



**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**

Date of Application:	Date Application Fee Paid:
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Sponsoring Organization's Legal Name:	
Phone	Fax
Email	Website

Sponsoring Organization's Agent Name:	
Phone	Fax
Email	Website

Event Name:
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Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary)
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Date/Hours of Event:
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Date/Hours of Set-up and Tear Down:
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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".



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### **CERTIFICATIONS AND SIGNATURES**

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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.

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Date

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Signature of Sponsoring Organization's Agent

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Print Name