

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.	2024-401
Name of Petitioner	WLF Ventures
Description of Petition	Petition request to hold the "Water Lantern Festival" on September 6 th , 2025 from 5:00 PM to 9:00 PM the same day at Maheras Gentry Park. Set-up will begin at 9:00 AM on September 6 th , 2025 and be completed by 12:00 PM the same day. Tear down will begin at 9:00 PM on September 6 th , 2025 and be completed by 11:00 PM on the same day.
Type of Petition	Special Events
Submission Date	12/09/24
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	Logan Buchanan WLF Ventures 881 West 700 North Suite 102 Logan, UT 84321 (435) 227-6860 logan@waterlanternfestival.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: Logan Buchanan

Date: 10/17/2024

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: Water Lantern Festival

Event Date: 09/06/25

Event Organizer: Logan Buchanan

Applicant Signature: Logan Buchanan

Date: 10/17/24



Event Cleanup Plan:

We contract out a 30-yard dumpster for all of our events, so there will be one delivered on the Friday before the event. All of the trash accumulated throughout the event will be disposed of in that dumpster. We will have local volunteers who will be in charge of roaming the park to pick up and throw away any trash that is left by participants. At the end of the event, we will clean up all the lanterns off the water by throwing them in trash bags and then in the dumpster. We are committed to leaving the park looking better than we found it, so we will be very thorough in our trash cleanup.

Communication and Community Impact Plan:

With the exception of the road closure, there won't be any impact on the community. All of the festivities will be taking place close to the water, so there will be no houses around that will be able to hear the music.

The road closure will impact those who want to get to Greyhaven State Harbour. We are looking to close that off to the public to accommodate space for our food trucks.

SPECIAL EVENTS PETITION



Petition No: _____

Event Name: Water Lantern Festival

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

Petitioner Name / Organization: WLF Ventures

Event Location: Maheras Gentry Park

Event Date(s) and Time(s): 09/06/25 5:00 PM to 09/06/25 9:00 PM

Type of Event: Festival

Applicant Contact:
Logan Buchanan
logan@waterlanternfestival.com
+1 (435) 227-6860

Submission Date:	10/17/24 3
Date of Clerk's Office Referral:	12/5/24
Date of City Departments Sign Off:	12/4/24
Date Referred to Council:	12/11/24

Department Approvals

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

BSEED
BSEED Reviewed-Ready for Council

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

Date: December 11, 2024

General Event Information

Has this event been hosted before? Yes

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: www.waterlanternfestival.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:

Our event is a family-friendly festival that brings together people from all walks of life. The festival includes local food vendors, music, and the release of water lanterns onto the water at sunset for a 90 minute window. These lanterns include a wooden base, rice paper, and a small flameless light. At the conclusion of the event our staff is committed to retrieving and cleaning up every lantern off the water.

Estimated Peak Attendance: 2500

Estimated Total Attendance: 3000

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: WLF Ventures

Mailing Address: 881 West 700 North Suite 102

Logan UT 84321

Primary Contact:	Secondary Contact:
Logan Buchanan	
logan@waterlanternfestival.com	

Organization Type: Corporation

Organization Website: www.waterlanternfestival.com

Event Setup & Breakdown

Begin Setup: 09/06/25 9:00 AM

Complete Setup: 09/06/25 12:00 PM

Setup Location(s): Maheras Gentry Park

Event Start: 09/06/25 5:00 PM

Event End: 09/06/25 9:00 PM

Begin Tear Down: 09/06/25 9:00 PM

Complete Tear Down: 09/06/25 11:00 PM

Number of Trash Containers: 1 Number of Recycling Containers: 0

Cleaning Service Vendor: _____

Other Waste Elements: _____

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:

We can use up the parking lots around the park, and then we could use a shuttle service to bring people from a pre-designated location.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 12 Number of non-truck food vendors: 8

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

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

What type(s) of alcohol will be served? _____

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

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? _____

Number of tents 10' x 10' and smaller: 9

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

Tent Contractor: Will provide closer to event.

What other structures will your event include? A small stage.

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? Gasoline

Generator contractor: Will provide closer to the event.

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: Will provide closer to the event.

Number of private personnel per shift: 1

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Amphibious Medical

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 **WLF Ventures** to host "**Water Lantern Festival**" (2024-401) on **September 6, 2025**, from **5:00 PM to 9:00 PM** at **Maheras Gentry Park, Detroit, MI**.

PROVIDED, that there will be DPD Assisted Event; and partner with private contractor 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 and Generators; and be it further.

PROVIDED, that there will be DHD Permits; and be it further

PROVIDED, that there will be a Business License Required; 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.