

# City of Detroit

Janice M. Winfrey  
City Clerk

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.	2025-207
Name of Petitioner	BossLaw Entertainment
Description of Petition	Petition request to hold "Trap Tailgate" on October 12, 2025 from 1:00 PM to 7:00 PM on October 12, 2025 at Roosevelt Park. Set-up will begin on October 11, 2025 at 12:00 PM and be completed by 12:00 PM on October 12, 2025. Tear down will begin on October 12, 2025 at 8:00 PM and be completed by 12:00 PM on October 13, 2025.
Type of Petition	<b>Special Events</b>
Submission Date	07/31/25
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	Asia Wardlaw BossLaw Entertainment 5005 W Laurel Suite 100 PMB 1152 Tampa, FL 33607 P: (313) 318-1833 <a href="mailto:Asia.wardlaw@gamil.com">Asia.wardlaw@gamil.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:** *Aisa Wardlaw, Psy. D.*

**Date:** 07/31/2025

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:** Trap Tailgate

**Event Date:** 10/12/2025

**Event Organizer:** Bosslaw Entertainment LLC

**Applicant Signature:** *Aisa Wardlaw, Psy. D.*

**Date:** 07/31/2025

Michigan Ave



ENTRANCE /EXIT

FOOD TRUCKS

GAMING ZONE

TOILET

Vector

FREE STANDING FIELD PASS

GAMING ZONE

TOILET

FREE STANDING FIELD PASS

FREE STANDING FIELD PASS VIP

VIP

STAGE

Lacombe Dr

FOOD TRUCKS

VIP

14th ST

# Trap Tailgate – Communication and Community Impact Plan

**Location:** Roosevelt Park

**Date:** 10/12/2025

**Expected Attendance:** 1,500 Guests

**Prepared For:** Detroit City Council, City of Detroit Public Safety & Neighborhood Services Departments

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## 1. Purpose

Trap Tailgate is a traveling food and music tailgate festival that blends culture, cuisine, and entertainment in a safe, well-organized environment. We are committed to clear communication with local residents, minimizing community disruption, and positively contributing to the neighborhoods we operate in.

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## 2. Community Communication Strategy

### A. Pre-Event Notification

We will notify residents, businesses, and stakeholders within a **3–5 block radius** of the venue through the following methods:

- **Digital Notices:**
  - Posts in **local Facebook groups, Nextdoor**, and community mailing lists
  - Event info published on **Trap Tailgate's website** and social media
- **Neighborhood Association Outreach:**  
Direct contact with relevant neighborhood groups, BID (Business Improvement Districts), and block clubs to ensure questions and concerns are addressed proactively.
- **On-Site Signage:**  
Signage placed at key intersections around the venue **7 days prior** to the event to notify foot and vehicle traffic.

### B. Day-of Communication

- **Community Liaison Officer:**  
A designated staff member will be available on-site and by phone to address any real-time concerns from the community or city officials.
- **Contact Info Displayed Publicly:**  
Phone and email contacts for the Community Liaison will be posted at all public entrances and on digital materials.

### 3. Community Impact Considerations

#### A. Pedestrian & Traffic Flow

- **Increased Foot Traffic:**  
Security and signage will guide guests to minimize congestion. Sidewalks will remain open and clear.
- **Parking Management:**  
Partnering with nearby lots and using event signage to discourage street parking in residential areas. If needed, temporary “No Parking” zones coordinated with the City.
- **Rideshare Zones:**  
Dedicated pick-up/drop-off zones will be established to reduce traffic disruption.

#### B. Noise Management

- **Sound System Configuration:**  
Speakers will be angled inward and use sound-dampening barriers where needed. Volume levels will stay within City of Detroit noise ordinance limits.
- **Performance Schedule:**  
Music and announcements will end by 9:00 PM to respect quiet hours.

#### C. Safety & Sanitation

- **Security Staffing:**  
Licensed guards on-site to ensure crowd control, safety, and neighborhood respect. Coordination with DPD if required.
- **Emergency Services:**  
On-site EMS team with direct contact to Detroit Fire/EMS for fast response.
- **Sanitation & Waste Management:**  
See accompanying Event Cleanup Plan for details on post-event cleanup and trash removal.

### 4. Community Benefits

- **Support for Local Businesses:**  
Priority vendor slots for Detroit-based food trucks, caterers, and beverage providers.
- **Temporary Employment Opportunities:**  
Local residents hired for event setup, cleanup, security, and guest services roles.
- **Community Engagement:**  
Opportunity for local nonprofits or schools to set up booths or receive a portion of proceeds/donations.

# SECURITY PLAN

**Location:** Roosevelt Park

**Date:** 10/12/2025

**Expected Attendance:** 1,500 Guests

**Event Type:** Outdoor tailgate festival with food, live DJs, alcohol, and games

## 1. Security Staffing

- **Security Vendor:** licensed, bonded security company, required by Detroit Special Events Office]  
**Personnel Count:** Minimum 40 licensed guards (1 per 50 attendees per City of Detroit guidelines)  
**Roles:**
  - Entry point screening (ID & bag checks)  
Roving security inside venue
  - Perimeter patrol and gate control
  - Alcohol compliance enforcement
  - Conflict de-escalation and incident response

## 2. Entrance & Screening Protocol

- All attendees enter through **two main gates** equipped with:
  - Walk-through or handheld metal detectors
  - Bag inspection tables  
ID verification stations for 21+
- **Prohibited Items:** Weapons, outside alcohol, drugs, glass bottles, drones, fireworks, coolers, animals (unless service)

## 3. Perimeter & Access Control

- Entire event perimeter enclosed by 6-ft fencing or secured barricades  
Controlled access gates staffed at all times
- Clearly labeled emergency access points for first responders
- Credentialed access for staff and vendors (with wristbands or badges)

## 4. Surveillance & Coordination

- Two-way radios provided to all lead staff and security supervisors
- On-site **Event Command Post** with direct contact to:
  - Detroit Police Department (DPD)
  - Detroit Fire Department (DFD)
  - Detroit EMS



# EVACUATION PLAN

**Prepared for:** Trap Tailgate – Detroit

**Date:** October 12, 2025

**Approved by:** [Insert Your Name/Event Coordinator Name]

## 1. Evacuation Triggers

- Fire or hazardous materials incident
- Structural failure or crowd surge
- Weather emergency (lightning, wind over 40mph, hail)
- Violence or credible threat (e.g., shooter or bomb threat)
- Medical mass casualty incident

## **2. Emergency Exits & Routes**

- Minimum 3 exit routes, all clearly marked with signage and lighting
- Staff posted at all exits to guide attendees
- Barriers create safe lanes toward parking lots and assembly points
- Accessible evacuation routes for guests with disabilities

## **3. Evacuation Communication**

- Announcement via DJ microphone and PA system: "This is an emergency. Please remain calm and follow the nearest exit."
- Staff with megaphones stationed throughout to direct attendees
- Color-coded maps posted around venue showing exits

## **4. Staff Assignments**

- All staff and security trained pre-event in evacuation protocol
- Team leads assigned to:
  - Front gate
  - Stage/DJ area
  - Food
  - Alcohol service zones
- Radio channels assigned per department (Security, Medical, Logistics)



# **MEDICAL PLAN**

**Event:** Trap Tailgate

**Date:** October 12, 2025

**Location:** [Venue], Detroit, MI

**Expected Attendance:** 2,000

**Medical Provider:** [Insert licensed EMS/medical team]

## **1. Medical Staffing & Station**

- **On-Site Medical Team:**
  - 1 Lead Paramedic
  - 2 EMTs minimum
  - 1 Roving medic with backpack kit
- **Medical Station:** Clearly marked First Aid tent located near central walkway
- **Operating Hours:** 11:30 AM – 8:00 PM (1 hour before/after event hours)

## **2. Equipment On-Site**

- First Aid kits, AED, oxygen tanks, Narcan (naloxone), ice packs, glucose
- Stretcher & wheelchair
- Cold storage for heat-related illness (if weather requires)

## **3. Emergency Transport**

- Detroit EMS contact pre-coordinated for priority response
- Ambulance on standby or on-call with direct access to venue
- Emergency vehicle route mapped and distributed to all security/medical staff

## **4. Public Health & Prevention**

- Hydration stations throughout event
- Cooling area with shaded tents
- Sunscreen available at medical tent

## **5. Documentation & Reporting**

- Incident logs maintained for all medical interventions
- Forms available for minor injury, transport, or overdose reports
- Post-event report provided to city officials upon request

# Trap Tailgate – Event Cleanup Plan

**Location:** Roosevelt Park

**Date:** 10/12/2025

**Expected Attendance:** 1,500 Guests

**Prepared for:** Detroit City Council and Department of Public Works

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## 1. Overview

Trap Tailgate is committed to hosting a high-energy yet community-respectful event. A thorough and well-organized cleanup strategy will ensure that the venue and surrounding areas are returned to their original condition — or better — immediately following the event.

## 2. Cleanup Objectives

- **Remove all trash, food waste, and debris from the site**
- **Leave no impact on adjacent streets, sidewalks, green spaces, or storm drains**
- **Ensure vendor and staff compliance with waste management protocols**
- **Recycle and compost materials where possible to reduce landfill waste**

## 3. Pre-Event Preparations

- **Contracted Cleanup Crew:**  
We will hire a **licensed, Detroit-based waste management company and event cleanup crew** responsible for:
  - Trash and recycling collection during and after the event
  - Street and sidewalk sweep-down
  - Proper disposal at authorized Detroit waste facilities
- **Placement of Waste Stations:**
  - **Minimum of 1 waste station per 75 guests**
  - Each station will include:

- Trash bin
  - Recycling bin (clearly marked)
  - Compost bin (for food vendors, backstage, and high-waste areas)
- Total: **30+ waste stations** throughout the venue
- **Vendor Waste Responsibilities:**
  - All vendors will be contractually required to:
    - Bag their own trash
    - Break down and stack cardboard
    - Dispose of grease in approved containers (no dumping)
    - Clean their service areas before departure

#### **4. During the Event**

- **On-Site Cleanup Staff:**
  - A rotating crew of **6–8 uniformed litter patrol workers** will monitor the venue
  - Responsibilities:
    - Empty bins as needed
    - Respond to spills and loose litter
    - Maintain clean high-traffic zones
- **Public Restroom Maintenance:**
  - Port-a-johns and handwashing stations will be cleaned throughout the event by the rental provider per health code

#### **5. Post-Event Cleanup (Same Day & Next Morning)**

- **Same-Day (Night of Event):**
  - Cleanup begins **immediately after guests leave**

- Includes: trash pickup, recycling collection, pressure-washing spills, breakdown of bins and signage
- **Next-Day Sweep:**
  - Return to site **by 9 AM the following morning**
  - Final walkthrough of venue and surrounding blocks (2-block radius)
  - Street sweeping as needed (in collaboration with DPW or private contractor)

## **6. Waste Disposal & Recycling**

- All collected waste will be disposed of at **designated Detroit Solid Waste facilities**
- Recycling will be delivered to **approved recycling centers**
- **Documentation (receipts, manifests)** will be provided to the city upon request

## **7. Community Commitment**

- Contact info for an **event cleanup supervisor** will be made available to the City and surrounding businesses/residents
- Any community complaints will be addressed within **24 hours**
- We are committed to leaving the neighborhood clean, safe, and respected

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Trap Tailgate

**Event Status:** In Review- Special Events Management Team (Step 1 of 6)

**Petitioner Name / Organization:** BossLaw Entertainment

**Event Location:** Roosevelt Park

**Event Date(s) and Time(s):** 10/12/25 1:00 PM to 10/12/25 7:00 PM

**Type of Event:** Festival

<b>Applicant Contact:</b>
Asia Wardlaw
asia.wardlaw@gmail.com
313-318-1833

<b>Submission Date:</b>	05/21/25 5
<b>Date of Clerk's Office Referral:</b>	7/13/25
<b>Date of City Departments Sign Off:</b>	7/25/25
<b>Date Referred to Council:</b>	8/4/25

**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:** *Gakeima Fife*

**Date:** August 4, 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? No

Is this an annual event? Yes

Event Website: https://www.traptailgate.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:

Trap Tailgate is not your average tailgate it's the perfect mix of game day energy and day party vibes with a festival twist. We'll have live DJs spinning trap, hip-hop, and R&B, LED screens, tailgate games, contest, and VIP lounges. Curated for those who crave great music, good food, and effortlessly fun vibes.

Estimated Peak Attendance: 1500

Estimated Total Attendance: 1500

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? Yes

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

## Contact Information

Organization / Petitioner Name: BossLaw Entertainment

Mailing Address: 5005 W LAUREL SUITE 100 PMB1152

Tampa Florida 33607

Primary Contact:	Secondary Contact:
Asia Wardlaw	Antoine Wardlaw
asia.wardlaw@gmail.com	antoine.wardlaw@gmail.com
	248-798-6455

Organization Type: Other

Organization Website: https://www.traptailgate.com/

## Event Setup & Breakdown

Begin Setup: 10/11/25 12:00 PM

Complete Setup: 10/12/25 12:00 PM

Setup Location(s): Roosevelt

Event Start: 10/12/25 1:00 PM

Event End: 10/12/25 7:00 PM

Begin Tear Down: 10/12/25 8:00 PM

Complete Tear Down: 10/13/25 12:00 PM

Number of Trash Containers: 20 Number of Recycling Containers: 10

Cleaning Service Vendor: TBD

Other Waste Elements: \_\_\_\_\_

## Street Closures & Parking

How many streets will be closed: 3

Will you be closing any part of Woodward Avenue? No

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

1. 16th 10/12/25

Michigan Ave and Lacombe Dr. 10:00 AM 8:00 PM

2. 14th St 10/12/25

Michigan Ave and Lacombe Dr. 10:00 AM 8:00 PM

3. Lacombe Dr. 10/12/25

16th and 14th 10:00 AM 8:00 PM

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

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:  
Available Street parking and Parking garages neraby

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: \_\_\_\_\_

**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: 10/12/2025

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? Yes

Number of tents 10' x 10' and smaller: 6

Number of tents larger than 10' x 10': 4

Tent Contractor: Great Lakes Tent Rental

What other structures will your event include? \_\_\_\_\_

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: TBD

Will additional wiring be installed? No

Does the event require access to a hydrant? Yes

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: TBD

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: TBD

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 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 BossLaw Entertainment to host "Trap Tailgate" (2025-207) on October 12, 2025, from 1:00 PM – 7:00 PM at Roosevelt Park.

**PROVIDED**, that there will be DPD Assisted Event with 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 DPW Barricades & Road Closure Signage Required; and be it further

**PROVIDED**, that there will be DHD pending inspections; and be it further

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

**PROVIDED**, that there will be Liquor License Permits required; be it further

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

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