



## 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: 12-23-2024	Date Application Fee Paid: 12/23/2024
---------------------------------	---------------------------------------

Sponsoring Organization's Legal Name:  
Lake Orion Lions Club

Phone 248-975-6378

Fax

Email [contact@lakeorionlions.org](mailto:contact@lakeorionlions.org)

Website [www.lakeorionlions.org](http://www.lakeorionlions.org)

Sponsoring Organization's Agent Name:

Chris Ophus

Dan Hartwell

Phone 248-891-5886 810-766-3862

Fax

Email [644docs@gmail.com](mailto:644docs@gmail.com)  
[dan17278@gmail.com](mailto:dan17278@gmail.com)

Website

Event Name:

Lake Orion Lions club Jubilee

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

Carnival downtown and beer tent at Children's Park parking lot

Date/Hours of Event:

6/19 Thursday 5pm-12am; 6/20 Friday 12pm-12am;  
6/21 Saturday 12pm-12am; Sunday 6/22 12pm-6pm

Date/Hours of Set-up and Tear Down:

6/18 Wednesday 6am-5pm setup; 6/23 Sunday 6pm-10pm teardown

Event Location and Boundaries

## **EQUIPMENT USAGE PROVISIONS**

In an effort to minimize loss of equipment or to avoid subjecting people or agencies to potential accusations, the Village is requiring all equipment such as barricades, cones, or fire hydrants to be signed out prior to usage (effective March 15, 1999).

### **For street and parking lot closures:**

The Lake Orion Police Department and Department of Public Works will review the application and decide if the proper equipment (barricades/cones/etc.) was requested and will make changes to the application as necessary.

### **Use of fire hydrants:**

Fire hydrant reducers/hose spigot will be installed on the proper hydrant by the Department of Public Works. The hydrant will be turned on upon installation. In no case shall the hydrant be tampered with. The DPW reserves the right to place a meter on all spigots to monitor water use and bill usage accordingly in the Village sees fit.

### **General guidelines:**

- Equipment will be delivered on site by the Department of Public Works. Locations and site map will be provided by the Police Department in the case of street/parking lot closures. The PD will be in charge of properly closing street and parking lots on the day of the event.
- The applicant will sign a release accepting responsibility for the property at the time of application.
- When the event or activity is complete, the Department of Public Works will pick up the equipment and give a proper accounting to Village Administration at which time the DPW will sign the release form indicating the date and time the property was returned. The applicant may request a copy of the completed release form for their records.
- All equipment will be picked up and returned to inventory by the Department of Public Works on the first business day following the event.
- The applicant will be responsible for any damaged or missing property and will be invoiced for same with payment due upon receipt of invoice.

### Event Location and Boundaries

See attached map

*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
- Polta John locations and number
- Trash/dumpster
- Event staff parking

Will street closures and/or Parkins Lot closures be necessary: ☒ Yes ☐ No

If yes, describe, including: date and time of closures, set up 5Schedule and take down schedule, and time you will need the parking lot for deliveries.

Broadway: Front Street to Shadbolt

Flint Street: Lapeer to Anderson

Children's Park lot: Thursday through Sunday only

Public parking lot: Anderson & Front St

Parking lot southeast corner Shadbolt & Lapeer st (owned by sagebrush)

### Coordinating with Another Event:

If Yes, Event Name

YES ☐ NO ☒

Event Name/Details:

### Event Information

Type of Event (Sn definitions attached to Information page)

☐ Villa1e Operated ☐ DOA ☐ Individual { ☐ Co-Sponsored ☒ Group

Indicate Status

☒ Non-Profit• ☐ Not-for-Profit ☐ For-Profit

•If the event Is sponsor by a Non-Profit please provide proof of non-profit status.



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.

6/25 through 6/28

Is this event a Fund raiser? (☒) Yes ( ) No

If YES, indicate beneficiary information:

Lake Orion Lions Club

Is this the first time the event is being held in the Village of Lake Orion? ( ) Yes (☒) No

Describe:

Event held in the Village for over 30 years

Was this event previously held outside the Village of Lake Orion? (☒) Yes ( ) No

Describe:

Only when the streets were under construction

Total estimated attendance each day

3500

What parking arrangements will be necessary to accommodate attendance?

Describe:

**NOTE: For events over 100 people, you must submit a parking plan.**

How will trash be handled?

Describe:

We will have a dumpster near Children's Park and trash cans/bags throughout village to be emptied by LOLC as needed.

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:

Beer tent live bands Friday and Saturday, 8pm-1am

Will tents be used: ☒ Yes ☐ No

If yes, indicate number of tents, use of each, location and size:

Beer tent, 40x80 and 30x50 in Children's Park parking lot

Portable restrooms: ☒ Yes ☐ No

If yes, number of portable restrooms and location:

10-Childrens Park lot; 1-Broadway/Front; 1-Broadway/Shadbolt; 1-Flint/Anderson;  
1-Flint/Lapeer

Will alcoholic beverages be served: ☒ Yes ☐ No

If yes, describe:

Beer Tent on Friday and Saturday

Is liquor license issued by the State of Michigan? ☒ Yes ☐ No?

If yes, whose name is the license issued to:

Lake Orion Lions Club

**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:

Skerbeck Entertainment carnival food

**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:** (X) Yes ( ) No

If yes, describe:

Both power distribution panels at Children's Park lot

**Water:** (X) Yes ( ) No

If yes, describe:

Fire plugs at Front/Anderson and at Flint/Broadway

**Barricades and/or Traffic cones:** (X) Yes ( ) No

If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Do you have need of emergency fire equipment, such as ambulance? ( ) Yes (X) No

If yes, describe:

**Other Village services:** ( ) Yes (X) No

If yes, describe:

**EVENT SIGNS**

Will this event include the use of signs? ( ) Yes (X) No

If yes, complete the "Temporary SIGN PERMIT APPLICATION".





### CERTIFICATIONS AND SIGNATURES

I understand and agree on behalf of the sponsor in an 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 submit 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 bill 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 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.

17-23-24

Date

Signature of Sponsoring Organization's Agent

Chris Ophus

Print Name



Please See individual  
Lake Orion Lions Club  
Street layout



Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY
Trailer	524 SY
Tent	726.06 SY
Fencing	570.17 LF



Lake Orion Lions Club



Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY

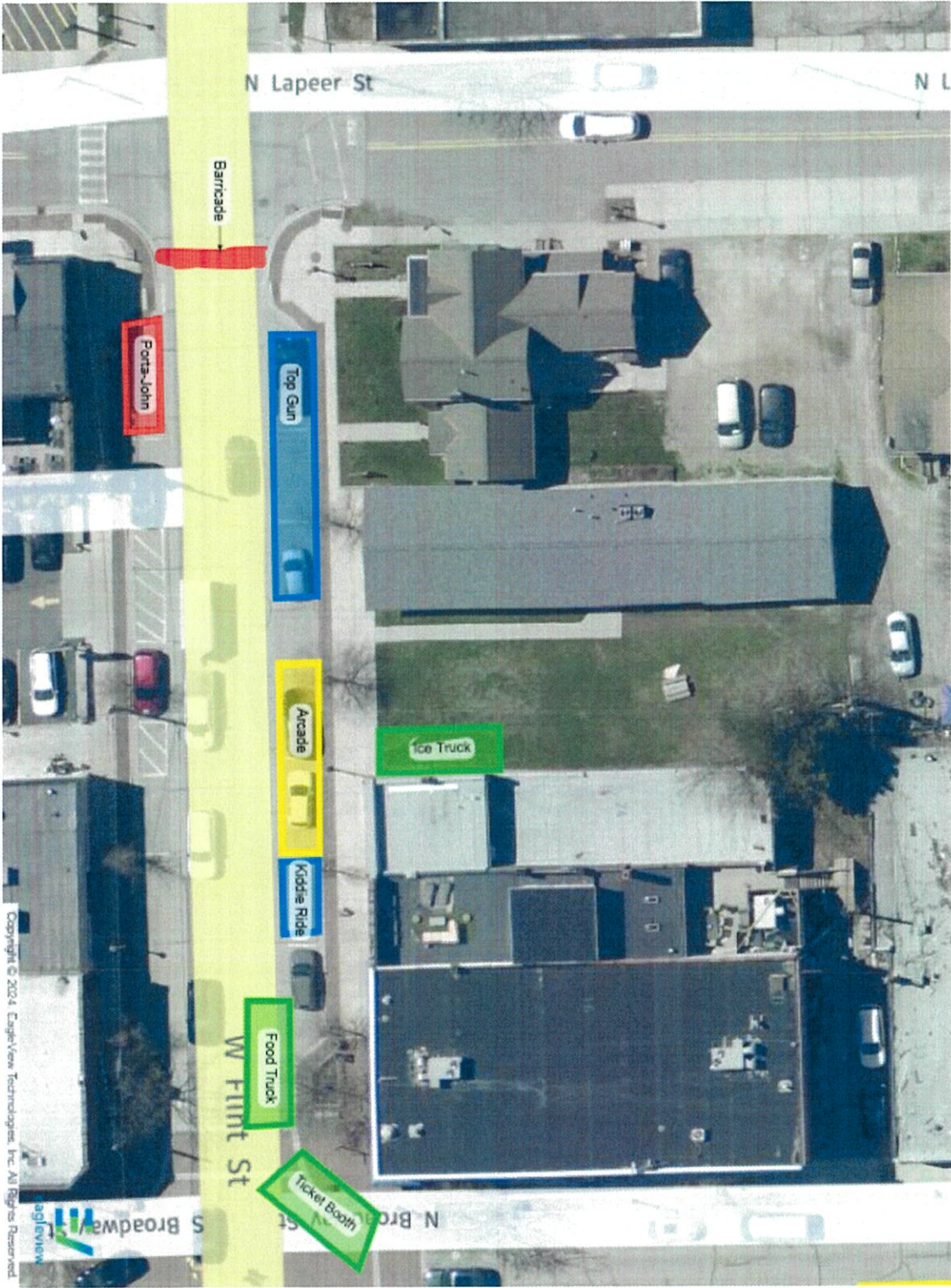
2 of 8



Lake Orion Lions Club

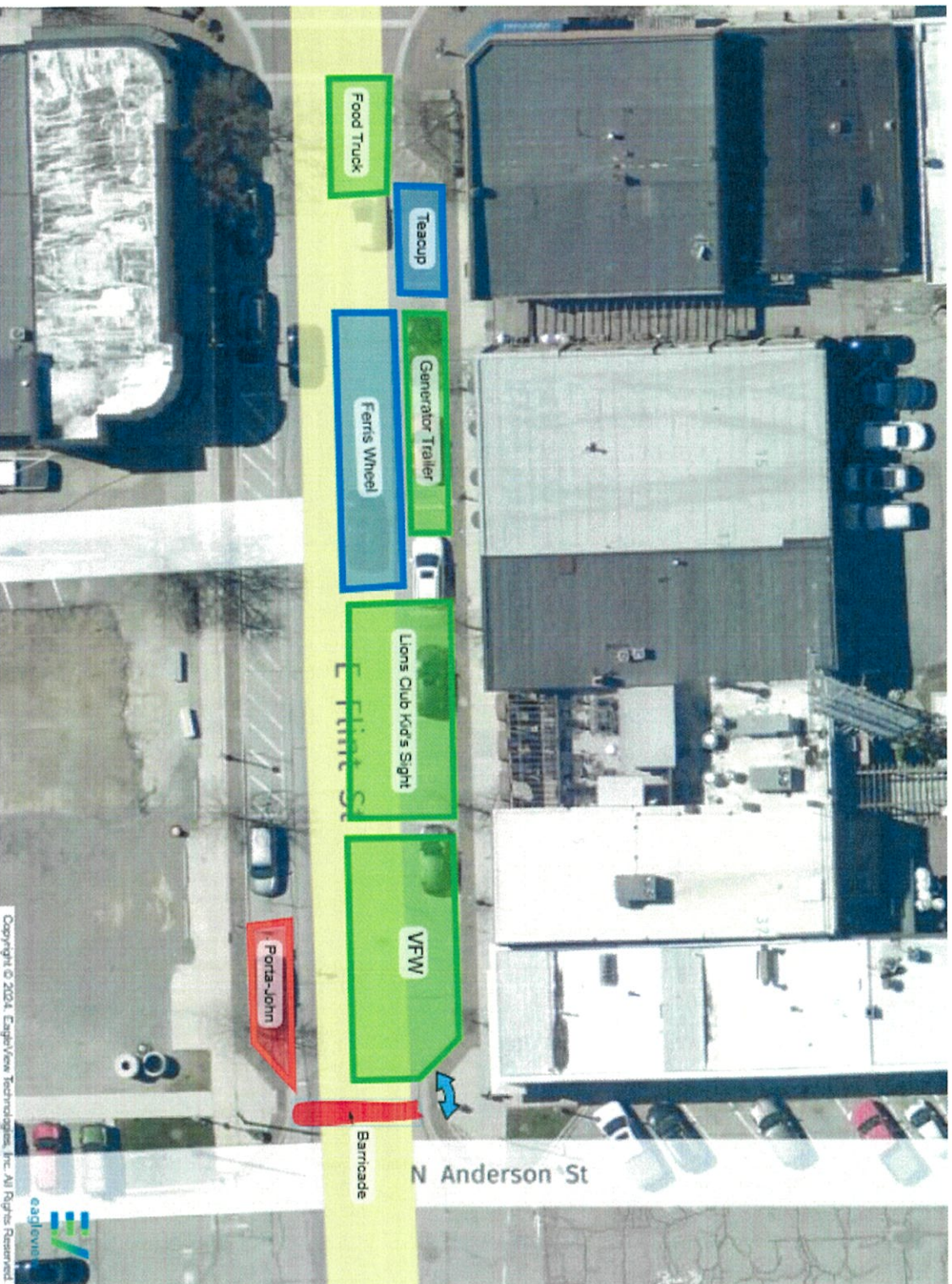
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# Lake Orion Lions Club



## Legend

Name	Quantity
Porta-John	179.21 SY
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Trailer	524 SY



Lake Orion Lions Club

Legend

Name	Quantity
Porta-John	179.21 SY
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Lake Orion Lions Club



Legend

Name

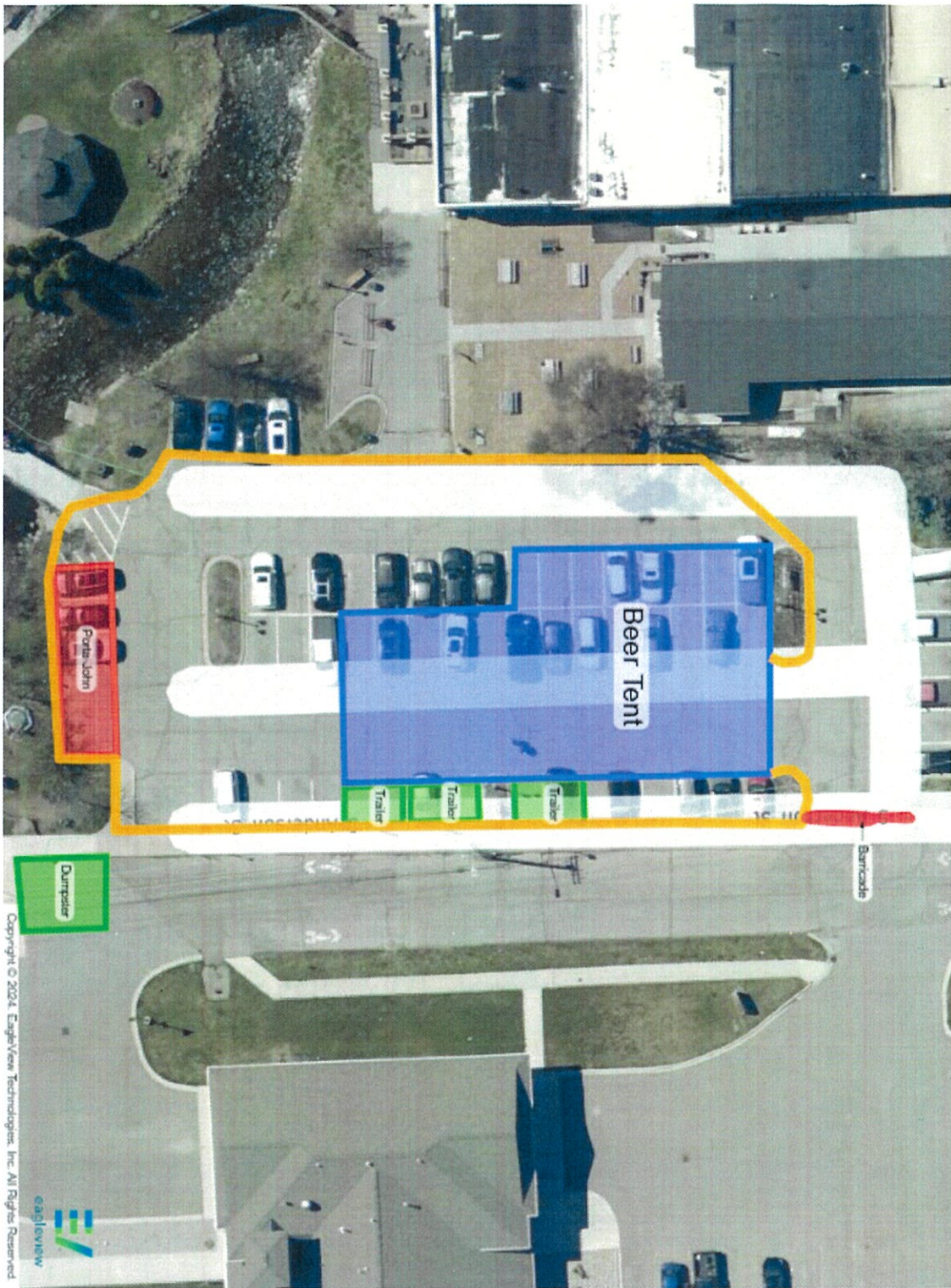
Quantity

Ride

1564.76  
SY



Lake Orion Lions Club



Legend

Name	Quantity
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Fencing	570.17 LF





## Village of Lake Orion

21E. Church Street  
Lake Orion, Michigan 48362  
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Fax 248.693.8874  
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### HOLD HARMLESS AGREEMENT

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

Lake Orion Lions Jubilee

6/18 Wednesday 6am to 6/22 Sunday 10pm

Activity/Event

Dates and Time

Flint/Broadway and one block each direction; Children's Park parking lot; Public Parking at Front/Anderson

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.

Christian J. R. Doe

Applicant/Property owner/Contractor Signature..

Christian J. R. Doe

Applicant/Property owner/contractor Printed Name

12-23-2024

Date

AB

Witness One Signature ...

LYNDEY BLOUGH

Witness One Printed Name

Sonia Stat

Witness Two Signature ...

Sonia Stat

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, «c.») 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 signature from two (2) Witnesses are required.



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### REQUEST TO USE OF VILLAGE EQUIPMENT

#### APPLICANT INFORMATION

Applicant Name: Chris Ophus Business Name: Lake Orion Lions Club

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Applicant Phone #: 248-891-5886 Applicant E-Mail: 644docs@gmail.com

#### EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: Lake Orion Lions Club Jubilee

Use of Equipment Begins – Day: Wed. June 18 Time: 5:00 AM

Use of Equipment Ends – Day: Sun. June 22 Time: 10:00 PM

#### EQUIPMENT TO BE USED Please describe in detail below

☒ Barricades ☐ Temporary closure signage ☐ Trash cans ☐ Other

8-ARCHER, 4-CLASS 3, 2-DETOUR SIGNS, & 2-STOP SIGNS

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 damaged or missed property at actual cost plus 20% for administrative costs.

Signature of Applicant: Chris Ophus Date: 4-16-2025

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

#### Issued:

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Returned:

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff: \_\_\_\_\_ Signature: \_\_\_\_\_





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

#### **APPLICANT INFORMATION**

Applicant Name: Chris Ophus Dan Hartwell Business Name: Lake Orion Lions Club  
Applicant Phone #: 248-891-5886 810-766-3862 Address: PO Box 955  
Applicant E-Mail: [644docs@gmail.com](mailto:644docs@gmail.com) City, State, Zip: Lake Orion, MI 483  
[dan17278@gmail.com](mailto:dan17278@gmail.com)

#### **TYPE OF TEMPORARY USE**

Property/Right-of-way will be used for: Building Maintenance ☒ Business Sale/Event Utility Installation  
Lake Orion Lions Club Jubilee (carnival and beer tent)

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

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

Site Address: (Property adjacent to street/sidewalk/ROW) Flint/Broadway and one block each way  
Children's Park parking lot  
Public parking lot at Flint/Anderson  
Temporary Use of Right-of-Way Begins – Day: 6/18 Time: 6am  
Temporary Use of Right-of-Way Ends – Day: 6/22 Time: 10pm

#### **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
<input checked="" type="checkbox"/> Anticipated Attendance	<u>Sketch of Project Area</u>
<input checked="" type="checkbox"/> Event Map	<u>Hold Harmless Agreement</u>
<input checked="" type="checkbox"/> Hold Harmless Agreement	<u>Barrier Plan/ Safe Route Plan</u>
<u>License Agreement (if applicable - to be approved by Village Council)</u>	<b>Additional Items for Excavation / Construction on Public Property</b>
<input checked="" type="checkbox"/> Parking Plan	<u>Application Fee</u>
<u>Sign Application (if applicable)</u>	<u>Insurance Certificate</u>
<input checked="" type="checkbox"/> Insurance Certificate	<u>Copy of License</u>
<u>Approvals from all applicable outside agencies</u>	<u>\$1,000 Escrow Deposit</u>
	<u>Construction Detail</u>
	<u>Soil Erosion Sedimentation Control</u>

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I **will be** Hable 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 Orlon.

Signature of Applicant: Christian J. R. Mc Date: 12-23-2024

• • • Be Completed by Village Administration • • •

APPROVAL/ COMMENTS 8V

Police Chief: MS Date: 2-10-25

Special Events: Condition of approval is that the applicant must **make all arrangements for barricades and** detour signs at least one week prior to event. When Flint Street is closed, temporary STOP stans 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: MS Date: 2-10-25

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

OR

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

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





# Charter Township of Orion

3365 Gregory Rd., Lake Orion MI 48359  
www.oriontownship.org

## Fire Department

Phone: (248) 391-0304, ext. 2000

Fax: (248) 309-6993

To: Lake Orion Village Council  
Lake Orion Village Manager  
From: Jeff Williams, Fire Marshal  
Re: 2025 Lions Jubilee  
Date: March 24, 2025

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The Orion Township Fire Department has completed its review of the 2025 Lake Orion Lions Jubilee for the limited purpose of compliance with Charter Township of Orion Ordinances, Michigan Building Code, and all applicable Fire Codes.

Based upon the application and documentation provided, the Fire Department has the following recommendation:

Approved  
Approved with Comments (See below)  
X Not approved with Comments

### Comments:

Over the past several years, the Village has experienced a tremendous amount of growth with additional businesses, residences, and visitors within the Downtown area. With this growth, the Fire Department has responded to several emergency situations, including building and structure fires. These types of fire emergencies in an historic Downtown setting, lead to multiple agencies from surrounding communities responding to the Downtown area, filling Village streets with firefighters and apparatus attempting to extinguish the fire before it spreads to nearby structures.

When events like the Jubilee are held in the Downtown area, it creates roadblocks and obstacles that place both life safety and properties at higher risk. To reduce these risks, our fire staff have critiqued and modified ride locations in the past. These past changes opened additional space for our apparatus but did not alleviate buildings and properties from being obstructed by ride locations. This was made evident by the fire that occurred on January 14, 2022, located at 35 North Broadway Street. As seen on page 3 images 2, 3, and 4, the fire department had two ladder trucks operating this fire from North Broadway Street. By having these trucks in their specific locations, it allowed our department to save and reduce exposure to the adjacent properties. If this fire event were to occur while the Jubilee event was taking place, neither of the apparatus would have been able to access these locations. This type of scenario would have increased the probability of fire exposure, damage, and risk of life safety if occupants were inside the home when the fire occurred.

With this, the Orion Township Fire Department has reviewed the proposed documentation and will be recommending **denial** of the Lions Jubilee to take place in the Downtown area at any time, in its current set-up. Please understand that this non-approval is for this event only and will not be reflected for any

other existing event held within the Village. Our department has worked diligently over the past several years with event coordinators to ensure all other events, such as the flower fair, Golling Car Show and Dragon on the Lake, create no additional life safety risks and obstructions to building and properties.

It must be understood that life safety, property conservation, and supporting a thriving downtown area will always be the Fire Department's highest priorities. Our goal is to ensure Village residents, business owners, and patrons of these events have the same understanding and can enjoy these events knowing that safety is always accounted for.

If there are any questions, the Fire Department may be reached at 248-391-0304 ext. 2004.

Sincerely,

*Jeffrey Williams*

Jeff Williams, Fire Marshal  
Orion Township Fire Department



Attachments

**IMAGE 1**

Location: Infront of 35 North Broadway

Description: Jubilee Event - Ride location obstructing access to all buildings located on the left side.



**IMAGES 2,3,4**

Date: January 14, 2022

Location: 35 North Broadway – Structure Fire

Description: Location of white Ford F150 is the exact location of rides when the Jubilee event is taking place.



**IMAGE 3**

Description: Note the amount of access required for this apparatus to operate. If this area was used for a ride location the ladder truck would not be able to access buildings or properties.



**IMAGE 4**

Description: Note all fire damage was confined to the structure it originated in (35 N. Broadway). No fire exposure was noted on either of the adjacent properties. This was due to the location of each of the ladder trucks and fire staff that worked this fire.





**IMAGE 5**

Description: Lions Jubilee Event Location Map highlighting obstructed building access



**IMAGE 6**

Location: East Side of Hanson's Running Shop to Nutz About Chocolate

Description: Note the overhead utilities located on the East side of the entire block. If a fire were to occur in one of these occupancies, the overhead utilities may not allow our fire personal and apparatus to access the buildings from the East side.





VILLAGE OF LAKE ORION  
21 E CHURCH  
LAKE ORION, MI 48362-3287  
United States  
Phone : (248) 693-8391

Received From: LAKE ORION LIONS CLUB CHARITIES

Date: 12/23/2024 Time: 4:15:06 PM  
Receipt: 0000047393  
Cashier: HEDRICKC

LIONS JUBILEE 2025

ITEM REFERENCE	AMOUNT
APPL FEE APPLICATION FEE	
1 @ 25	\$25.00
ROW-SPE RIGHT OF WAY SPECIAL EVENT	
1 @ 100	\$75.00
ROW-SPE RIGHT OF WAY SPECIAL EVENT	
1 @ 100	\$25.00
-----	
SUB-TOTAL	\$125.00
CHECK 1102	\$50.00
Total Tendered:	\$125.00
ORDER #: pi_3QZIxzGbbNaN9o2z0TwosHxD	
CC Processing Fee	\$2.71
Change:	\$0.00