

Lynsey Blough

From: Roger Brodeur <rtbrodeur@gmail.com>
Sent: Monday, April 14, 2025 1:27 PM
To: Lynsey Blough
Cc: Sonja Stout; Barbara Rice; 644docs@gmail.com; Dan Hartwell
Subject: Fwd: Lake Orion Lions Club Jubilee Special Event Application
Attachments: Special Event Approval Procedures.pdf

Linsey,

As we discussed on the phone, I submitted the liquor license application to the state about a month ago. They usually take until around the end of May to process it and get us the license, so this is out of our control. Also, we can't get the insurance until we have the license.

As soon as we have these I will get a copy to the Village office.

If you have any other concerns about the beer tent please give me a call.

Thanks,

Roger Brodeur
(248) 897-2312
www.lakeorionlions.org
www.facebook.com/LakeOrionLions

----- Forwarded message -----

From: dan17278 <dan17278@gmail.com>
Date: Mon, Apr 14, 2025 at 1:17 PM
Subject: Fwd: Lake Orion Lions Club Jubilee Special Event Application
To: Roger Brodeur <rtbrodeur@gmail.com>

Thanks,
Daniel hartwell

----- Forwarded message -----

From: Lynsey Blough <bloughl@lakeorion.org>
Date: Mon, Apr 14, 2025 at 13:14
Subject: RE: Lake Orion Lions Club Jubilee Special Event Application
To: dan17278 <dan17278@gmail.com>
CC: Sonja Stout <stouts@lakeorion.org>, Barbara Rice <riceb@lakeorion.org>, 644docs@gmail.com <644docs@gmail.com>

Hi Mr. Dan,

Thanks so much for your message.

Just a quick note to let you know that, per the Village's Special Event Approval Procedures, we do need to have all required documentation — including the Certificate of Insurance and the Liquor License — before we can move your request forward to Village Council for approval.

This has been the standard procedure for all applicants submitting special events. From there, the event can be scheduled for Council consideration.

I've attached a copy of the Special Event Approval Procedures for your reference — it gives a helpful overview of how everything flows.

Please feel free to reach out if you have any questions at all. We'll be happy to move forward as soon as everything is in place!

Best regards,

Lynsey Blough, CMC

Deputy Clerk/Treasurer



[Village of Lake Orion](#)

[21 East Church Street | Lake Orion](#), MI 48362

Office: (248) 693-8391 ext. 103 | Fax: (248) 693-5874

Office Hours: Mondays – Thursdays | 7:00 AM – 4:30 PM

<https://www.lakeorion.org/>

From: dan17278 <dan17278@gmail.com>
Sent: Tuesday, April 8, 2025 8:34 AM
To: Lynsey Blough <bloughl@lakeorion.org>
Subject: Re: Lake Orion Lions Club Jubilee Special Event Application

Lynsey,

The request will be submitted by the 14 of April we apologize for this oversight

As for the certificate of insurance and the liquor

License we finalize these as soon as we get the approval from village, as these are cost we wait till after we have there approval. This is normal practice and procedure for this event.

Feel free to reach out again if you have any concerns or questions

Thank you

Daniel Hartwell

On Mon, Apr 7, 2025 at 13:01 Lynsey Blough <bloughl@lakeorion.org> wrote:

Hi Mr. Chris and Mr. Dan,

I hope everything is going well on your end.

Upon reviewing the special event application you submitted, we noticed the following items are still missing:

1. [Request to Use of Village Equipment](#) (You indicated on Page 5 of 6 of the Special Event Application that you would need electrical connections and water.)
2. **Certificate of Insurance** (You mentioned you would send it at a later date, and we are following up on this.)
3. **Liquor License** (You also mentioned this would be sent at a later date, and we are following up with you.)

Once we have all the necessary documents, we can compile everything and present it to the Village Council for review and consideration.

Please let us know if you have any questions.

Thank you!

Best regards,

Lynsey Blough, CMC

Deputy Clerk/Treasurer



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