all times. The area can be blocked with orange cones and or bike rack barricades to assist security, with the control of

the areas and to insure that parking is not allowed in the city, cleaning areas. (Limited parking for load in and load out)

- The Hart Plaza Management **does not have four (4) wheel carts** for movement of items throughout the Plaza. **Each event is responsible for providing hand carts for their event items.**
- Vendors must bring assistance to unload their cars and trucks, unless Event Management is willing to provide assistance for the entire event.
- The handicap ramp between the upper level and the lower level is **not rated for Hi-Los.** **Forklifts may not use the handicap ramp.**

MEDICAL SERVICES

Any event with projected attendance of **five thousand (5,000)** attendees or more is required to provide the services of emergency medical technicians (EMTs). A minimum of three (3) fully licensed EMTs and an ambulance must be on site from the opening of the event until one half (1/2) hour after the event closes to the public. **(City of Detroit Fire Department Requirement as of 12/15/16.)**

It is also required that EMTs and your private uniformed security personnel be capable of interactive communication at all times. This means you must also provide or via contract have provided hand-held radios (commonly known as “walkie-talkies”).

Event Management must submit the name of the EMT service provider and a **copy of their license and insurance certificate** for approval at the Pre Event Meeting (one Month prior to event move in).

BUILDINGS SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT (BSEED)

INSPECTION

Conventions, Displays, Exhibits, Circuses, Concerts, Sporting/Special Events, etc., including lighting, motors, and other electrical equipment.

ROUGH INSPECTIONS

Outdoor Locations

Minimum fee	\$380.00
Each hour or fraction thereof	\$126.00

FEEDERS

Each 100 feet or fraction thereof \$30.00

Please note other inspections may apply depending on the set up of the event. Please contact BSEED re: Licensing fees.

DPRD updated 1/24/18

FIRE DEPARTMENT

A Temporary Use Permit application is required for all structures, stages, generators, etc. The application must be filled out and submitted at least two (2) weeks prior to the event taking place. Please contact the Fire Marshal Division – Plan Review office at:

Coleman A Young Municipal Center
2 Woodward Ave., Suite 411
Detroit, Michigan 48226
313-596-2798

CITY OF DETROIT LIQUOR LICENSE REQUIREMENTS

It is the responsibility of Event Management to see that all laws, regulations and guidelines are complied with. A City of Detroit Special Event Application Must be submitted to City Clerk's Office for the approval of Alcoholic Beverage sales at Hart Plaza.

Each event that sells beer, wine and/or other spirits must acquire a liquor license by first applying to:

Detroit Police Department
7310 Woodward
Detroit, Michigan 48202
313-596-1954

- You must apply in person Monday - Friday 8:00 a.m. to 3:00 p.m. to insure timely processing of an application, the Detroit Police Department requests that the **application be submitted at least three (3) weeks prior to the event.** Late applications may not be processed in time for the event.
- A special liquor license is issued only to nonprofit, fraternal, patriotic, religious or civic organizations. All profits derived from the sale of alcoholic beverages must go to the organization itself and not to an individual. If proceeds are to go to a second organization, the application must be accompanied by a letter from the second organization stating that they will be receiving the proceeds.
- **24-Hour Temporary Permits are \$100.00 United States Postal Office Money Orders Only.**
- Applying organizations must provide proof of nonprofit status (articles of incorporation, by laws, charter, etc.)
- An individual over the age of 21, representing the applying organization, must sign the application.
- Finger print identification and background search will be completed.
- Licenses issued for consecutive days at the same location may use one application and bond.
- A special permit is required for the sale of spirits (liquor) on Sunday.
- Qualifying organizations are allowed to receive only five (5) one-day special licenses in one calendar year.

DPRD updated 1/24/18

- All alcoholic beverages must be purchased from a State of Michigan SDM or SDD/SDM licensee.
- Applicants must provide a detailed diagram that shows the locations of all booths where alcoholic beverages are to be sold and consumption of alcoholic beverages and an **approval notice from City Clerk’s office that City Council has approved the request.** (All events must pick up the petition approval card from City Clerk’s office)
- The license must be displayed at the licensed location at all times during the hours of operation. **(Signage stating all alcoholic beverage purchased are to be consumed at Hart Plaza.)** Persons are not allowed to walk down to the riverfront or on public streets with alcoholic beverages.
- Hours of operation allowed for sales of beer, wine spirits on the special license:

Weekdays & Saturday	7:00 a.m. - 12:00 a.m.
Sunday	12:00 p.m. - 12:00 a.m.

NOTE: Sales on Hart Plaza are limited to schedule public opening and may not extend beyond 12:00 midnight.

STATE OF MICHIGAN LIQUOR LICENSE REQUIREMENTS

1. All groups or organizations using special 24-hour permits must be nonprofit.
2. A sixty (60) day acceptable bond is required.
3. No entity holding a commercial liquor license may sell on Hart Plaza.
4. Licensed groups may not accept free beer or liquor.
5. Each Applicant must obtain one 24-hour license for each day of operation. A license fee is required for each day.
6. A special permit must be obtained for Sunday sales.
7. Applicant must maintain control of sales. The master copy of the license (not a duplicate) must be displayed for review by the local authorities at any time during the operational hours.

FEES

Beer, Wine or Spirits:

Organizations established less than one year	\$50.00
Organizations established more than one year	\$25.00

Sunday sales of beer, wine or sprits require an additional fee of:

Organizations established less than one year	\$ 7.50
Organizations established more than one year	\$ 3.75

PAYMENT

Only cash, certified check or money orders are accepted. (Checks are to be made payable to the STATE OF MICHIGAN).

If your event is operating with one nonprofit liquor license:

1. Applicant must order and pay for all alcoholic beverages that are to be sold from any location on the Plaza.
2. Booth selling alcoholic beverages may not be assigned to an individual.

If Event Management wishes to import ethnic liquor, wine, etc. into the state for sale, a special clearance must be obtained at least eight (8) weeks prior to the event.

Contact:

Michigan Liquor Control Commission Enforcement Division
25680 West 8 Mile Rd
Southfield, Michigan 48033
313-456-1170

City of Detroit operational guidelines concerning sale of beverages include:

1. Glass bottles may not be given to the customer. The beverage from the glass bottle must be poured into a cup by the booth operator.
2. All sales are for consumption on the premises. Signage must be posted at each point of sales location.
3. All beverage prices and size of cup must be displayed prominently at the point of sale.
4. Beverages should be served in paper or hard plastic cups.

INSURANCE REQUIREMENTS

Each event, at its own expense, must carry insurance appropriate for the type of activities and usage planned.

An event on Hart Plaza will not be allowed to open until original copies of insurance certificates with coverage from move in until move out have been delivered to Hart Plaza Management (see EVENT MEETING, page 8, item 9).

Minimum coverage, as required by the City of Detroit:

Public liability (bodily injury)	\$1,000,000.00 / \$1,000,000.00
Which means \$1,000,000.00 per injury per person and up to \$1,000,000.00 per occurrence.	
Public liability (property damage)	\$1,000,000.00
Which means \$1,000,000.00 per occurrence	
Liquor liability (if applicable)	\$500,000.00 / \$1,000,000.00
Which means \$500,000.00 per injury per person and up to \$1,000,000.00 per occurrence	

All policies must name the City of Detroit as additionally insured.

The following providers, while not necessarily endorsed by the City of Detroit, have expressed interest in helping events procure coverage:

Lewis Thompson Agency
2617 West Grand Boulevard
Detroit, MI 48208
313-875-7555

Shears Insurance
16250 Northland Drive Suite 365
Southfield, MI 48075
248-395-6315

James Ralph Agency, Inc.
17515 W. Nine Mile Road, Suite 430
Southfield, MI 48075
248-559-9079

Additional insurance coverage amounts and types will be required if the special event will involve any parade floats, use of an open flame except for cooking, use of fireworks and pyrotechnics, use of animals, firearms, electrical equipment, sporting event, or any watercraft, aircraft or automobile racing.

CLEANING OF GREASE

1. **Grease may not be dumped in any floor or sink drain on the Upper or Lower levels.**
2. If a drain or sink becomes plugged due to improper disposal of grease (or any other misuse), the City plumber fees will be charged to the Event Management.
3. At the close of each event day and the last day of the Event, all grease must be disposed of by the food vendor(s) and or the Event Management. **If the grease is removed by the cleaning contractors, there is a dumping charge of \$500.00 per location and each unit dumped. This fee must be paid before the events final inspection is completed by Hart Plaza Management.** All areas are to be returned back to the matter in which they were received upon move in inspection. **All excessive cleaning charges must be paid directly to the cleaning contractor. The city cleaning contact does not include excessive cleaning cost.** (See page 11 item #11)

KITCHENS & BEVERAGE BOOTHS

(Currently the kitchen area is out of Service)

Hart Plaza has fifteen (15) permanent kitchen locations and three (3) beverage locations on the lower level; this book includes a diagram of these locations.

There is no additional power located in any kitchen. Each Beverage booth is provided with 110 volt power at 20 amps only.

DPRD updated 1/24/18

ADDITIONAL EQUIPMENT

At the start of your site planning, you may ask Hart Plaza Management about the status of Plaza equipment, whether it is tables and chairs or the numbers of items available. Event Management is responsible for all Hart Plaza equipment used by their event and all equipment requested for use must be signed out by Event Management. Missing or damaged equipment will be charged to the Event Management.

PLEASE NOTE: Hart Plaza has a limited number of tables and chairs. The facility tables and chairs must be used inside areas by Event Management and may **not** be loaned to vendors, sponsors or the public.
The Lounge tables and chairs are not to be removed from the lounge.

PROCEDURES FOR FIRES

SECURITY RESPONSIBILITIES:

1. Clear the area to provide access to Hart Plaza Staff.

HART PLAZA MANAGEMENT RESPONSIBILITIES:

1. Call the Fire Department.
2. Keep persons away from the area, if not already done.
3. Inform Hart Plaza Management's supervisors and security

HART PLAZA MAINTENANCE STAFF RESPONSIBILITIES:

1. Cut off gas and electricity if needed.
2. Utilize fire extinguisher(s), as trained.
3. Call the Fire Department, if not already done.

If the fire is serious, Event Management must assist in closing the area(s). Vendor(s) will not be allowed to remain in the area until it is deemed safe by an authorized City Official. DHD clearance to operate must be given prior to re-opening the food location(s) to the public.

LOST & FOUND

Lost & Found items must be collected by Event Management/Security during the operation of the event. All items must be immediately turned over to Hart Plaza Management at the closing of the event each evening. **Same day lost will be directed to the security office. Persons that calls our office regarding a lost item from the previous days will be able to find out if the item(s) has been turned in and will not be directed to security.**

DECORATIONS AND SIGNS

DECORATIONS

Decorations may not be nailed into any pillar, fixture or wall. Generally, two (2) sided tape must be used in approved areas only. Any unusual installation (requires more than tape, rope, or zip ties) must be approved in advance by Hart Plaza Management. **(Do not tape anything to painted surfaces without prior approval from Plaza Management).** **Any damages due to adhering things to painted surface(s) will be assessed damage fees.**

SIGNS

Signs, posters, flyers and any literature which may be offensive to the general public or any ethnic, political or religious group are not permitted. It is the responsibility of the Event Management to monitor the areas. No signs are permitted in areas found on page 16, item B and Page 16 item C under SALES / SITE ARRANGEMENTS. With the exception of political hand bills passed out in authorized areas, all non-event authorized handbills, flyers, posters and literature etc. is prohibited. All signs, posters, flyers and any literature will be disposed of after the final inspection of the Plaza.

FINANCIAL REPORTS & PROCEDURES

Each nonprofit management group must file a complete financial report prior to **December 15th**. The financial report form can be found in this book (page 43).

The report must indicate, but may not be limited, to the following:

1. Revenue and expenses
2. Show uses of any profit (including donations)
3. Copies of checks or receipts from organizations who profits were given (upon request of the Recreation Department).
4. All event proceeds must be used within registered nonprofit organizations.
5. All financial transactions should be done by check or money order.
6. Organizational costs including travel expenses, advertising and publicity, postage, phones, office supplies, etc.
7. Vendors who made payments including security deposits, rentals and percentage payments.

If you have any problems collecting payments from vendors, submit the details in writing to Hart Plaza Management, with proof of nonpayment. At that time, the Detroit Parks Recreation Department will declare the vendor “excluded” from any and all Hart Plaza events until the dispute is resolved.

IRS REPORTING PROCEDURES

The Federal Internal Revenue Service requires that any organization hiring individuals, and paying wages, gratuities or honorariums, must file Form 1099 with the IRS at the end of the calendar year. Information required for this form includes name, address, Social Security number and total amount paid. The people you hire are considered contractual labor, which means you need not make any deductions from their wages. Events that hire coordinators, dock managers, beverage workers, etc. should be aware of this requirement.

STATE OF MICHIGAN SALES TAX

Gross beverage sales are subject to the current 6% sales tax levied in the State of Michigan. The State requires payment within 30 days of the event. The form required for filing and payment is included in the materials acquired during the license application and approval process. If other nonprofit organizations are going to sell beverages, Event Management is still responsible for seeing that the sales tax is paid. All vendors are responsible for paying the 6% sales tax on their gross sales. Again, Event Management is responsible for seeing that the tax is paid. When bringing a vendor into your event, the Event Management should be provided all the information the State of Michigan will need to pursue the vendor.

DETROIT HEALTH DEPARTMENT (DHD)

FOOD & BEVERAGE SALES

Food and beverage service licenses are required by city ordinance and state statute for all outside or temporary sales locations. At Hart Plaza for example, this means everything from food vendors to upper level booths, ice cream and hot dog carts. (There are separate sections in this book pertaining to the sale of alcoholic beverages).

All food and beverage locations must comply with the written regulations provided by the **Detroit Health Department (DHD)**, or those verbally indicated by department representatives. Each vendor must display their food service license so that it is visible to the public.

A minimum of thirty (30) days prior to the event, the Manager or Chairperson shall contact Ms. Sebrina Johnson, Public Health Sanitarian for Temporary Food License, at the DHD Food Sanitation Section. The staff is available to answer any questions regarding licensing and inspection procedures, Monday through Friday, between the hours of 10:00 a.m. to 3:00 p.m. at (313) 876-0135. Please contact them no less than thirty (30) calendar days prior to the event, to complete the pre-licensing process and to avoid late fees. Completed applications with license fees must be received ten (10) days before the start of the event. A late fee will be assessed toward each application submitted after that time. Your timely submission is very much appreciated.

In addition, you will receive a copy of all operation requirements. These requirements will be reviewed and explained by the DHD Sanitarian. License fees **are payable by postal money order, cashier's check and certified check only**. Personal checks and cash are not accepted. Make checks and money orders payable to the **Detroit Health Department**.

Please be advised that the Temporary Food Service Establishment (TFE) for all food service locations, booths and poured beverages areas used for each Hart Plaza event will be licensed at the following rates per location. Rates are set by the Institute for Population Health Food Sanitation Section:

\$250.00 Temporary Food Service Permit
\$250.00 Mixed Drinks
\$126.00 (nonprofit organizations) Mixed Drinks
\$250.00 Beverages and Beer
\$126.00 (nonprofit organizations) Beverages & Beer
\$126.00 (nonprofit organizations) Selling Food Products

Event management must apply for the Temporary Food Service Establishment (TFE) licenses for all event participants. The fee should be included in the rental charged to food and some beverage vendors by Event Management and collected at the same time an application or contract is accepted. Your cooperation is much appreciated.

TFE applications with full payment must be received by the DHD ten (10) days prior to your event's starting date. Events that submit **applications and fees less than ten (10) days prior to the event** will be charged **double the license fee** in accordance with the State of Michigan Food Law 2000, as amended. [Effective 1/1/08]. Vendors that show up at an event without an application or fees paid in advance will be assessed a fee of **\$1,000.00** on site. Payment and applications should be taken to the following location:

Detroit Health Department - Food Safety
3245 E. Jefferson Ave
Detroit MI 48207
313-876-0135

When you apply and pay for licenses for your vendors, you must provide the Department with a list of all food and beverage vendors, including the following:

Name of vendor or organization
Address and phone numbers
List of foods and beverages to be sold

See the Detroit Health Department to obtain a copy of the Current Temporary Food Service Establishment License Application.

At the Event Meeting (see section on MEETINGS, page 6), Event Management is required to present a receipt from the DHD showing that TFE have been purchased.

DPRD updated 1/24/18

Remember, regardless of whom your food vendors are, it is the responsibility of Event Management to see that all of their vendors comply with all regulations.

A representative of the DHD will be happy to meet with Event Management and/or your food vendors prior to your event. This is a good idea so that all of the participants and Event Management hear the same things at the same time. Arrange this meeting **well in advance of the event.**

The meeting must be held Monday thru Friday between 12:00 noon and 3:00 p.m. Contact the temporary food coordinator at 313-876-0135 to schedule.

The following are general and specific points to keep in mind, however this list does not include everything Event Management or their vendors need to know. This list is not a substitute for information received directly from the DHD.

1. All food preparation must be performed in DHD licensed areas specifically designed or designated for food preparation.
2. No food preparation is to take place behind the food location. Aside from sanitary concerns, the aisle ways must be kept clear to allow access to electrical outlets and or generators.
3. Fresh whole fruit, such as apples, peaches, bananas, oranges, etc., may be sold, but each piece must be individually wrapped prior to being placed in the sales location.
4. Cut fruit, such as melon and pineapple, may only be sold at a licensed location.

CHARCOAL COOKING

There is a specific area on the lower level, north of the Handicap ramp, for charcoal cooking to accommodate vendors that require open fires. All cooking area must be barricaded and barricades may not extend into the pedestrian path and/or cause a hazard to traffic.

1. Vendors using a charcoal grill in the cooking area must clean and empty the barbecue units. Charcoal and ashes may NOT be dumped in any dumpsters. **Charcoal ash must be removed from the Plaza by the Vendor or Event Management. If ash is left behind, the Event will be charged for the time and material rate plus \$500.00 to remove the ash.**
2. Propane must be secure to a stable location.
3. While barbecue units are in operation, one adult per unit must be in attendance at all times.
4. Vendors **must place ground covering under and around the barbecue unit(s) and deep fryer(s)** to maintain and keep the ground clear of **charcoal debris & grease stains.**

These requirements exist for your protection as well as to minimize the possibility of food-borne illnesses at temporary food service establishments. These are very basic guidelines and requirements and are by no means inclusive. Only a case-by-case review by the DHD will

DPRD updated 1/24/18

determine the requirements necessary for your individual event. The intent of DHD is to keep your event safe and pleasurable.

For further information, review the City of Detroit Ordinance 209-G (Chapter 21, Article 3) and the Michigan Public Health Code, Act 92, Public Acts of 2000.

Approval (or denial) of your license will be granted after an inspection is made by a Detroit Health Department sanitarian. No temporary food service establishment shall commence operating until approvals has been granted by DHD. The approved temporary food service license must be posted in a conspicuous place.

REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS

FOOD SUPPLIES

1. All food shall be obtained from approved commercial sources. All food shall be prepared in a licensed and approved kitchen. Only limited preparation (cooking and associated assembly) is permitted on site. No home-prepared or home-canned foods shall be used, sold or given away, unless prepared using cottage food law.
2. Certain foods of potentially hazardous nature, such as cream-filled pies and pastries, custards, salad sandwiches, etc., are not permitted to be served without proper refrigeration.

FOOD PROTECTION

1. All food prepackaged in individual servings must be served in the unopened original container.
2. All food while being stored, prepared, displayed or transported to a temporary food service establishment must be protected against contamination from dust, vermin and other sources. Adequate cough and sneeze shields must be provided over all exposed foods, otherwise food must be covered entirely with plastic wrap or aluminum foil or wrapped individually. Containers of food must be stored at least six (6") inches above the ground in a way that protects them from splash and other contamination and permits easy cleaning of storage areas.
3. All potentially hazardous foods that require cooking (meat, poultry, fish, dairy products or foods containing these products) shall be used in pre-portioned servings.
4. All potentially hazardous foods must be transported, stored and maintained at required temperatures. Cold foods must be maintained at forty-one (41°F) degrees Fahrenheit or lower. Hot foods must be maintained at one hundred thirty-five (135°F) degrees Fahrenheit or higher. A metal stemmed product thermometer must be provided and used to check temperatures. This thermometer shall have a scale of zero (0°F) to two hundred twenty (220°F) degrees Fahrenheit and shall be accurate to + or – two (2°F) degrees Fahrenheit. Food not meeting temperature requirements will be removed from service.

5. Mechanical refrigeration shall be provided for potentially hazardous foods and beverages and shall be capable of continuously maintaining food temperatures at 41 degrees Fahrenheit or below. An accurate thermometer shall be provided in each refrigerator and located in the warmest part (top portion) of the refrigerator unit. Refrigerators must be plugged in 2 to 4 hours ahead of time to achieve the proper temperatures. Only pre-chilled foods (at or below 41 degrees Fahrenheit) shall be stored in booth refrigerators.
6. Hot food storage facilities shall be provided for potentially hazardous foods requiring hot storage and shall be capable of continuously maintaining food temperatures at 135 degrees Fahrenheit or above.
7. All potentially hazardous foods that require cooking must be cooked to the required internal temperatures prior to placement in hot holding equipment. If the wind blows rain or dirt on the food, additional measures must be taken for food protection.

ICE

All ice shall be transported, stored and dispensed in a sanitary manner. Ice shall be obtained from sources approved by the DHD in chipped, crushed or cubed form in single service closed containers or bags shall be properly stored to prevent contamination. Ice containers shall not be stored on the floor or on the ground. Tongs, scoops or other approved utensils shall be used for dispensing ice and shall be properly store and protected from contamination. All ice storage bins shall be self-draining and kept covered when not being used. Ice shall not be hand dipped or dispensed with a cup. **Ice Machines may require a generator to handle the needed power depending upon the placement and required amp.**

TOXIC CHEMICALS

No toxic chemicals shall be stored in or around food. Any chlorine container or other container must be properly labeled, handled and stored.

PERSONAL HYGIENE

1. Proper hand washing facilities must be provided at all temporary food service establishments. A water vessel (5 - 10 gallons) with a spigot on the bottom, a large container to collect waste water, soap and paper towels in a mounted dispenser shall be provided for placement of hand washing equipment.
2. All food handlers must wash their hands and arms with clean water and soap before starting work, after each visit to a toilet and as frequently as necessary during the day to maintain clean hands and arms.
3. Eating, drinking and smoking or any other use of tobacco is prohibited in the food space, food preparation and/or food sale areas. These activities must take place in designated areas only.

All food handlers shall wear clean outer clothing and shall wear effective hair restraints (e.g. hairnets, bibbed hats, etc.).

FOOD UTENSILS & EQUIPMENT

1. Only single-service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used. Knives, forks and spoons shall be purchased pre-wrapped or stored in clean containers with handles pointed up. Cups shall be stored in the original container or approved dispenser and must be dispensed from the bottom. All food and single-service items must be stored 6" above the floor to provide protection from contamination. Reuse of single-service items is prohibited.
2. When food handling utensils are used or required, a sufficient number of clean, back-up utensils shall be available when original utensils become contaminated or are being sanitized. An adequate supply of water, detergent and sanitizing agent (minimum fifty (50) PPM chlorine or equivalent; a chlorine test kit must be provided to verify concentration) must be provided. The containers must be large enough to accommodate utensils. A table or stand must be provided for placement of containers and for air-drying utensils.
3. Food contact equipment and surfaces shall be smooth, nonabsorbent, easily cleanable, made of good grade material and protected from contamination by customers or other contaminating agents.
4. Wiping cloths or sponges used for cleaning food contact surfaces shall be provided and stored in a sanitizing solution maintained at one hundred (100) PPM chlorine or equivalent. (Approximately ½ Tablespoon of bleach for each gallon of water; chlorine test kit must be provided to verify concentration).
5. Condiments such as mustard, ketchup, sugar, etc. shall be individually packaged or dispensed from a container which protects the condiment from contamination (i.e. pump dispenser or squeeze bottle). Condiments that cannot be poured, such as onions or pickles (sliced or diced), shall be dispensed from containers with self-closing lids.

WATER SUPPLY

1. The water supplied to all temporary food service establishments must be from an approved source. An adequate supply of water for food preparation, washing, rinsing, sanitizing and hand washing shall be provided and stored in approved containers.
2. All potable water supply lines shall be free of cross-connections, protected from back siphonage and constructed of materials meeting potable water regulations. **Garden hoses are prohibited, so vendors must use food grade hoses only.** Water supply lines shall be thoroughly flushed with one hundred (100) PPM chlorine solution prior to use.

WASTE WATER

All waste water shall be disposed of in a manner which will not create a public health hazard or nuisance. Waste water shall not be disposed of, on the ground, grass, sidewalk, drains, curb or Hart Plaza facility toilets. **Recommendations for waste water disposal at Hart Plaza (1. "Port-a-Johns" at close of the event).**

TOILET FACILITIES

Adequate and conveniently located toilet facilities must be available to all food service employees. **Portable toilets shall be located no less than one hundred fifty (150') feet from a food service establishment.**

WASTE CONTROL

1. An adequate number of covered and easily cleanable garbage and refuse containers shall be provided within the establishment and outside for customers. Garbage and refuse shall be stored in a manner that does not attract or harbor vermin or cause unsightly conditions.
2. The temporary establishment area must be frequently policed by assigned personnel for litter and completely cleaned following the conclusion of the event.
3. Each **food vendor** is responsible for placing their rubbish at the rear of the food location in the rubbish cans. The cleaning maintenance provider will remove all rubbish from the area. Vendors should not place stock or personal items in the area. All items will be disposed.

FOOD BOOTH STRUCTURE

1. All food must be dispensed from a booth or enclosure approved by the DHD.
2. The name, address and phone number of the temporary food service establishment must be posted on the exterior of the booth.
3. The temporary food booth must be covered with a canopy or other type of overhead protection unless the food item(s) offered are commercially pre-packaged food items dispensed in their original container. Overhead protection is not required over outdoor cooking devices unless unique local circumstances warrant (i.e. Roosting birds over cooking area, blowing dust from construction areas, etc.).
4. Walls may be required as necessary to protect against the elements, windblown dust and debris, insects or other sources that contaminate food, food contact surfaces, equipment, utensils or employees. Windows and doors must be protected against entry of insects and rodents by a sixteen (16) to twenty-five (25) gauge mesh screen, properly designed and installed air curtains or other effective means.
5. Floors shall be constructed of concrete, asphalt, sealed wood or other cleanable material approved by the DHD. Grass, dirt and any porous materials are not acceptable as approved flooring.

OUTSIDE COOKING

1. High temperature cooking facilities, including charcoal and wood-fired grills, may be located outside the temporary food service establishment in an acceptable area. Approved hot holding equipment shall be available and used to maintain cooked foods at one hundred thirty-five (135°F) degrees Fahrenheit or above.
2. All outside barbecue units must be barricaded from the public on all sides. The barbecue unit must be at least three (3') feet back from any side of the approved barricade. The use of metal drums and barrels for barbecuing is prohibited.

GENERAL

1. To protect against health hazards relating to the operation of a temporary food service establishment, additional requirements may be imposed and the sales or serving of any potentially hazardous foods may be prohibited or restricted by the DHD.
2. Only authorized personnel shall be allowed inside the work and service areas. Children are prohibited from temporary food service booths.
3. All temporary food service establishments not meeting the requirements of the DHD shall not be allowed to operate during the event.
4. Each Temporary Food Establishment must have a designated Person-In-Charge (PIC) during all hours of operation.
5. Bare hand contact with Ready-To-Eat food is prohibited. Food handlers shall use clean, sanitized utensils such as spatulas, tongs, single-use food grade gloves or deli paper to dispense ready-to-eat foods.

CHECKLIST OF ITEMS REQUIRED FOR OPERATION A TEMPORARY FOOD SERVICE ESTABLISHMENT

PER THE DETROIT HEALTH DEPARTMENT FOOD SANITATION DIVISION

- _____ Liquid soap for hand washing
- _____ Adequate water supply
- _____ Detergent
- _____ 5 - 10 gallon water container with spigot for hand washing
- _____ 3 plastic tubs for utensil washing, rinsing and sanitizing (1 tablespoon of bleach per gallon of water)
- _____ Waste water bucket for hand washing
- _____ Paper towels
- _____ Sponges and/or wiping cloths and bucket to store same in sanitizer
- _____ Aprons
- _____ Hairnets, caps other approved hair restraints
- _____ Ice and ice scoops
- _____ Ice chests (continuous self-draining; not used for refrigeration)
- _____ Serving spoons, spatulas, tongs, etc. (back-up utensils)
- _____ Cutting boards
- _____ Roll of plastic wrap and aluminum foil for food protection
- _____ Washable containers for food storage
- _____ Platforms for elevation food and paper goods at least 6" above ground
- _____ Adequate number of tables with washable surfaces
- _____ Plastic garbage bags
- _____ Mechanical refrigeration
- _____ Hot holding equipment (capable of maintaining food at 135 degrees Fahrenheit or greater)
- _____ Beverage drain buckets
- _____ Food product thermometer (stab-type, with range of 0 degrees to 220 degrees Fahrenheit range)
- _____ Approved Temporary Food Service License

SAMPLE FOOD VENDOR APPLICATION

XYZ Event Food Vendor Application

Vendor Name: _____
Company / Organization: _____
Address: _____
Business Phone #: _____ Home Phone #: _____
Social Security #: _____ Tax ID#: _____

Enclosed is a certified check, cashier's check or money order in the amount of \$1,000.00 (minimum,) which includes \$500.00 as security deposit and a minimum of \$500.00 as advance deposit on the booth rental fee. (All deposits will be returned if vendor is not selected and assigned a space.)

The balance of \$ _____ must be paid no later than _____ (six (6) weeks before the event.) If this balance is not paid, vendor loses all rights to space and \$500.00 security deposit will not be refunded.

MENU

Listed below, with prices, those food items proposed for sale at the event. Each space may offer a maximum of six items.

ITEM	PRICE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Beverage proposed for sale: _____

POWER

Only 110 volts @ a total of 20 amps at the power outlet is provided.

RULES & REGULATIONS

I / we agree to abide by all the rules and regulations set forth by the City of Detroit, Event Management and Hart Plaza Management.

Signed: _____ Date _____
Vendor's Signature

XYZ Event: _____ Date _____

NOTE: For this application to be accepted, it must be signed and returned with a certified check, cashier's check or money order only. Personal checks will not be accepted and your application will be returned.

DPRD updated 1/24/18

LIST OF FOOD VENDORS

A list of this sort must be turned in at the Event Meeting.

EVENT: _____

DATE(S): _____

Space # _____
Vendor / Organization _____ Menu Item _____
Address _____
Phone # _____

Space # _____
Vendor / Organization _____ Menu Item _____
Address _____
Phone # _____

Space # _____
Vendor / Organization _____ Menu Item _____
Address _____
Phone # _____

LIST OF CONTRACTORS PROVIDING SERVICES

A list of this sort must be turned in at the Event Meeting.

EVENT: _____

DATE(S): _____

Company Name _____

Address _____

Phone _____

Contact _____

On Site Contact _____

Company Name _____

Address _____

Phone _____

Contact _____

On Site Contact _____

LIST OF DIRECT SALES (DRY/MERCHANDISE) VENDORS

A list of this sort must be turned in at the Event Meeting.

EVENT: _____

DATE(S): _____

Location _____
Vendor / Organization _____ Products _____
Address _____
Phone # _____

Location _____
Vendor / Organization _____ Products _____
Address _____
Phone # _____

Location _____
Vendor / Organization _____ Products _____
Address _____
Phone # _____

BEVERAGE OPERATIONS LIST

The following form will provide Hart Plaza Management with the necessary information about beverage operation. (A list of this sort must be turned in at the Event Meeting.)

EVENT: _____

DATE(S): _____

BEVERAGE BOOTH OPERATIONS

Beverage 1 Organization _____

License # _____

Product(s) _____

Beverage 2 Organization _____

License # _____

Product(s) _____

LOADING DOCK & FORD ARRIVAL / USE SCHEDULE

Date _____

7:00 a.m.		3:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
8:00 a.m.		4:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
9:00 a.m.		5:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
10:00 a.m.		6:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
11:00 a.m.		7:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
12:00 p.m.		8:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
1:00 p.m.		9:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	
2:00 p.m.		10:00 p.m.	
Bay 1		Bay 1	
Bay 2		Bay 2	
Bay 3		Bay 3	

FINANCIAL REPORT

This report on your _____ year event is due to the Detroit Parks and Recreation Department by **12/15**. All nonprofit organization are required to submit this form.
If you have any questions, please contact Hart Plaza Management.

ORGANIZATION _____
 NAME OF EVENT _____
 EVENT DATE(S) _____

INCOME: Money brought forward from _____ year.	\$ _____
Sponsorships	\$ _____
Commissions	\$ _____
Beer & Liquor Sales	\$ _____
Ticket Sales (Raffles)	\$ _____
Security Deposit Refund (from City)	\$ _____
Vendor Rentals	\$ _____
Vendor Parking	\$ _____
Grant(s)	\$ _____
Other	\$ _____
Other	\$ _____
TOTAL INCOME	\$ _____

EXPENSES:	
Sound	\$ _____
Insurance	\$ _____
Rental (paid to City)	\$ _____
Health Department Permits	\$ _____
Liquor License & Bond	\$ _____
Food	\$ _____
Alcoholic Beverages	\$ _____
Sales Tax	\$ _____
Security Deposit (paid to City)	\$ _____
Entertainment	\$ _____
Gallery Display	\$ _____
Prizes	\$ _____
Donations	\$ _____
Organizational Costs (if over \$500.00, must be itemized; attach list)	\$ _____
Other	\$ _____
Other	\$ _____
TOTAL EXPENSES	\$ _____

NET PROFIT OR LOSS (total income minus total expenses)	\$ _____
--	----------

DISTRIBUTION OF PROFITS

Organization Name	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Attach additional sheet to list any additional distribution of profits.

Additional donations made after this report date must be submitted to the Detroit Parks and Recreation Department.

SIGNED:

EVENT CHAIR / MANAGER

EVENT TREASURER

DATE _____

**Buildings & Safety Engineering Department
Business License Center
402 Coleman A. Young Municipal Center
(313) 224-3179**

SPECIAL EVENT VENDOR APPLICATION

Vendor Name: FIRST _____ MI ____ LAST _____

Corp. Name: _____

D.B.A. _____

Business Address: _____ **City** _____ **State** ____ **Zip** _____

Business Telephone # (____) _____ **Fax (____)** _____

Email Address: _____

Driver's License or State Identification # _____

Date of Birth: _____

War Veteran: Fee Waived (Sec. 41-2-22.5 (b))

.....
YES _____ **(must include copy of DD214 Honorable Discharge — NO** _____

Event Name: _____

Event Sponsor: _____

Event Date (s): _____ **# of Days** ____ **-Alternate Date(s):** _____

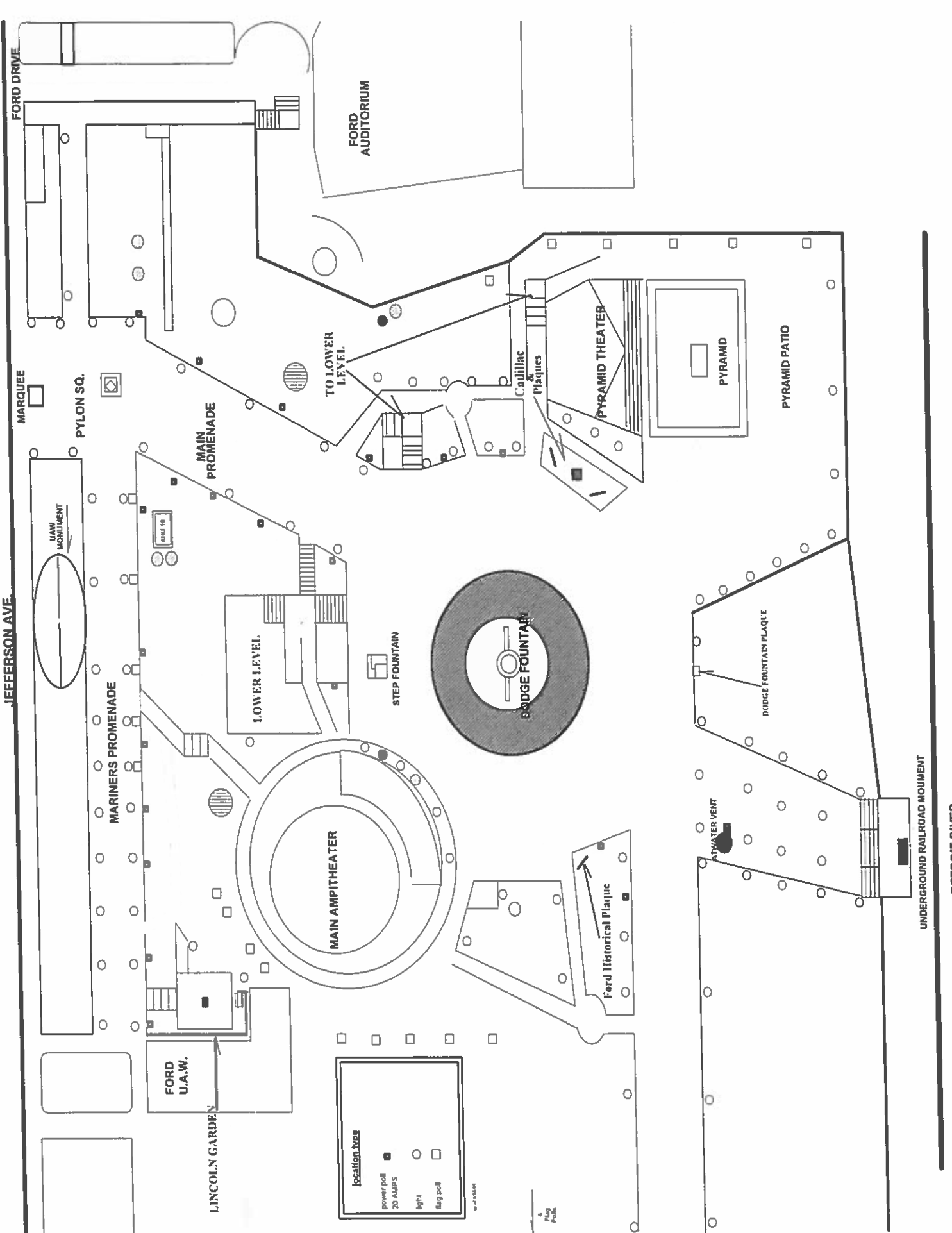
-Type of Vendor: Merchandise Yes ____ **No** ____ **Product (s):** _____

Food Yes ____ **No** ____ **Product (s):** _____

OFFICE USE ONLY

Fee Exempt Yes _____ **No** _____

Date Fee Paid _____ **/ Initials** _____



location type

- power pole
- 20 AMP/PS
- light
- flag pole

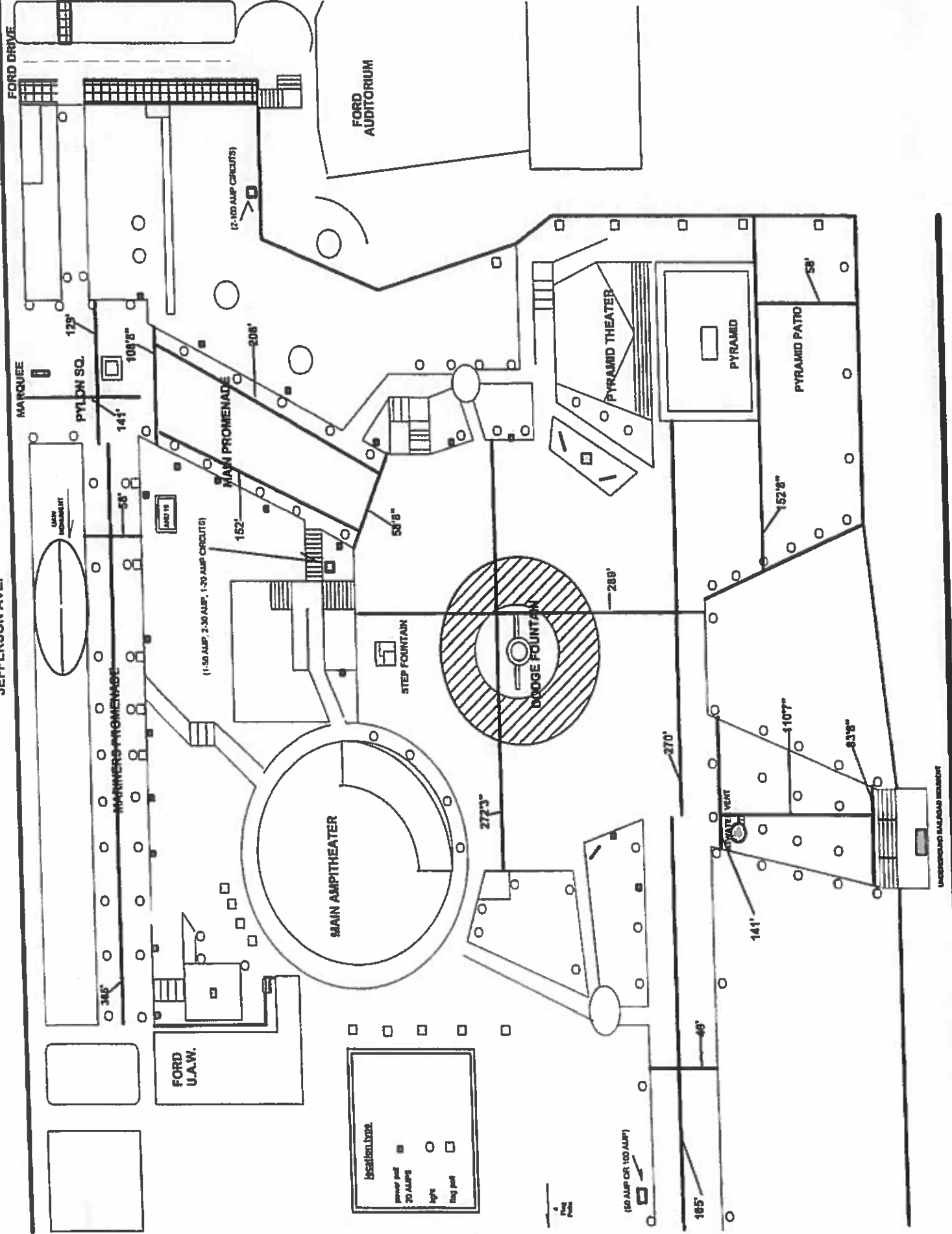
001122000

Flag Pole

UNDERGROUND RAILROAD MONUMENT

DETROIT RIVER

JEFFERSON AVE.



Location Code

Power panel	□
20 AMP'S	○
Light	□
Bus panel	□

Scale

(50 AMP OR 100 AMP)

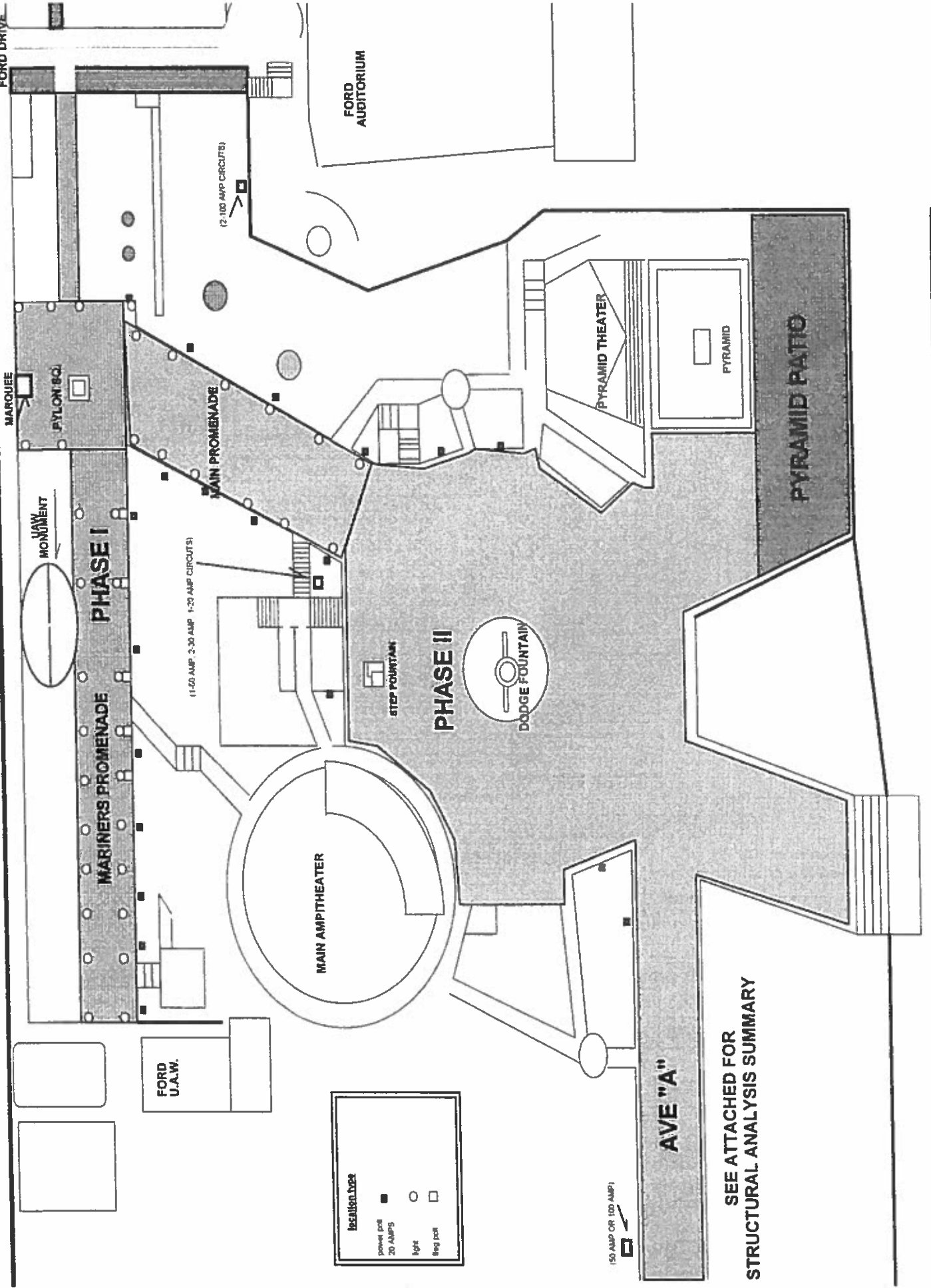
JEFFERSON AVE.

FORD DRIVE

Location Data

- power coil
- 20 AMP
- light
- flag post

(50 AMP OR 100 AMP)

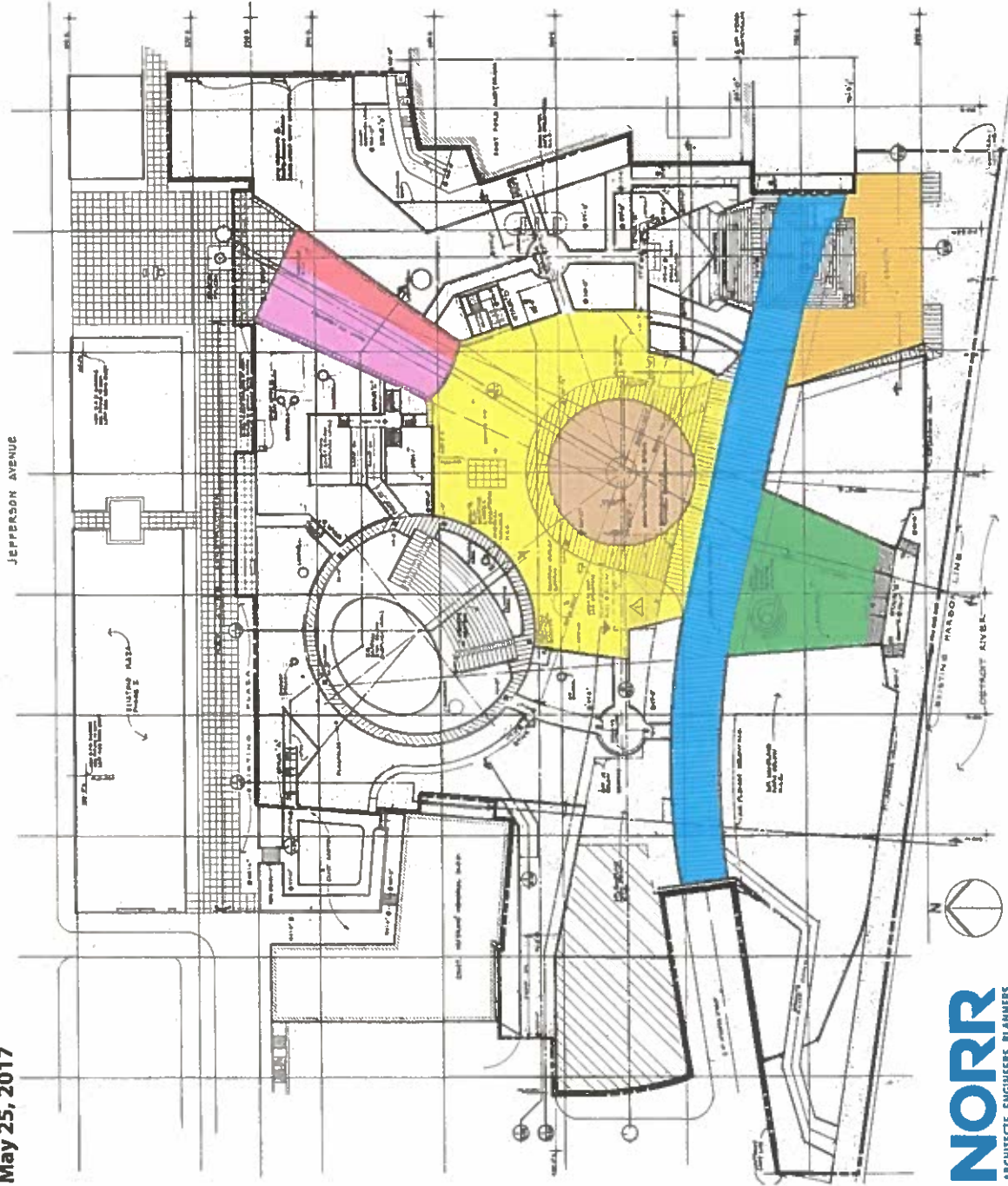


SEE ATTACHED FOR
STRUCTURAL ANALYSIS SUMMARY

DETROIT RIVER

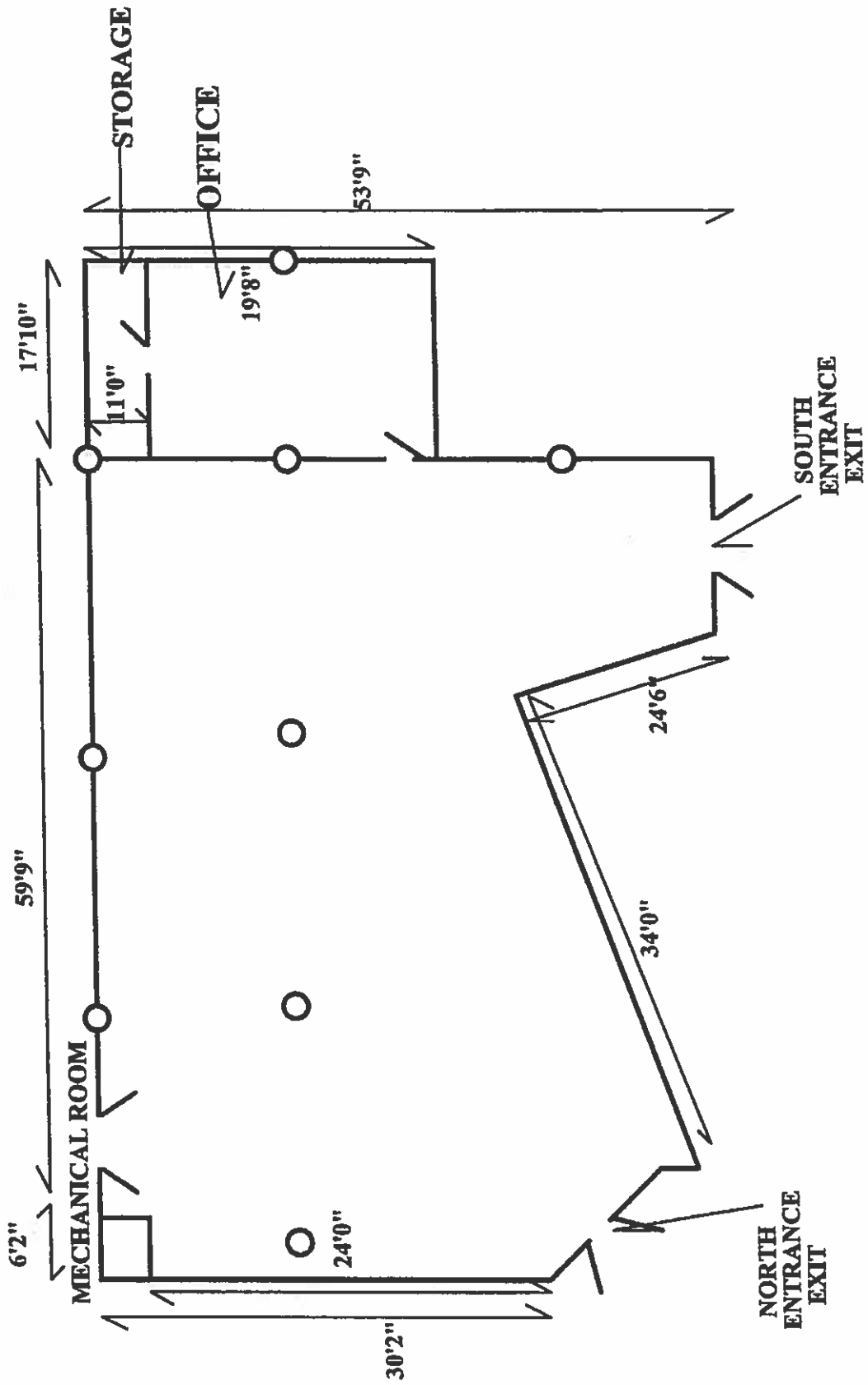
HART PLAZA LOADING PLAN

May 25, 2017



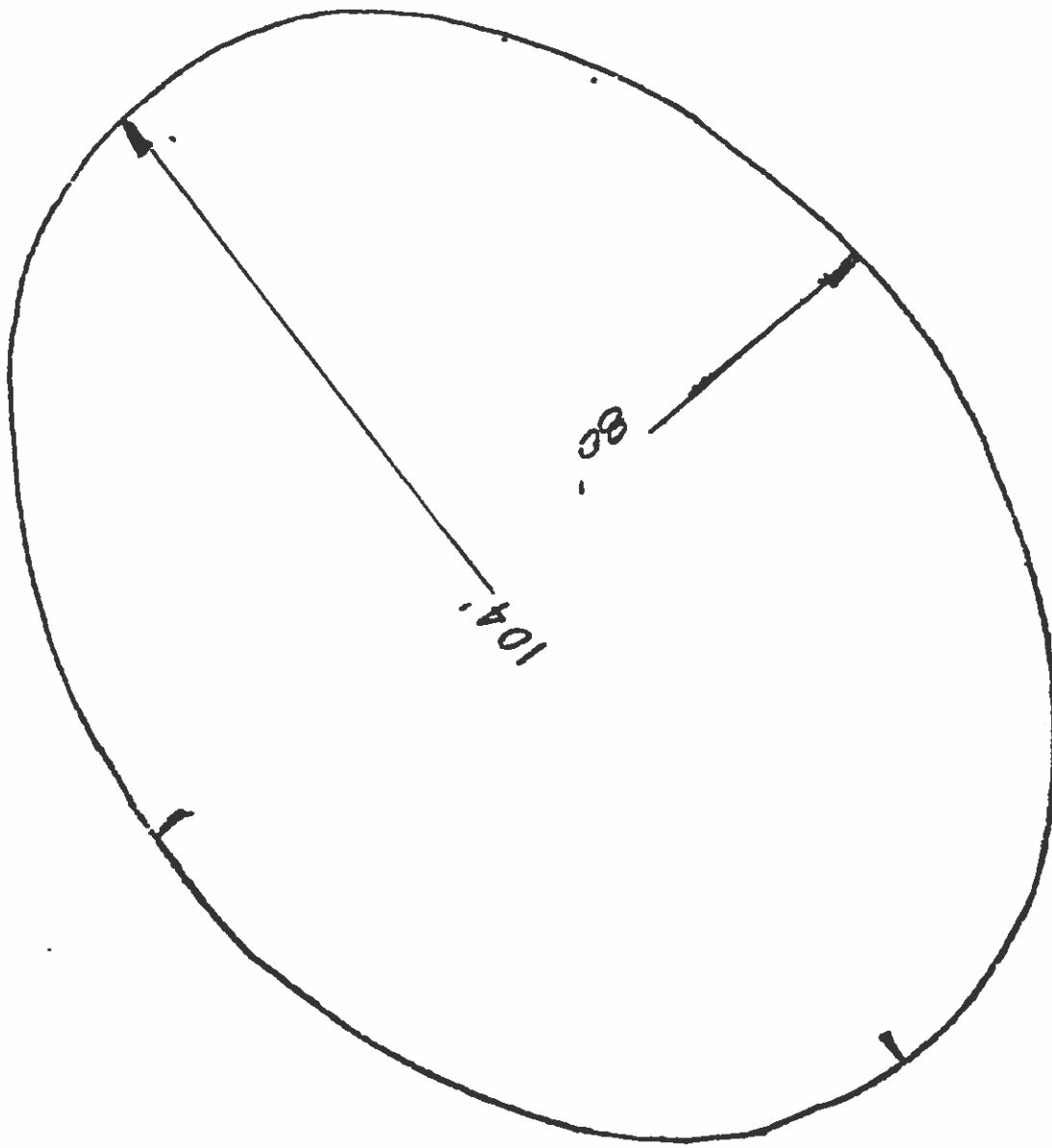
LEGEND	
ENTRANCE CHUTE WEST	maximum uniform live load = 120 psf maximum GVWR ¹ load = 54,000 lbs maximum load on each tandem axle ¹ = 13,200 lbs
ENTRANCE CHUTE EAST	maximum uniform live load = 200 psf maximum GVWR ¹ load = 54,000 lbs maximum load on each tandem axle ¹ = 13,200 lbs
CIRCULAR PLAZA	maximum uniform live load = 150 psf maximum GVWR ¹ load = 53,000 lbs maximum load on each tandem axle ¹ = 13,000 lbs
FOUNTAIN BOWL	maximum uniform live load 225 psf maximum GVWR ¹ load = NOT PERMITTED maximum load on each tandem axle ¹ = NOT PERMITTED
ATWATER TUNNEL	maximum uniform live load = UNKNOWN maximum GVWR ¹ load = UNKNOWN maximum load on each tandem axle ¹ = UNKNOWN
RIVERFRONT WALK	maximum uniform live load = 200 psf if undamaged = 0 psf if damaged maximum GVWR ¹ load = 32,000 lbs if undamaged = 0 lbs if damaged maximum load on each tandem axle ¹ = 8,000 lbs if undamaged = 0 lbs if damaged
PYRAMID PLAZA	maximum uniform live load = 200 psf maximum GVWR ¹ load = 42,000 lbs maximum load on each tandem axle ¹ = 10,300 lbs

NOTES:
 1. Load on each tandem axle at 4'-10"
 2. GVWR = Gross Vehicle Weight Rating
 3. GVWR's shall be single file min. 20'-0" apart at all times. No side by side loading is permitted.
 4. Base Drawing is by Smith, Hutchinson & Givels Associates Inc. dated 1974.
 NORR takes no responsibility for the accuracy of these documents and assumes the structure was constructed as per the documents.



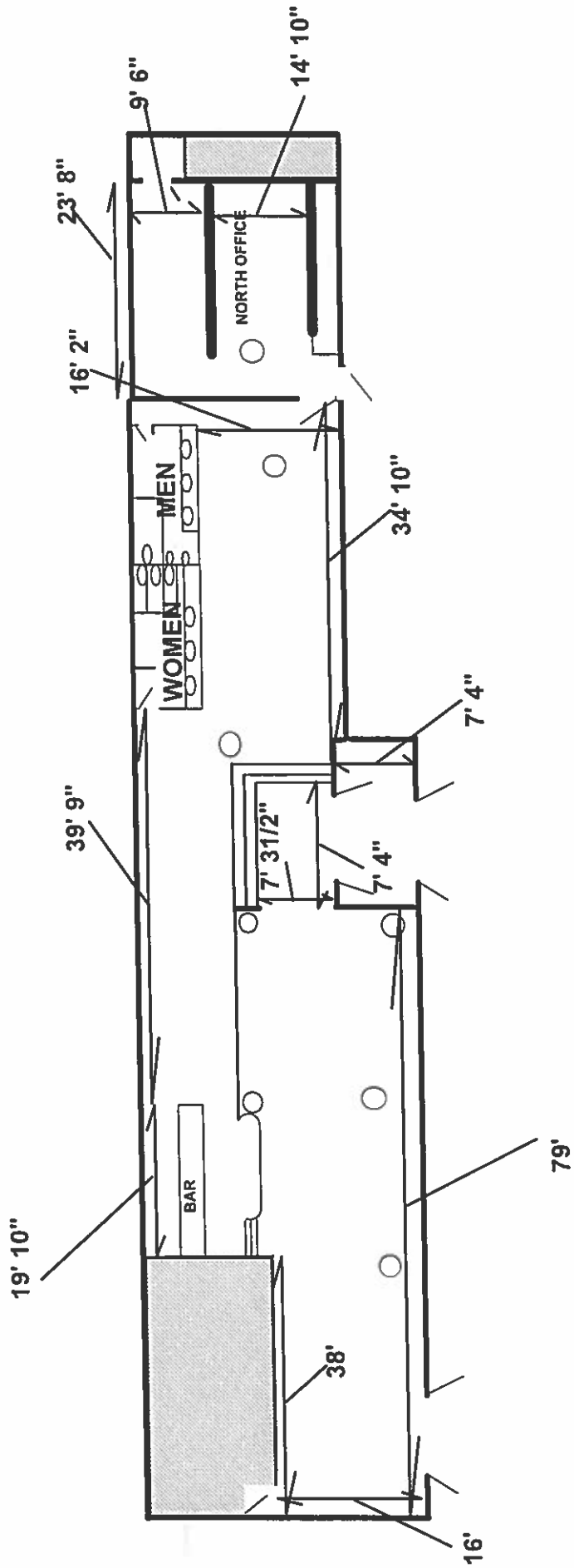
GALLERY AND GALLERY OFFICE

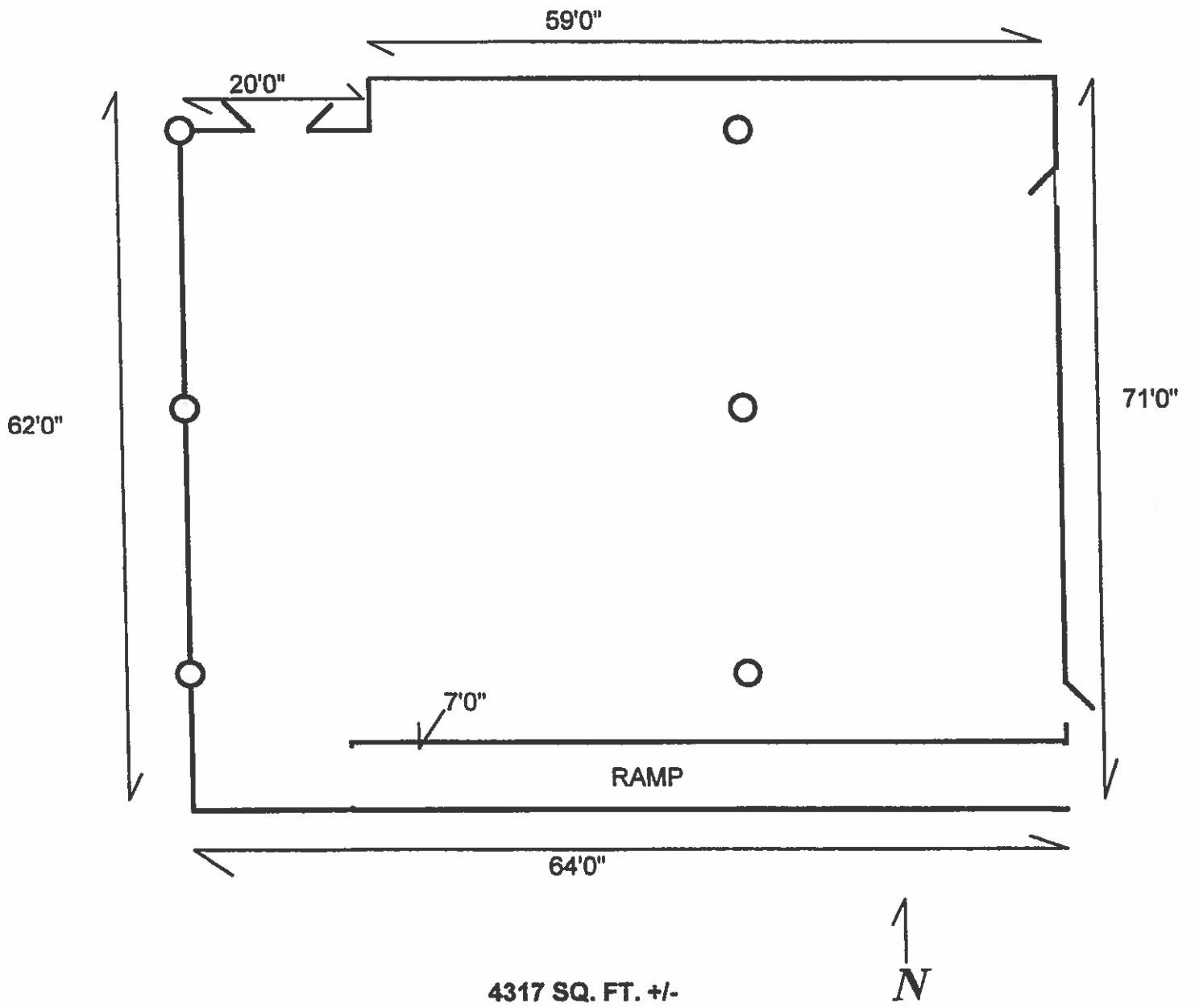
← Z



ICE RINK
Main Amphitheatre

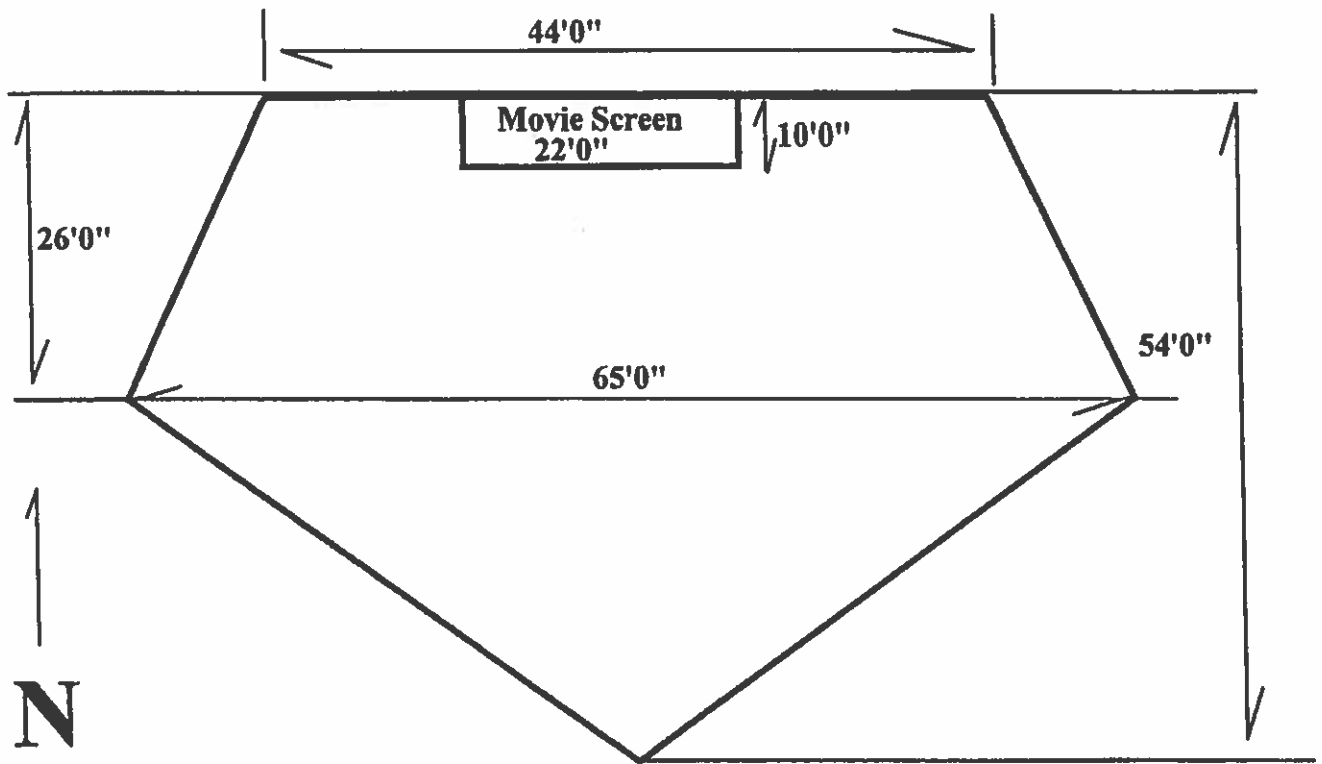
5280 Sqft ±





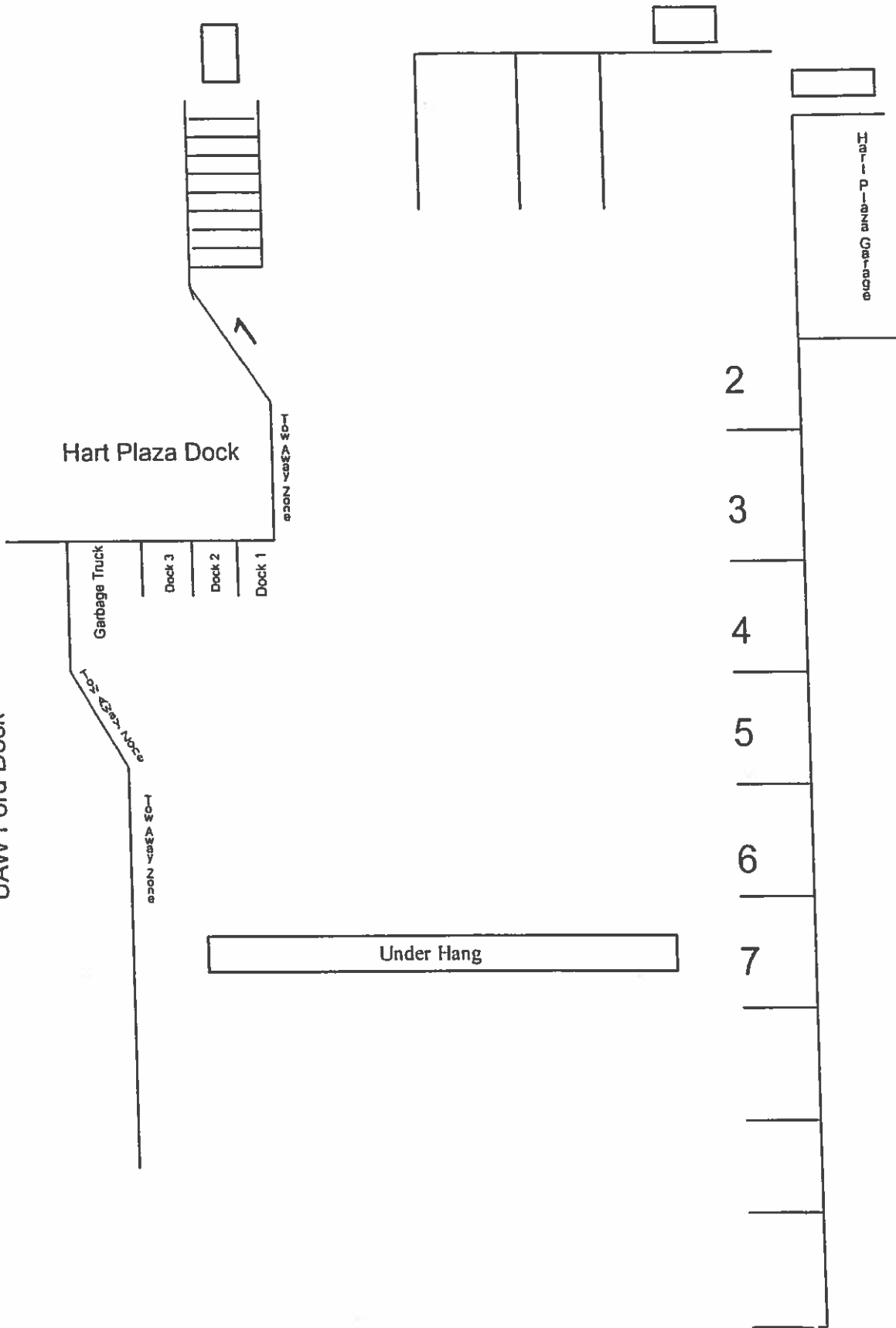
INDOOR AMPHITHEATER (PIT)

Pyramid Theater



2107 Square Feet +/-

UAW Ford Dock



Hart Plaza Dock

Garbage Truck

Dock 3

Dock 2

Dock 1

102 Gar. Loco

103 Gar. Loco

Under Hang

2

3

4

5

6

7

Hart Plaza Garage

INDEX

HART PLAZA (Operational Boundaries & location names)	2
EVENT MANAGEMENT STAFF	3
EVENT MANAGEMENT RESPONSIBILITIES	4
IMPORTANT PHONE NUMBERS.....	5
FINANCIAL RESPONSIBILITY OF THE EVENT	6
MEETINGS.....	6
MOVE IN INSPECTION.....	7
2018 HART PLAZA EVENT MEETING	8
ADDITIONAL USE OF HART PLAZA	9
2018 RATE SCHEDULE	10
POTENTIAL CHARGES OR FINES.....	11
EVENT OPERATIONAL HOURS.....	13
CITY OF DETROIT YOUTH CURFEW:.....	13
EVENT STAFFING.....	13
CONSUMER AFFAIRS SPECIAL EVENT VENDOR PROCEDURES	14
SALES / SITE ARRANGEMENTS	16
DIRECT SALES LOCATIONS (Dry Space/ Merchandise).....	17
THE GALLERY & DIRECT SALES LOCATIONS	18
SECURITY	18
PARKING.....	19
MEDICAL SERVICES	21
BUILDINGS SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT (BSEED).....	21
FIRE DEPARTMENT.....	22
CITY OF DETROIT LIQUOR LICENSE REQUIREMENTS	22
STATE OF MICHIGAN LIQUOR LICENSE REQUIREMENTS.....	23
INSURANCE REQUIREMENTS.....	24
CLEANING OF GREASE.....	25
KITCHENS & BEVERAGE BOOTHS.....	25
ADDITIONAL EQUIPMENT	26
PROCEDURES FOR FIRES.....	26
LOST & FOUND	26
DECORATIONS AND SIGNS	27
FINANCIAL REPORTS & PROCEDURES	27
IRS REPORTING PROCEDURES	28
SALES TAX - STATE OF MICHIGAN.....	28
DETROIT HEALTH DEPARTMENT (DHD)	28
CHARCOAL COOKING	30
REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS	31
CHECKLIST OF ITEMS REQUIRED FOR OPERATION A TEMPORARY FOOD SERVICE ESTABLISHMENT	36
SAMPLE FOOD VENDOR APPLICATION	37
LIST OF FOOD VENDORS.....	38
LIST OF CONTRACTORS PROVIDING SERVICES.....	39
LIST OF DIRECT SALES (DRY/MERCHANDISE) VENDORS	40
BEVERAGE OPERATIONS LIST.....	40
LOADING DOCK & FORD ARRIVAL / USE SCHEDULE	41
FINANCIAL REPORT	42
SPECIAL EVENTS VENDOR APPLICATION	44
MAPS.....	