

## CITY OF DETROIT SPECIAL EVENT APPLICATION GUIDELINES

An organization (i.e. church, non-for-profit, for-profit) is required to obtain Special Events licenses/Permits to conduct any outdoor festival, street fair, carnival, circus, walkathon, bike race/ride, fireworks, parade, concert/performance, political ceremony, run/marathon, sports/recreation, rally/demonstration etc., located on the public right way or outdoors on private property.

Applications must be submitted **60 days** prior the event. Application must be completed in its entirety. If submitted later than 60 days prior, application is subject to denial, no exceptions. Successful events are the result of advance planning.

- Food vendors must be licensed if serving or selling food
- Liquor vendors must be licensed. Issuance of a Special Event permit **does not** ensure issuance of liquor licenses. Approval of a special event does not include approval of a liquor license.
- If merchandise other than food or liquor is sold at an event, the event organizer must obtain a business license.
- Adequate sidewalk passage and fire lanes must be open at all times.
- If this is a Bike Ride/Race, Walkathon, Parade, Run/Marathon: Applicant must submit a clear route map with a written turn by turn description of the route.
- Applicant must receive a City Council Event Permit issued from the City Clerk's office prior to obtaining department issued permits.
- Failure to adhere to the department permit guidelines will result in citations being issued and/or the event being shut down.
- Failure to adhere to the approved application as written will result in penalties and the event being shut down.

After submitting all forms, your application will be reviewed by the department's staff. The application will be sent to all departments that will be involved in providing services or permits for the event. The applicant will be contacted to present the event to the Special Events Management Group. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on safety, the availability of services and scheduling of other events. Therefore, you are encouraged **NOT TO MAKE ANY OTHER ARRANGEMENTS FOR YOUR EVENT UNTIL APPROVAL FROM THE CITY HAS BEEN RECEIVED.**

### NOTE:

**BLOCK PARTIES DO NOT REQUIRE SPECIAL EVENT PERMITS OR LICENSES. HOWEVER, YOU ARE REQUIRED TO CONTACT YOUR LOCAL POLICE PRECINCT AND COMPLETE THE BLOCK PARTY PERMIT APPLICATION PROCESS. BLOCK PARTY PERMITS WILL NOT BE ISSUED TO COMMERCIAL ENTERPRISES. BLOCK PARTIES DO NOT RECEIVE CITY SERVICES.**