



## 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)

### **REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT**

The following lists all documents required for a complete submittal of a special event permit application.

#### **Temporary Use of Village Right-of-Way**

To initiate the special event application process, event organizers must complete and sign a Temporary Use of Village Right-of-Way permit form. The application must include a brief description of the event, the dates and times of the event, 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. This includes, but is not limited to:

- Tent locations
- Parking / loading areas
- Food / drink stations
- Streets to be closed
- Walk / run routes

#### **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**

An Insurance Certificate naming the Village of Lake Orion as an additional insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event and the Village's address, listed as:

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

#### **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 [here](#). 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 Application. The application can be found here on the Village's website. Lost or damaged Village property may have fees associated with it.



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### **Pre-Application Meeting**

It is highly recommended that you review your event with Village Administration prior to submitting an application. You may contact the Village Office at (248) 693-8391 extension 105 or at [nikelm@lakeorion.org](mailto:nikelm@lakeorion.org) to set up an appointment.

## **SPECIAL EVENT APPROVAL PROCESS**

### **Village Administration Internal Review**

Application packages 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 [nikelm@lakeorion.org](mailto:nikelm@lakeorion.org). **We request application packages be submitted 30 days in advance of your event date.**

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) 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**

First time events or events as required must seek 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.

**OR**

### **Village Manager Approval**

Reoccurring events, as permitted by Village Council, may require only Village Manager approval after Village administration internal review. The Village Manager may approve, approve with conditions, or deny 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 Department of Public Works on requested road closures and the Lake Orion Police Department on public safety measures.