

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

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

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

Petition No.	2025-104
Name of Petitioner	Saeed Abdul
Description of Petition	Petition request to hold "Soul Food The R&B Festival" on June 21, 2025 from 2:00 PM to 10:00 PM the same day at Roosevelt Park. Set-up will begin on June 20, 2025 at 8:00 AM and be completed by 12:00 PM on June 21, 2025. Tear down will begin on June 21, 2025 at 11:00 PM and be completed by 5:00 PM on June 22, 2025.
Type of Petition	Special Events
Submission Date	05/09/25
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Saeed Abdul 2216 S. Mami Blvd Durham, NC 27713 P1: (919) 699-9798 P2: (919) 438-6455 primeeventsintl@gmail.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

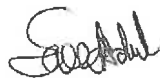
(313) 224 - 3260 | Fax: (313) 224 - 1466

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

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

Applicant Signature:



Date: 03/12/25

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

HOLD HARMLESS AND INDEMNIFICATION

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

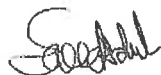
Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Soul Food The R&B Festival

Event Date: 6/21/25

Event Organizer: Saeed Abdul

Applicant Signature:



Date: 03/12/25





Event Facilitator: Main Event Marketing & Mangement

Hosting Venue: Roosevelt Park

Date: Sunday September 1st 2024

Communication and Community Impact Plan

The community-based communication plan is a model used to develop information and communication that informs and encourages local residents and businesses. A community-based communication plan is a strategy developed to empower and engage the community through effective communication methods and initiatives. Local business will be notified through multiple communication methods that will be detailed with this document. Physical letters, Email, social media, and community news letters will be the main methods of event notifications.

Event Facilitator: Main Event Marketing & Mangement
Hosting Venue: Roosevelt Park
Date: Saturday June 21st 2025

Communication and Community Impact Plan

The community-based communication plan is a model used to develop information and communication that informs and encourages local residents and businesses. A community-based communication plan is a strategy developed to empower and engage the community through effective communication methods and initiatives. Local business will be notified through multiple communication methods that will be detailed with this document. 2 weeks prior to the event, businesses and residents will receive a flyer notification in there mailbox or handed to a staff person in addition to other means of communication. Physical letters, Email, socialMedia.

Greetings,

To whom it may concern. Main Event Marketing & Management is hosting its annual Soul Food R&B Festival and Picnic **Saturday June 21st 2025** at Roosevelt Park. Event begins at 2pm and last until 10pm. We are expected to host 7,000 people throughout the duration of the day. There will be amplified music by a Live DJ (R&B, Soul Music only). Patrons will park along the street Michigan Ave, Vernor hwy, 14th st, and the Roosevelt parking lot. Parking attendants and staff will be on site to make sure driveways and property are not affected by patrons cars and noise. We do not anticipate any road closures. Clean up of all areas will take place after the conclusion of event.

Also we would like to extend and invite to the festival free of charge, please just provide proof of residence at the gate. I hope this notification provides some clarity and information into the event taking place. For more information please visit website www.SoulFoodPicnic.com
If there are any questions or comments please do not hesitate to contact the company.

Security Plan Proposal

Event: R&B Festival
Location: Roosevelt Park
2405 Vernor Hwy,
Detroit, MI
Date: June 21, 2025
Time: 2pm – 10:00 pm

The R&B Festival Event Representatives respectfully requests that the security plan include:

(1) Security Service recommended providing the following number of security staff members to the above event.

- Twenty- Seven (27) Security Officers

(2) The respective locations on the property where the security members will be assigned.

- Seven (7) Security Officer in the entrance directing patrons and frisk/Bag Search.
- Two (2) Security Officer Stationary at entrance for financial interest
- One (1) Security Officer Stationary at bathroom area
- Two (2) Security Stationary at the Bar/ Food area.
- Four (4) Security for stage area (2- side stage steps, 2- backstage)
- Six (6) Security Outer perimeter gate surroundings.
- Five (5) Security Inner perimeter Security monitoring throughout the venue crowd to deter any disruptive activity.

(3) All specific security measures that will be implemented.

- Perimeter security (unarmed) serves as; theft deterrence, crowd control, and traffic control (before and after event per request).
- Authority of Escort/Remove (with verbal commands) off site those whom committing offense of dishonesty, behavior, assault and/or criminal activity on the site occupied the client and on notify immediately to the police on other relevant authorities.
- Search personal and property (purse or bags) if needed on site to deter contraband entering or exiting the site.
- Black with white Identifier security shirts will be worn by Security Staff
- Two-way Radios will be provided for communication.

(4) Security Services recommendation deems pertinent to provide safety measure.

- Security walk-through during event
- Stationary Security at the entrance and exits.
- Bike Gates for outside structure for crowd control.

Roosevelt Park Festival Parking Plan

Location: Roosevelt Park, – Detroit, MI

Guest Capacity: 7,000 attendees

Event Duration: Saturday June 21st 2025

Festival Footprint: Centered around Roosevelt Park, adjacent to Michigan Central Station

1. **Estimated Parking Needs**

- **Assumption:** 2.5 guests per vehicle
- **Vehicles Expected:** ~2,800

2. **Parking Zones**

A. Primary Parking – Michigan Central Station District

- **Location:** Public Lots along with metered parking both sides of Michigan Ave, Vernor, 14th St, 15th St, and Hwy parking along the street.
- **Capacity:** ~2,000 plus vehicles
- **Lighting & Security:** Temporary towers and security staff
- **Access Routes:** Michigan Ave, Vernor Hwy

B. Secondary Parking

- **Partner Sites:** Local businesses Batch Brewing, churches, Cork town garages,
- **will contact local businesses.**
- **Capacity:** ~500–800 vehicles
- **Agreements Needed:** Pre-negotiated MOUs with lot owners
- **Shuttle Required:** Optional depending on distance

C. Overflow Parking – Remote Shuttle Lots

- **Locations:**
 - Detroit PAL / Tiger Stadium area (Michigan & Trumbull) **in conversation**
 - Corktown community parking available for paid parking

- **Shuttle Service:**
 - 3–5 shuttle buses rotating every 10–15 minutes
 - Drop-off zone at 14th & Michigan Ave

D. ADA Parking

- **Location:** On 14th Street adjacent to Roosevelt Park (east side)
- **Drop-off/Pick-up Zone:** Clearly marked and patrolled
- **Pathways:** Temporary ramps and ADA signage
- **These spots will be first come first served**

3. Traffic Control Plan

Traffic Staff & Barricades

- Work with Detroit Police and event staff
- Pedestrian crosswalks with traffic control at:
 - Michigan & 14th

4. Ride share, Public Transit & Biking

Ride share Drop-off/Pick-up

- **Location:** Rosa Parks Blvd between Bagley & Michigan Ave
- **Geofenced with Uber/Lyft coordination**
- **Staffed by volunteers for queue control**

Bike & Scooter Parking

- **Location:** Designated corral at north edge of Roosevelt Park
- **Partner:** MoGo Detroit for bike valet or racks
- **Signage for scooter parking zones**

Transit Access

- Detroit DOT Michigan Ave buses stop 1 block from the park
- Encourage attendees to use QLINE or DDOT where possible

5. Emergency Access & Operations

- **Emergency Lane:** Maintained on east and south edges of the park
- **Operations Lot:** space for vendors, first responders, and staff near Dalzelle
- Coordination with DPD, DFD, and city event services
- First aid and mobile units stationed at 14th & Michigan Ave

6. Communications Plan

- **Digital Maps:** Posted to event website and social channels
- **Way finding Signage:** Installed at key intersections
- **Volunteers with maps and radio comms** at high-traffic areas
- **Parking & Shuttle Info on Ticketing Confirmation Emails**

Event Facilitator: Main Event Marketing & Mangement

Hosting Venue: Roosevelt Park

Date: Saturday July 21st

Pre Load in: Previous Day 8am until 5pm

Load in: Day of festival 8am - 1pm

Security Action Plan

When a special event such as a musical concert or festival that exceeds more than 1,500 attendees we develop and implement event security plan.

This document will outlines the security action plan and management of such event. We do not anticipate any blocking of any roads, entrance and exits will remain clear at all times in order to keep a clear path in case of emergency. Detailed below we have written out our security and safety plan.

Pre-Event Planning

- Appoint a security committee that will consist of venue and event managers, to work collective to ensure safety and security of event.
- Assign a security coordinator that will be responsible for plans.
- Develop and implement a security and crowd control program, including procedures for incidents and proper search of attendees items brought into the venue.
- Establish a central communication point for coordination of all safety and security activities during the event.
- Develop and implement IMS Incident Management System.
- Event insurance 1million dollar policy for incidentals and add venue as additional insured.

Personnel

- Provide security personnel and adjust staffing needs according to the size of the project.
- Require security personnel to have proper licenses and insurances for event.
- On site EMS
- Patrol of venue during event hours
- Require all security and health personnel to wear distinctive identification.
- Provide training on crowd control dynamics address social media inquiries about items allowed at event.

Sanitation Plan

Please refer to the site plan for placement of trash receptacles, dumpster, load packers and recycling bins. Portable toilets will be set up near parking lot. Contracted cleaning crew will be hired to clean the entire park and parking lot to return the look of the park the same as when we arrived. Rented sanitation equipment will be a large part of our procedure. We have rented 40 trash and recycling bins from the city, and a 40 ft dumpster to place all trash collected from event.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-104

Event Name: Soul Food The R&B Festival

Event Status: In Review- Clerk's Office (Step 2 of 6)

Petitioner Name / Organization: Saeed Abdul

Event Location: Roosevelt Park

Event Date(s) and Time(s): 06/21/25 2:00 PM to 06/21/25 10:00 PM

Type of Event: Festival

Applicant Contact:
Saeed Abdul
primeeventsintl@gmail.com
+1 (919) 438-6455

Submission Date:	02/25/25 1
Date of Clerk's Office Referral:	5/14/25
Date of City Departments Sign Off:	5/12/25
Date Referred to Council:	5/15/25

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Reviewed- Ready for Council	EMS Reviewed- Ready for Council	GSD Reviewed- Ready for Council	DDOT Reviewed- Ready for Council	MPD Reviewed- Ready for Council	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED

BSEED
Reviewed-
Ready for
Council

Mayor's Office Special Events Signature: 

Date: May 15, 2025

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: www.SoulFood.com

Which spaces will be used? Street, Sidewalk, Park

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

I hope this message finds you well and full of energy!

My name is Saeed Abdul and I'm reaching out on behalf of Soul Food The R&B Festival – a national touring celebration of R&B music, live bands, DJs, food vendors, and craft artisans. We've been bringing good vibes and unforgettable experiences to cities across the country, and this year, we're adding 20 new cities to our tour!

We're looking to host The R&B Vibes Festival at Roosevelt Park. We truly believe your location would be the perfect for our festival!. This event has consistently made a significant economic impact on past host cities. Our festival-goers travel from an average of 13 states, making it a truly regional attraction.

The energy, beauty, of Roosevelt Park It would provide an unforgettable experience for our guests – and we can already imagine the incredible vibes! We'd love to discuss the logistics and explore the possibility of bringing The R&B Festival to your amazing space.

Estimated Peak Attendance: 7000

Thank you so much for considering us! We're beyond excited about the potential of collaborating with you and creating something truly special.

Looking forward to hearing from you soon!

Estimated Total Attendance: _____

Warmly,

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Saeed Abdul

Mailing Address: 2216 S. Mami Blvd

Durham nc 27713

Primary Contact:	Secondary Contact:
Saeed Abdul	Jarvis taylor
primeeventsintl@gmail.com	maineventmm@gmail.com
+1 (919) 699-9798	+1 (919) 699-9798

Organization Type: Nonprofit

Organization Website: Clear Path Foundation Inc

Event Setup & Breakdown

Begin Setup: 06/20/25 8:00 AM

Complete Setup: 06/21/25 12:00 PM

Setup Location(s): Roosevelt Park

Event Start: 06/21/25 2:00 PM

Event End: 06/21/25 10:00 PM

Begin Tear Down: 06/21/25 11:00 PM

Complete Tear Down: 06/22/25 5:00 PM

Number of Trash Containers: 50 Number of Recycling Containers: 20

Cleaning Service Vendor: Tentative will know exact company once we complete meetings and site

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. _____

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Attendees will park along street and downtown parking lots in close proximity to the park, additional plan attached

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 20 Number of non-truck food vendors: 25

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? Yes

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: 1

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 20

Number of tents larger than 10' x 10': 0

Tent Contractor: Tents will be provided by my company 10x10 for staff check points

What other structures will your event include? fencing / barricades

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? yes

Generator contractor: Contractor will be provided once site visit and meetings are conclude

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: C.W. Grier Executive Protection and Security Services

Number of private personnel per shift: 20

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: EMS & Fire will provide exact contractor

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Aseed Abdul to host "Soul Food The R&B Festival" (2025-104) on June 21, 2025 at Roosevelt Park from 2:00 PM -10:00 PM.

PROVIDED, that there will be DPD Assisted Event with Contracted Private Security; and be it further

PROVIDED, that there will be DFD Pending Inspections with Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Stages, Generators and be it further

PROVIDED, that there will be DPD Liquor License Inspections Required; and be it further

PROVIDED, that there will be Health Department Licenses Required; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.