



## **Village of Lake Orion**

**21 E. Church Street Lake  
Orion, Michigan 48362 Tel  
248.693.8391 Fax  
248.693.6874**

**[www.lakeorion.org](http://www.lakeorion.org)**

### **REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT AND EVENT APPROVAL PROCEDURE**

**The following lists all documents required for a complete submittal of a Special Event Permit application.**

#### **Special Events Permit**

To initiate the special event application process, event organizers must complete and sign a Special Events Permit Form. The application must include a brief description and purpose of the event, the dates and times of the event, including setup and clean-up dates, and a complete listing of contact information for the event organizer. The contact person listed will serve as the emergency contact for the event. The contact person listed must be present at the event. If not, another emergency contact person must be named.

#### **Event Map**

The application form must be accompanied by an event map. The map must clearly show the location(s) for each activity during the event.

#### **Hold Harmless Agreement**

A Hold Harmless Agreement is included with the application form and must be completed, signed, and returned as part of the application package. The Hold Harmless Agreement form must include TWO witness names and signatures in addition to the applicant's name and signature.

#### **Insurance Certificate**

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. In addition, an event sponsor shall be required to provide a valid certificate of insurance naming the Village of Lake Orion as an additionally insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event, including set up and tear down, and the Village's address, listed as:

**Village of Lake Orion  
21 E. Church St.  
Lake Orion MI 48362**

**Based on the nature of the event the applicant may be required to provide additional insurance.**

#### **License Agreement (if applicable)**

A License Agreement approved by Village Council is required for all events.

### **Temporary Sign Application (If applicable)**

Special events that will be erecting temporary signage before or during the event must complete a Sign Permit Application. Sign regulations including exempt signage as well as temporary sign regulations are listed in Chapter 155 of the Village of Lake Orion Code of Ordinances found on the Village of Lake Orion Website at [www.lakeorion.org](http://www.lakeorion.org). The permit application can be found here on the Village's website. Signage may have separate fees associated with it.

### **Request to Use Village Equipment (If applicable)**

Special events that will require street closures or the use of other Village equipment must complete a Request to Use Village Equipment Form.

### **Pre-Application Meeting**

Prior to submitting your Event Application Form, you will be required to set up a meeting with the Village Administration including representatives from the DPW, Fire Department, and Police Department to review your event. Please contact the Village Offices at (248) 693-8391 extension 105 or at [events@lakeorion.org](mailto:events@lakeorion.org) to set up an appointment.

## **EVENT APPROVAL PROCESS**

### **Village Administration Internal Review**

Complete Application package should be submitted in person or mailed to Village Hall located at 21 E. Church St. or via electronic mail to the Village Office at [events@lakeorion.org](mailto:events@lakeorion.org). Event applications shall be submitted 120 days in advance of your event date. Event review will not move forward until such time as all required documents for the event have been submitted.

Upon receiving complete application packages, the Village administration will begin their review. The Police Chief, Director of DPW, Orion Township Fire Marshall, and Orion Township Building Official (as needed), DDA Executive Director and Events Committee Members will be notified of the event and asked to review the application package. The applicant will be notified of any additional items required for approval.

### **Village Council Approval**

All events as require Village Council approval prior to the start of the event. The Village Council meets twice a month, typically on the second and fourth Mondays of each month. The applicant will be notified when their application will be placed on the Village Council agenda. The Village Council may approve, approve with conditions, deny, or table the special event request.

### **Preparation for Event**

Upon approval, the applicant will be required to work with applicable Village departments to ensure the success of their event. For example, this may require working with the Police Department for requested road closures and public safety measures.



**Village of Lake Orion**

21 E. Church Street  
 Lake Orion, Michigan 48362  
 Tel 248.693.8391  
 Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**EVENT PERMIT APPLICATION**

**\*\* ATTN: APPLICATION NEEDS TO BE TURNED IN 120 DAYS PRIOR TO EVENT\*\***

Date of Application:	Date Application Fee Paid:
----------------------	----------------------------

Sponsoring Organization's Legal Name:

Phone	Fax
-------	-----

Email	Website
-------	---------

Sponsoring Organization's Agent Name:

Phone	Fax
-------	-----

Email	Website
-------	---------

Event Name:

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary)

Date/Hours of Event:

Date/Hours of Set-up and Tear Down:

Event Location and Boundaries



**Event Location and Boundaries**

*Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:*

- Tent locations
- Parking / loading areas
- Food / drink stations
- Streets and parking lots to be closed
- Walk / run routes
- Anticipated staffing
- Loading locations
- Porta john locations and number
- Trash/dumpster
- Event staff parking

Will street closures and/or Parking Lot closures be necessary:    (    ) Yes    (    ) No

If yes, describe, including: date and time of closures, setup schedule and take down schedule, and time you will need the parking lot for deliveries.

Coordinating with Another Event:

YES      NO

If Yes, Event Name

Event Name/Details:

**Event Information**

Type of Event *(See definitions attached to information page)*

(    ) Village Operated    (    ) DDA                    (    ) Individual    (    ) Co-Sponsored    (    ) Group

*Indicate Status*

(    ) Non-Profit\*                    (    ) Not-for-Profit    (    ) For-Profit

***\*If the event is sponsored by a Non-Profit please provide proof of non-profit status.***



<p>Annual Event: Is this event expected to occur next year? ( ) Yes ( ) No If Yes, you can reserve a date for next year with this application. To reserve dates for consideration for next year please provide the next year's specific dates. Event Application Form will need to be filled out for each year's event.</p>
<p>Is this event a Fund raiser? ( ) Yes ( ) No If YES, indicate beneficiary information:</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? ( ) Yes ( ) No Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? ( ) Yes ( ) No Describe:</p>
<p>Total estimated attendance each day</p>
<p>What parking arrangements will be necessary to accommodate attendance? Describe:</p>
<p><b>NOTE: For events over 100 people, you must submit a parking plan.</b></p>
<p>How will trash be handled? Describe:</p>



Is amplification of music or speakers planned or anticipated? ( ) Yes ( ) No  
If yes, describe, including the dates and times and the maximum limit and amplification:

Will tents be used: ( ) Yes ( ) No  
If yes, indicate number of tents, use of each, location and size:

Portable restrooms: ( ) Yes ( ) No  
If yes, number of portable restrooms and location:

Will alcoholic beverages be served: ( ) Yes ( ) No  
If yes, describe:

Is liquor license issued by the State of Michigan? ( ) Yes ( ) No?  
If yes, whose name is the license issued to:

***Copy of License must be submitted to the Village within 15 days of the Event.***

Will food and beverages be sold: ( ) Yes ( ) No  
If yes, describe:

***All food vendors must be approved by the Oakland County Health Departments. No permit is necessary where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.***

Will merchandise be sold: ( ) Yes ( ) No  
If yes, describe:



**WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?**

Electrical Connections: ( ) Yes ( ) No  
If yes, describe:

Water: ( ) Yes ( ) No  
If yes, describe:

Barricades and/or Traffic cones: ( ) Yes ( ) No  
If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Do you have need of emergency fire equipment, such as ambulance? ( ) Yes ( ) No  
If yes, describe:

Other Village services: ( ) Yes ( ) No  
If yes, describe:

**EVENT SIGNS**

Will this event include the use of signs? ( ) Yes ( ) No  
If yes, complete the "TEMPORARY SIGN PERMIT APPLICATION".



---

---

### **CERTIFICATIONS AND SIGNATURES**

I understand and agree on behalf of the sponsoring event the following must be provided 30 days prior to the event:

- A. A Certificate of Insurance in the amount of \$1,000,000 liability insurance and \$1,000,000 aggregate insurance must be provided which names the Village of Lake Orion as an additionally insured party on the policy. (See Insurance Certificate on "Required Documents for a Special Permit Sheet".)
- B. Event sponsors are required to sign a Hold Harmless Agreement form.
- C. Event sponsor is required to contact the Orion Township Fire Department at least one week prior to the event to set up a time for inspections prior to the event.
- D. All food vendors must be approved by the Oakland County Health Department.
- E. The approval of this Special Event may include additional requirements/and or limitations, based on the Village's review of this application.
- F. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the Village and will promptly pay any billing for Village services which may be rendered.
- G. If the event is serving alcohol, a copy of the Liquor License issued by the State of Michigan shall be provided to the Village prior to the event.
- H. The Event contact persons list complete with cell phone numbers and email addresses shall be provided to the Village at least one week prior to the event.
- I. Advertising of the event is not recommended prior to approval of the Event Permit. Advertising of the event prior to the approval of the permit does not guarantee the event will be approved as advertised. Advertisement must include note that the advertisement is pending Village Approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special Event Permit, affirm the above understandings and agree that my sponsoring organization will comply with the Village Special Event Policy, the terms of the Written Confirmation of approval and all other Village requirements, ordinance and other laws which apply to this Special Event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsoring Organization's Agent

\_\_\_\_\_  
Print Name





Village of Lake Orion  
 21 E. Church Street  
 Lake Orion, Michigan 48362  
 Tel 248.693.8391  
 Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**TEMPORARY USE OF VILLAGE RIGHT-OF-WAY**  
 (PROPERTY, STREETS AND SIDEWALKS)

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**TYPE OF TEMPORARY USE**

Property/Right-of-way will be used for: \_\_\_\_\_ Building Maintenance \_\_\_\_\_ Business Sale/Event \_\_\_\_\_ Utility Installation

Briefly Describe Use/Project Activity: \_\_\_\_\_

**RIGHT-OF-WAY (ROW) TO BE USED**

Site Address: (Property adjacent to street/sidewalk/ROW) \_\_\_\_\_

Temporary Use of Right-of-Way Begins – Day: \_\_\_\_\_ Time: \_\_\_\_\_

Temporary Use of Right-of-Way Ends – Day: \_\_\_\_\_ Time: \_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION**

Please place your initials next to the items in the applicable column to acknowledge that all items are included with your application.

Required for Special Event Applications	Required for General Obstruction of Public ROW Only
____ Anticipated Attendance	____ Sketch of Project Area
____ Event Map	____ Hold Harmless Agreement
____ Hold Harmless Agreement	____ Barrier Plan/ Safe Route Plan
____ License Agreement (if applicable - to be approved by Village Council)	<b>Additional Items for Excavation / Construction on Public Property</b>
____ Parking Plan	____ Application Fee
____ Sign Application (if applicable)	____ Insurance Certificate
____ Insurance Certificate	____ Copy of License
____ Approvals from all applicable outside agencies	____ \$1,000 Escrow Deposit
	____ Construction Detail
	____ Soil Erosion Sedimentation Control

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damage done to any street or sidewalk and that I must fully cooperate with all Village departments. Failure to cooperate may lead to immediate revocation of this permit by the Village of Lake Orion.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* To Be Completed by Village Administration \*\*\***

**APPROVAL / COMMENTS BY**

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Special Events: Condition of approval is that the applicant must make arrangements for barricades and detour signs at least one week prior to event. When Flint Street is closed, temporary STOP signs must be installed on both eastbound and westbound Shadbolt at Anderson Street and any other locations that the Police Chief deems necessary.

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

DPW Director: \_\_\_\_\_ Date: \_\_\_\_\_

Village Council: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Village Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_



**Village of Lake Orion**

21 E. Church Street  
 Lake Orion, Michigan 48362  
 Tel 248.693.8391  
 Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**HOLD HARMLESS AGREEMENT**

**FOR AND IN CONSIDERATION of the granting by the Village of Lake Orion to permit/allow \***

\_\_\_\_\_  
 Activity/Event Dates and Time

\_\_\_\_\_  
 General Description of Location

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the Village of Lake Orion, and all of its officers, officials, agents and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the Village of Lake Orion and/or its officers, officials, agents and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the Village of Lake Orion to the undersigned.

\_\_\_\_\_  
 Applicant/Property Owner/Contractor Signature\*\*

\_\_\_\_\_  
 Witness One Signature \*\*\*

\_\_\_\_\_  
 Applicant/Property Owner/Contractor Printed Name

\_\_\_\_\_  
 Witness One Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness Two Signature \*\*\*

\_\_\_\_\_  
 Witness Two Printed Name

\* Applicant **MUST** provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.

\*\* If the activity is obstructing public right-of-way for work on private property, the property owner or contractor **MUST** provide their signature.

\*\*\* The signatures from two (2) witnesses are required.