

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*

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

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

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Petition No.	2025-145
Name of Petitioner	Rubo's Music Solutions
Description of Petition	Petition request to hold "Rubofest" on July 12, 2025 from 11:00 AM until 10:00 PM the same day at Ste. Anne and Bagley. Set-up will begin at 9:00 AM on July 12, 2025 and be completed by 12:00 PM the same day. Tear down will begin at 10:00 PM on July 12, 2025 and be completed by 12:00 AM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	06/12/25
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	Reuben Romero 1535 St. Anne Detroit, MI 48216 (Ph) 615-202-2729 <a href="mailto:Rubofest2000@yahoo.com">Rubofest2000@yahoo.com</a>

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:** May 12, 2025

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:** RuboFest

**Event Date:** July 12, 2025

**Event Organizer:** Reuben Romero

**Applicant Signature:** 

**Date:** May 12, 2025



RUBOS MUSIC SOLUTIONS  
1535 SAINTE ANNE ST  
DETROIT, MI 48216

Date of this notice: 06-11-2015

Employer Identification Number:  
47-4247025

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-4247025. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-PF, Return of Private Foundation
- Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to [www.irs.gov/990filing](http://www.irs.gov/990filing) for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

- Form 1120, U.S. Corporation Income Tax Return
- Form 1041, U.S. Income Tax Return for Estates and Trusts
- Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.

## *RuboFest Music Festival*

Date: Saturday July 12, 2025    Time: 10:00am-11:00pm    Place: Ste. Anne and Bagley

### Event Clean-up Plan:

Event planners will clean and dispose of trash throughout the day of event.

- Monitor Trash bins for overflow.

- Clean as the day goes.

- Dispose Trash using Trailer.

- Dispose Trash/Bulk Center.

Reuben R. Romero

Rubo's Music Solutions- President

Event Primary Contact Person

(615) 202-2729

rubofest2000@yahoo.com

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** 2025-145

**Event Name:** Rubofest

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

**Petitioner Name / Organization:** Rubo's Music Solutions

**Event Location:** Ste. Anne and Bagley

**Event Date(s) and Time(s):** 07/12/25 11:00 AM to 07/12/25 10:00 PM

**Type of Event:** Concert/Performance, Festival

<b>Applicant Contact:</b>
Reuben Romero
rubofest2000@yahoo.com
+1 (615) 202-2729

<b>Submission Date:</b>	05/16/25 6
<b>Date of Clerk's Office Referral:</b>	6/11/25
<b>Date of City Departments Sign Off:</b>	6/11/25
<b>Date Referred to Council:</b>	6/12/25

## Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Approved	Pending DFD Approval	EMS Approved	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

**Mayor's Office Special Events Signature:** Gakeima Fife

**Date:** June 12, 2025

## General Event Information

Has this event been hosted before? \_\_\_\_\_

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

Is this an annual event? Yes \_\_\_\_\_

Event Website: N/A \_\_\_\_\_

Which spaces will be used? Street, Sidewalk, Private Facility \_\_\_\_\_

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

## Event Description

Brief Event Purpose & Description:

A community based Music Festival that showcases and celebrates Local Bands as an alternative for children to become exposed to and learn about Instruments, Concert Productions and Performance.

Estimated Peak Attendance: 200 \_\_\_\_\_

Estimated Total Attendance: 250 \_\_\_\_\_

Is this a public event? Yes \_\_\_\_\_

Will there be ticket sales or admission charged? No \_\_\_\_\_

Does this event use Hart Plaza? \_\_\_\_\_

Will there be merchandise sold? No \_\_\_\_\_

Will you be taking donations? Yes \_\_\_\_\_

Is this a charity event? No \_\_\_\_\_

Does this event involve campers, tents and/or RVs? \_\_\_\_\_

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? \_\_\_\_\_

## Contact Information

Organization / Petitioner Name: Rubo's Music Solutions

Mailing Address: 1535 St. Anne

Detroit Michigan 48216

Primary Contact:	Secondary Contact:
Reuben Romero	
rubofest2000@yahoo.com	

Organization Type: Nonprofit

Organization Website: none

## Event Setup & Breakdown

Begin Setup: 07/12/25 9:00 AM

Complete Setup: 07/12/25 12:00 PM

Setup Location(s): Bagley and Ste. Anne

Event Start: 07/12/25 11:00 AM

Event End: 07/12/25 10:00 PM

Begin Tear Down: 07/12/25 10:00 PM

Complete Tear Down: 07/12/25 12:00 AM

Number of Trash Containers: 8 Number of Recycling Containers: 3

Cleaning Service Vendor: N/A

Other Waste Elements: N/A



## Street Closures & Parking

How many streets will be closed: <sup>1</sup> \_\_\_\_\_

Will you be closing any part of Woodward Avenue? <sup>No</sup> \_\_\_\_\_

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

1. St. Anne 07/12/25

Bagley to Chipman 10:00 AM 1:00 AM

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? <sup>No</sup> \_\_\_\_\_

Valet parking or blocking metered parking spaces? <sup>Neither</sup> \_\_\_\_\_

Describe the parking plan to accommodate anticipated attendance:

There are several locations in the area that can provide parking also the Streets in area will

## Food & Beverage

Will food be served? <sup>Yes</sup> \_\_\_\_\_

Will food be prepared on site? <sup>Yes</sup> \_\_\_\_\_

Number of food trucks: <sup>3</sup> \_\_\_\_\_ Number of non-truck food vendors: <sup>5</sup> \_\_\_\_\_

## 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? Beer

Day(s) and time(s) alcohol will be served: Saturday July 12, 2025 served at 1:00pm

Will ice be used in any served beverages? No

## 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: 8

Number of tents larger than 10' x 10': 1

Tent Contractor: Individual Vendors will bring their own.

What other structures will your event include? none

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? gas

Generator contractor: Personal

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? No

Security Contractor: \_\_\_\_\_

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? \_\_\_\_\_

Will you contract emergency medical services? No

Name of emergency medical services 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 Rubo's Music Solutions to host "Rubofest" (2025-145) on July 12, 2025 at St. Anne and Bagley 11:00 AM to 10:00PM

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

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

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

**PROVIDED,** that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

**PROVIDED,** that there will be DPD Liquor License Approval; 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.