



Village of Lake Orion

21 E. Church Street Lake
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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
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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. 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 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. 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.