



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

EVENT PERMIT APPLICATION

**** ATTN: APPLICATION NEEDS TO BE TURNED IN 120 DAYS PRIOR TO EVENT ****

Date of Application:	Date Application Fee Paid:
Sponsoring Organization's Legal Name: Orion Art Center	
Phone 248-693-4986	Fax
Email info@orionartcenter.org	Website orionartcenter.org
Sponsoring Organization's Agent Name: Amy Cole	
Phone 248-693-4986	Fax
Email info@orionartcenter.org	Website
Event Name: Art and Flower Fair	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) 100- 125 Art and Flower Vendors will fill the streets of downtown Lake Orion to celebrate the spring season. There will be live music and artist demonstrations. Children's park for family friendly fun including crafts and music.	
Date/Hours of Event: Saturday May 17, 2025 10:00 am to 6:00 pm Sunday May 18, 2025 10:00 am to 4:00 pm	
Date/Hours of Set-up and Tear Down: Saturday May 17, 2025 6:00 am Vendor load in at Flint and Broadway streets Sunday May 18, 2025 4:00 pm to 6:00 pm vendor load out at Flint and Broadway Streets	
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.

Saturday May 17, 2025 6:00 am Vendor load in at Flint and Broadway streets will need streets closed until end of event.
Sunday May 18, 2025 4:00 pm to 6:00 pm vendor load out at Flint and Broadway Streets

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.***

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.

May 15, 16, 17

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

If YES, indicate beneficiary information:

Orion Art Center

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

Describe:

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

Describe:

Total estimated attendance each day

1,500

What parking arrangements will be necessary to accommodate attendance?

Describe:

Street and village parking lots

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

How will trash be handled?

Describe:

Trash cans will be placed throughout the event. Trash will be monitored and collected by the OAC and/or its designee. Trash will be disposed in an onsite dumpster.

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:

Music at the four corners provided by a acoustic acts they will have a small amp.

Will tents be used: ☒ Yes ☐ No
If yes, indicate number of tents, use of each, location and size:
Large tent in Children's park for Kids crafts
Vendor tents 10 X 10 on broadway and Flint

Portable restrooms: ☐ Yes ☒ No
If yes, number of portable restrooms and location:
2 @ Flint anf Lapeer
2 @ Shadbolt and
Broadway

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:

Self contained food trucks

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:
Art, flowers and handmade items

WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?

Electrical Connections: ☒ Yes () No

If yes, describe:

street power

Water: ☒ Yes () No

If yes, describe:

Water for plant materials

Barricades and/or Traffic cones: ☒ Yes () No

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

Form included

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

If yes, describe:

Other Village services: ☒ Yes () No

If yes, describe:

Barricades and road closure signs

EVENT SIGNS

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

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

Form included

CERTIFICATIONS AND SIGNATURES

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.

1/15/25

Date

Amy Cole

Signature of Sponsoring Organization's Agent
Amy Cole

Print Name



MAP LEGEND



Orion Art Center



Information Booth



First Aid



Vendor Marketplace
Street Closed



Art and Flower Fair
Street Closed



Fire Station



Restrooms



Dragon Pub



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HOLD HARMLESS AGREEMENT

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

2025 Art and Flower Fair

May 17, 18, 2025

Activity/Event

Dates and Time

Downtown Lake Orion: Flint and Broadway Streets, Childrens Park and Parking Lot 3

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.

Amy Cole
Applicant/Property Owner/Contractor Signature**

Holly Nicosia
Witness One Signature ***

Amy Cole
Applicant/Property Owner/Contractor Printed Name

Holly Nicosia
Witness One Printed Name

1/15/25
Date

Julie Sugg
Witness Two Signature ***

Julie Sugg
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, etc.) 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 signatures from two (2) witnesses are required.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	CONTACT NAME: Eventsured Customer Service PHONE (A/C, No, Ext): 888-882-5902 E-MAIL ADDRESS: info@eventsured.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Houston Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 42374
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COVERAGES **CERTIFICATE NUMBER:** TM414851 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		H24SE00172/TM414851	05/17/2025 12:01AM	05/19/2025 2:01AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Art Exhibit/Show to be held on 05/17/2025 - 05/18/2025 with 2000 attendees at Downtown Village of Lake Orion Broadway & Flint Streets Lake Orion, MI 48341. Additional Insureds include: Downtown Village of Lake Orion Broadway & Flint Streets Lake Orion, MI 48341; Village of Lake Orion.

CERTIFICATE HOLDER**CANCELLATION**

Downtown Village of Lake Orion Broadway & Flint Streets Lake Orion MI, 48341	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: M24 & Flint Street Parcel ID #: _____
Name of Business at Sign Location: Autozone Zoning District: _____

OWNER INFORMATION

Property Owner Name: Village of Lake Orion Address: 21 E. Church St.
Property Owner Phone #: 248-693-8391 E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: Orion Art Center/Amy Cole Address: 115 S. Anderson St.
Applicant Phone #: 248-693-4986 E-Mail: info@orionartcenter.org
Applicant is: (i.e. contractor or business owner or architect, etc.) Non-Profit

TYPE AND QUANTITY OF SIGN(S)

Please indicate the quantity of each type of sign proposed.

Permanent Sign(s): _____ Wall _____ Projecting _____ Ground Sign _____ Awning _____ Other _____

Temporary Sign(s): _____ Banner ☒ Community Event _____ Class 1 (Adjustable Type) _____ Class 2 (A-Frame) _____

Temporary Display Dates: From 4-27-2025 To 5-20-2025

Name of Event: Art and Flower Fair Date of Event: May 16, 17, 18

ADDITIONAL INFORMATION AND REQUIREMENTS

1) **Location Map:** A map identifying the location of all requested signs on the property or building must be provided or the application WILL NOT be reviewed.

2) **Sign Sketch Plan:** A scaled plan or drawing identifying the size and elements of all requested sign(s) on the property or building must be provided or the application WILL NOT be reviewed.

3) **Orion Township Building Permit:** An Orion Township building permit application must be included in order to erect any permanent signs.

I hereby agree to erect and remove (if applicable) signage exactly as approved on this application:

Signature of Property Owner:  Date: 1/15/25

Signature of Applicant (or Contractor): _____ Date: _____



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LOCATION MAP

A location map must include the following information:

- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

SIGN SKETCH PLAN

A sign sketch plan must include the following information:

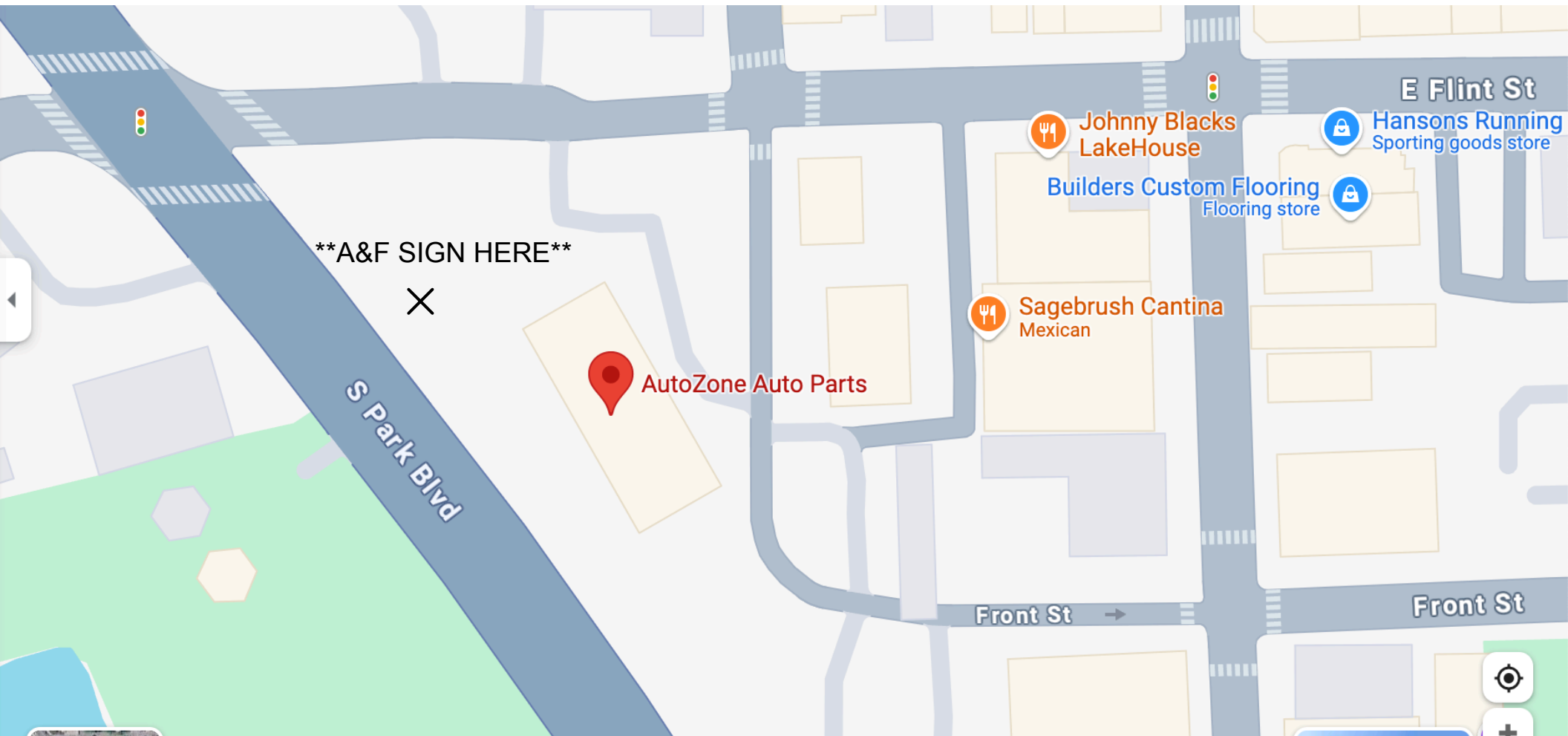
- All sign dimensions.
- Wording of the sign.
- Building Signs: Must show length and width of building façade from grade and include roofline.
- Draw length, width, depth, and height of sign on building façade. Include all existing and proposed signage.
- Please note if any existing signage is to be removed.
- Any proposed internal or external lighting.
- Type of material sign is constructed from.

**ALL APPLICATIONS MUST BE IN COMPLIANCE WITH THE STANDARDS OF THE VILLAGE SIGN ORDINANCE, CHAPTER 155,
AS AMENDED.**



art & flower
fair 2025

may 17-18 downtown lake orion
presented by Orion Art Center



Gazebo Rental / License Agreement

Applicant Name Amy Cole

Organization Name Orion Art Center

Street Address 115 S. Anderson

City Lake Orion State MI ZIP 48362

Phone Number (day) 248-693-4986 (eve) 248-693-4986

Requested Date & Day of Week May 17 & 18 Sat. & Sun Approved Date and Day _____

Requested Hours May 17 12pm to 6pm May 18 12pm to 4 pm Approved Hours _____

Purpose/Event Art and Flower Fair

Number of Attendees 200

The applicant agrees to pay a rental fee of \$ 350 and a Security Deposit of \$ 100 at the time of reservation to secure & confirm the date and hours requested. Any damage or incomplete clean up will be charged to the Security Deposit and the person/organization renting the Gazebo at the rate of \$ 35 per man hour in minimum increments of ½ hour. The area will be inspected by the Village of Lake Orion before and at the end of the rental period. Applicant agrees that all attendees will obey all the rules and regulations.

Section 1 Introduction

- A The Village of Lake Orion has established the following policies, rules, regulations and procedures to ensure the safe and efficient use and equitable availability of the Gazebo.
- B The primary concern is to see that the Gazebo is maintained for, used by and available for Village residents.
- C Definitions:
1. Resident – a resident of the Village of Lake Orion or the owner of a tax paying business in the Village or an authorized representative of a non-profit organization located in the Village.
 2. Township resident – a resident of the Charter Township of Orion or the owner of tax paying business in the Township or an authorized representative of a non-profit organization located in the Township.
 3. Other – any other person

- D The scheduling is structured so that the Gazebo is not unfairly impacted by over use and that Children's Park is kept open for use by the public at all times.
- E The Village reserves the right to modify these policies, rules, regulations and procedures as may be required for the protection of the Gazebo and Children's Park and users of those facilities.
- F Although reserved use of the Gazebo is permitted by this Agreement, the Village of Lake Orion shall allow any unreserved portion of Children's Park to be available for open, public recreation activity on a first come/first served basis to the public.
- G The American Disabilities Act prohibits discrimination on the basis of disability, anyone or any group renting the Gazebo agrees to abide by the provision of that Act.

Section 2 Priority of Users

First – Village residents – in priority order - residents then businesses and non-profit organizations

Second –Township residents – in priority order - residents then business and non-profit organizations

Third – all others

Section 3 Gazebo Reservations

- A Reservations must be made a minimum of two (2) weeks in advance of the date of the event. Reservations will not be accepted if the application is filed less than the two weeks before hand.
- B Rental requests/reservations will be accepted beginning November first for events in the following calendar year.
- C Each request will be judged on its own merits.
- D Full payment of the rental fee is due at the time the Rental Agreement form is submitted. The form will not be accepted without full payment. There are no exceptions.
- E Cancellation of the Gazebo Use permit by the applicant in writing thirty (30) days or more prior to the event will result in a refund of the fee minus a \$10 processing fee for Village residents and a \$25 fee for all others.
- F If the Gazebo Use permit is cancelled by the applicant in writing less than thirty (30) days but more than fourteen (14) days prior to the event, and if the Gazebo is rented by someone else for the cancelled date and time, the individual or group canceling the reservation shall receive a refund subject to the processing fee stated in provision E above.
- G If the Gazebo Use permit is cancelled fourteen or fewer days before the event, there shall be no refund.
- H If, in the judgment of the Village, an event is cancelled due to weather conditions which make an event/activity impossible or due to an Act of God beyond the control of the applicant, then either
 - a) a credit of the fee will be given and the event rescheduled at a mutually agreeable date or
 - b) the applicant may apply in writing to the Village for a refund.

Section 4 Fees and Charges

- A The most recent schedule of fees for use of the Gazebo as adopted by the Lake Orion Village Council shall be attached to and considered part of this Agreement by reference.

- B In the event an individual or organization requires or requests special security needs or additional maintenance, the Village may negotiate a fee to cover the added expense to the Village.

Section 5 Sales of Goods and/or Services

- A The Village of Lake Orion reserves to itself the complete and exclusive right to regulate the sale of all goods and/or services sold or conducted on Village property including by not limited to souvenirs, programs, wearing apparel, records, tapes, CDs and similar type items.
- B All food concessions must be approved in advance by the Lake Orion Village Council and the Oakland County Health Department. However, cooking of any type shall not be permitted in the Gazebo.
- C The sale of any goods and/or services without the express written consent of the Lake Orion Village Council is prohibited.

Section 6 Prohibited Activities

- A The sale, use and/or possession of any State licensed substance including but not limited to alcoholic beverages, beer, wine, wine coolers, other spirits in any Village park is prohibited.
- B The sale, use and/or possession of any controlled substance including but not limited to any illegal drug as determined by Federal, State or Oakland County law is strictly prohibited.
- C Smoking of tobacco products is prohibited.
- D Glass containers of any type are prohibited.
- E Pets are prohibited in Children's Park and on the Gazebo.
- F Feeding and/or chasing the ducks is prohibited.
- G Activities that violate any Village Ordinance or other law are prohibited.
- H Open flames including the burning of candles is prohibited.
- I Decorations shall not be attached to the Gazebo with nails, screws, push pins or other fastening materials that do or may change the condition or appearance of the Gazebo in any way. Decorations shall not be tied or attached to any trees, vegetation or structures in the Park.

Section 7 Facility Use Regulations

- A Except for the temporary seating, if any, that is shown on the attached plan, this Agreement only covers the Gazebo and is only for the hours requested and approved. The remainder of Children's Park and the equipment in it are and will remain open for use by the public.
- B In the event a Village function conflicts with an individual's or organization's reservation for use of the Gazebo, the Village's event shall have priority. The individual or organization will be allowed to re-schedule its event or receive a refund of the entire amount paid without penalty.
- C The Village shall have the right and discretion to cancel this Agreement and any permission granted to the applicant to use the Gazebo or to refuse to rent the Gazebo to the applicant in the future if the individual or organization fails to abide by the terms of this Agreement.

- D The applicant shall leave the Gazebo clean and free of any debris, decorations, food particles or other material. All such refuse shall be placed in the containers provided in the Park.
- E Children 12 years old and younger shall be supervised by an adult at all times, and the children are not permitted to chase or feed the ducks at any time.

Section 8 Indemnification, Damage Responsibility and Liability Insurance

- A For and in consideration of the grant by the Village of Lake Orion for the use of the Gazebo in Children's Park as requested, the Applicant hereby agrees to fully hold harmless, defend and indemnify the Village of Lake Orion and all of its officers, officials 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 and employees by reason of or arising out of the grant or exercise of the rights granted by the Village of Lake Orion to Applicant.
- B Applicant shall be responsible for any costs and expenses incurred by the Village in repairing or replacing any parts of the Gazebo or other Village property in the Park that is damaged during and as a result of the Event.
- C A Certificate of Insurance naming the Village of Lake Orion as an "additional insured" and "Certificate Holder" and indicating comprehensive general liability coverage of not less than \$1,000,000.00 is required from any organization seeking to rent the Gazebo. Such certificate shall be received by the Village of Lake Orion prior to this Agreement being signed by the Village.
- D An individual seeking to rent the Gazebo shall provide to the Village a copy of his homeowners insurance policy with a minimum of \$100,000.00 liability coverage and with an expiration date subsequent to the date for which use of the Gazebo is being sought.

Section 9 Amendments

The Village of Lake Orion reserves the right to amend the terms of this Agreement as conditions warrant it. The applicant will be notified if such amendment in any way impacts on the use of the Gazebo for the date(s) indicated above.

I acknowledge and represent that I have read the terms of this Agreement, that all persons using the Gazebo and Park shall abide by all terms of this Agreement and that if I am signing on behalf of an organization, that I have the legal authority to do so and bind that organization to this Agreement.

Witnesses: (Print names below signatures)

Cherie Hedrick

CHERIE HEDRICK

LB

LYNSEY BLOUGH

Signed

Signature

Print name

Organization & Title

Amy Cole

Amy Cole

President - Orion Art Center



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REQUEST TO USE OF VILLAGE EQUIPMENT

APPLICANT INFORMATION

Applicant Name: Amy Cole Business Name: Orion Art Center
Address: 115 S. Anderson St. City, State, Zip: Lake Orion, MI 48362
Applicant Phone #: 248-693-4986 Applicant E-Mail: info@orionartcenter.org

EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: _____
2025 Art and Flower Fair

Use of Equipment Begins – Day: Friday May 16, 2025 Time: 9 am (Parking lot 3 only)
Use of Equipment Ends – Day: Sunday May 18, 2025 Time: 8 pm

EQUIPMENT TO BE USED Please describe in detail below

☒ Barricades ☒ Temporary closure signage ☒ Trash cans ☐ Other

~~Parking lot 3 will need to be closed for set-up roads will not need to be closed until Saturday~~
May 17 at 6 am.

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: *Amy Cole* Date: 1/15/25

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

Issued:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

Returned:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

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.



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SPECIAL EVENTS EMERGENCY CONTACT LIST

This information will be provided to Department of Public Works, Lake Orion Police Department, Fire Department, and Village Staff in order to assist with any event day emergencies. Please list important contacts for the areas of your event.

Contact Name	Cell Phone	Event Area (ex: food tent, boat launch, etc)
Holly Nicosia	248-941-2604	General Event Staff
Amy Cole	248-877-5273	General Event Staff
Julie Sugg	248-884-5097	General Event Staff



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

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

APPLICANT INFORMATION

Applicant Name: Amy Cole Business Name: Orion Art Center
Applicant Phone #: 248-693-4986 Address: 115 S. Anderson St. PO BOX 674
Applicant E-Mail: info@orionartcenter.org City, State, Zip: Lake Orion, MI 48362

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance X Business Sale/Event Utility Installation

Briefly Describe Use/Project Activity: Art and Flower Fair 2025

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Downtown Lake Orion

Temporary Use of Right-of-Way Begins – Day: Saturday May 17, 2025 Time: 6:00 am

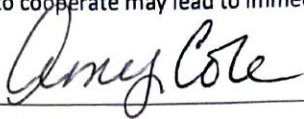
Temporary Use of Right-of-Way Ends – Day: Sunday May 18, 2025 Time: 8:00 pm

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
<u> </u> Anticipated Attendance	<u> </u> Sketch of Project Area
<u> </u> Event Map	<u> </u> Hold Harmless Agreement
<u> </u> Hold Harmless Agreement	<u> </u> Barrier Plan/ Safe Route Plan
<u> </u> License Agreement (if applicable - to be approved by Village Council)	Additional Items for Excavation / Construction on Public Property
<u> </u> Parking Plan	<u> </u> Application Fee
<u> </u> Sign Application (if applicable)	<u> </u> Insurance Certificate
<u> </u> Insurance Certificate	<u> </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

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 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 Orion.

Signature of Applicant:  Date: 1/15/25

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

APPROVAL / COMMENTS BY

Police Chief:  Date: 2-26-25

Special Events: Condition of approval is that the applicant must make arrangements for barricades and detour signs at least one week prior to event. When Flint Street is closed, temporary STOP signs 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:  Date: 2-26-25

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

March 18, 2025

Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

RE: 2025 Lake Orion Flower and Art Fair

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, 2025 Lake Orion Flower and Art Fair, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. Vendor tents shall only be placed in the parking spaces along the curb.
3. Full access shall be maintained in the center of the roads.
4. No obstructions in the intersections, this includes no blocking of any alleys.
5. The event coordinator shall contact Fire Prevention Division at 248-391-0304 ext2000 prior to the event opening to the public.
6. Event coordinator shall ensure that any food trucks have a valid 2025 permit for operation.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department

VILLAGE OF LAKE ORION

Receipt: 0000048894 03/20/25

21 E CHURCH
LAKE ORION, MI 48362-3287
United States

(248) 693-8391

Cashier: BLOUGHL
Received Of: ORION ART CENTER

115 S ANDERSON
LAKE ORION MI 48362

The sum of: 350.00

APPL FEE	2 @ 25			50.00
		101-000-607-000	50.00	
UTSPROW	1 @ 75			75.00
		101-000-607-000	75.00	
SIGNTMP2	1 @ 75			75.00
		101-000-607-000	75.00	
ELEC FEE	1 @ 50			50.00
		101-000-607-000	50.00	
GAZEBORT	GAZEBO RENTAL SECURITY			100.00
		101-000-653-000	100.00	
			Total	350.00

TENDERED:	CREDIT CARD	pi_3R4jUMGbbNaN9o2	350.00
TENDERED:	Credit Card Fee	pi_3R4jUMGbbNaN9o2	10.83

Signed: _____