



Village of Lake Orion

21 E. Church Street Lake
Orion, Michigan 48362 Tel
248.693.8391 Fax
248.693.6874
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
21 E. Church St.
Lake Orion MI 48362**

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.



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: 25 November 2024	Date Application Fee Paid:
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Sponsoring Organization's Legal Name: Lake Orion Sunrise Rotary Club	
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Phone 248-830-4558	Fax n/a
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Email barkley.pierce@gmail.com	Website https://portal.clubrunner.ca/3041
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Sponsoring Organization's Agent Name: Barkley Pierce	
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Phone 248-830-4558	Fax n/a
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Email barkley.pierce@gmail.com	Website n/a
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Event Name: 11th Annual Lake Orion Rotary Ice Cup Challenge

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) 18 hole golf event taking place in conjunction with business' in Downtown Lake Orion. Also using Green's Park.
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Date/Hours of Event: Saturday, February 1, 2025 from 10:00 am - 3:00 pm.
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Date/Hours of Set-up and Tear Down: Saturday, February 1, 2025 from 8:00 am - 4:00 pm.
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Event Location and Boundaries



Event Location and Boundaries

Downtown Lake Orion Sidewalks and Green's Park

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 (X) 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.

Coordinating with Another Event:

YES NO X

If Yes, Event Name

Event Name/Details:

n/a

Event Information

Type of Event (See definitions attached to information page)

() Village Operated () DDA () Individual () Co-Sponsored (X) Group

Indicate Status

(X) Non-Profit* () Not-for-Profit () For-Profit

***If the event is sponsored by a Non-Profit please provide proof of non-profit status.**



<p>Annual Event: Is this event expected to occur next year? (X) 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.</p> <p>Saturday, February 7, 2026</p>
<p>Is this event a Fund raiser? (X) Yes () No If YES, indicate beneficiary information:</p> <p>Lake Orion Rotary Foundation raising funds to support the Beds 4 Kids Program, Lake Orion High School Lamp of Learning and other local community projects.</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? () Yes (X) No Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? () Yes (X) No Describe:</p>
<p>Total estimated attendance each day</p> <p>150</p>
<p>What parking arrangements will be necessary to accommodate attendance? Describe:</p> <p>As in previous years, the participants will park in and around the available parking areas within the village.</p> <p>NOTE: For events over 100 people, you must submit a parking plan.</p>
<p>How will trash be handled? Describe:</p> <p>Members of the Lake Orion Sunrise Rotary Club will handle and dispose of any trash.</p>



Is amplification of music or speakers planned or anticipated? () Yes (x) No
If yes, describe, including the dates and times and the maximum limit and amplification:

Will tents be used: () Yes (x) No
If yes, indicate number of tents, use of each, location and size:

Portable restrooms: () Yes (x) No
If yes, number of portable restrooms and location:

Will alcoholic beverages be served: () Yes (x) No
If yes, describe:

Is liquor license issued by the State of Michigan? () Yes (x) 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 (x) No
If yes, describe:

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 (x) No
If yes, describe:



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

Electrical Connections: () Yes (x) No

If yes, describe:

Water: () Yes (x) No

If yes, describe:

Barricades and/or Traffic cones: () Yes (x) 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 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.

24 November 2024

Date

Signature of Sponsoring Organization's Agent

E. Barkley Pierce

Print Name



Sign in

2025 Course

- 1: Fitteam Global
 - 2: Patch Boys
 - 3: Oxford Bank
 - 4: Capocore
 - 5: Broadway Embroidery
 - 6: Builders Customer Flooring
 - 7: Vezina Holdings
 - 8: Anita's Kitchen
 - 9: Haney Farm Bureau
 - 10: Main Street Bicycles
 - 11: Amazing Pedals
 - 12: Roses of Silverbells
 - 13: Orion Art Center
 - 14: M&B Graphics
 - 15: Cookies & Creme
 - 16: Treva
 - 17: Spresser Ogden
 - 18: Motor City Granite
- R: Registration (Wine Social)

Google



Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

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

Activity/Event	Dates and Time
10th Annual Lake Orion Rotary Ice Cup Challenge	Saturday, February 1, 2025 from 10:00 am - 3:00 pm.

General Description of Location

18 hole golf event taking place in conjunction with business' in Downtown Lake Orion. Also using Green's Park.

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.

Applicant/Property Owner/Contractor Signature**

E. Barkley Pierce, Jr.

Applicant/Property Owner/Contractor Printed Name

November 24, 2024

Date

Witness One Signature ***

LYNSEY BLOUGH

Witness One Printed Name

Witness Two Signature ***

Sonja Stout

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.

21 E. Church St.
Lake Orion, MI 48362



248-693-8391
www.lakeorion.org

LICENSE AGREEMENT

This License Agreement ("Agreement"), made and entered into on the date it has been fully signed, is between the Village of Lake Orion, a Michigan municipal corporation ("Village"), whose address is 21 East Church Street, Lake Orion, Michigan 48362, and Lake Orion Sunrise Rotary Club ("Licensee"), whose address is 2730 Canoe Circle, Lake Orion, Michigan 48360, for the use by Licensee of the Village parks and public roads identified on the attached Lake Orion Sunrise Rotary Club Lake Event Map and collectively referred to as the "Premises".

RECITALS:

- A. Licensee requested Village Council approval to allow use of the Premises for the event, 11th Annual Lake Orion Rotary Ice Cup Challenge to be held on February 1, 2025 (the "Event").
- B. On January 13, 2025, the Village Council conditionally approved Licensee's request subject to this License Agreement being signed and complied with.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Grant of License. For and in consideration of the benefits to the Village of the Event the Village hereby grants a revocable license to Licensee to use the Premises for the Event subject to and in accordance with all of the terms and conditions of this Agreement.
2. Event Locations, Activities and Costs. The Event shall be limited to the Premises and activities on those Premises as disclosed to the Village Council. Except as otherwise approved by the Village Council, all cost and expenses of the Event on the Premises shall be borne solely by Licensee.
3. Use of Premises. Except for restricted areas, all Premises shall be open to the general public. The use rights granted in this Agreement are nonexclusive and may be suspended at any time by the Village for any public purpose or public health, safety and welfare reason, including Public Works, Police and/or Fire Department needs and operations. Licensee assumes all risk of such suspension and hereby waives and releases the Village from any claims for such damage.
4. Maintenance. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.
5. Alcohol Sales. ***Not applicable to this event.***
6. Indemnification. Licensee shall defend, pay on behalf of, indemnify and hold harmless the Village, its elected and appointed officials, employees and volunteers, and other persons working on behalf of the Village, from and against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this Agreement and the use of the Premises for the Event. The Village shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this Agreement or relating to the Improvements.

7. Insurance. Licensee shall secure and maintain liability insurance for all Premises, in the minimum amount of \$ 1,000,000.00, and naming the Village and its officials and employees as an additional insured and certificate holder on those policies with proof of such insurance being provided to the Village prior to the event.

VILLAGE OF LAKE ORION

Date

Teresa Rutt, Council President

Date

Sonja Stout, Village Clerk

Date

Barkley Pierce, Lake Orion Sunrise Rotary Club



Village of Lake Orion

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

APPLICANT INFORMATION

Applicant Name: Barkley Pierce **Business Name:** Lake Orion Sunrise Rotary Club
Applicant Phone #: 248-830-4558 **Address:** 2730 Canoe Circle
Applicant E-Mail: barkley.pierce@gmail.com **City, State, Zip:** Lake Orion, MI

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance X Business Sale/Event Utility Installation
 18 hole golf event taking place in conjunction with business
Briefly Describe Use/Project Activity: in Downtown Lake Orion. Also using Green's Park.

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Various businesses in the Village of Lake Orion
Temporary Use of Right-of-Way Begins – Day: Saturday, February 1, 2025 **Time:** 8:00 AM
Temporary Use of Right-of-Way Ends – Day: Saturday, February 1, 2025 **Time:** 4:00 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>BP</u> Anticipated Attendance	<u> </u> Sketch of Project Area
<u>BP</u> Event Map	<u> </u> Hold Harmless Agreement
<u>BP</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>BP</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: September 28, 2023


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

APPROVAL / COMMENTS BY

Police Chief:  Date: 12-2-24

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: 12-2-2024

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

January 8, 2025

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

RE: LO Rotary Ice Cup Challenge_2025

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Lake Orion Rotary Club Ice Cup Challenge, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department



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Green's Park Group Reservation Form

(A group is considered 11 or more people)

Name of Group Lake Orion Sunrise Rotary Club

Today's Date 11/24/2024

Contact Person Barkley Pierce

Fee: \$500.00 *didn't pay yet*

Address of Contact Person 2730 Canoe Circle Dr.

Receipt No. 32137

City Lake Orion State MI Zip 48360

Contact Phone Number 248-830-4558

Date Requested 2/1/2025 Approx. # of Attendees 150

From 7:00 am a.m./p.m. To 4:00 pm a.m./p.m.

Note: Group reservations are only available on NON-SCHOOL DAYS / June through September

Group Activities:

- Anyone wishing to use Green's Park for a group outing must make a reservation at least one week in advance at the Village offices.
- A group is defined as a collection of non-immediate family members larger than 10 people.
- Because it is necessary to have extra lifeguards on duty when a group is scheduled to use Green's Park an appropriate fee must be paid when the reservation is made.

Lifeguard:		Non-Resident	Village Resident
Monday through Friday	Half Day	\$100.00	\$50.00
	Full Day	\$175.00	\$75.00
Saturday/Sunday Available Noon – 8:00 p.m.			
	Half Day	\$175.00	\$75.00
	Full Day	\$200.00	\$100.00

- The reservation must be made for a specific number of hours. Half days are considered four-hour increments. Full days are Monday – Thursday 11:00 a.m. to 5:00 p.m. and Friday – Sunday 11:00 a.m. to 8:00 p.m.
- The Group Park Pass will specify the exact hours between which the Pass is valid.

Special Events

Open without Normal daily fees. Use of grounds only, no swimming

Monday through Sunday	Per Day	\$500.00	\$500.00
Refundable Damage Deposit		\$100.00	\$100.00

Fitness Groups

Up to one-half day per week up to 25 people, use of grounds only, no swimming

	Per Month	\$50.00	\$50.00
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Green's Park Rules

The Village of Lake Orion makes Green's Park available for a variety of recreational purposes including swimming, picnicking, and other leisure activities. To ensure that everyone can safely use the facilities, the following rules govern the use of the Park:

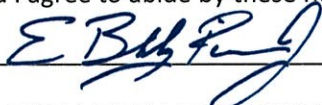
General

1. Green's Park is open to the public during periods of time and hours established by resolution of the Village Council. No person shall enter Green's Park without first obtaining an admission. Admission passes may be applied for and are issued by the Village offices and may only be issued to persons who are at least 18 years old upon presentation of photo identification and the payment of any applicable fee.
2. Once issued, a pass is valid for the remainder of the calendar year that Green's Park is open and is for immediate family members of the holder of the pass, and up to one guest.
3. Persons under the age of 12 shall not enter or be in Green's Park unless they are accompanied and subject to supervision by a person who is at least 18 years old.
4. Lifeguards and any other personnel the Village may assign to the park are in charge of park usage at all times and are authorized to monitor conduct for compliance with the park regulations, other village ordinances and for situations that present a threat to the public health, safety and welfare. Failure to obey such a request or directive is a violation of this chapter and shall be grounds for immediate removal from the park and may result in suspension or revocation of the applicable admission pass.
5. Glass containers are not allowed in the Park at any time.
6. A person shall not smoke or use tobacco or marijuana products or e-cigarettes or any vaping products in any public park area or beach area owned or operated by the Village.
7. No alcoholic beverages may be brought into the Park or consumed in the Park at any time.
8. Except for service dogs of persons who are blind or have another disability requiring the assistance of the dog and police dogs, animals are not allowed to be in Green's Park.

Beach and Swimming

1. The beach and lake are for swimming purposes only. Open swimming is not allowed during scheduled swimming lessons.
2. Persons wishing to fish must do so at least 100 feet away from the beach and swimming area. Fishing is not allowed on the dock.
3. Kayaking is allowed DAWN to DUSK. Wind surfing, canoeing and/or similar activities are not allowed in or near the beach and swimming areas.
4. No person may use Green's Park to enter the waters of Lake Orion for the purposes of wind surfing, canoeing and/or similar activities.
5. Any person wishing to use Green's Park to enter the waters of Lake Orion for the purposes of scuba diving must first obtain a scuba diving permit from the Village office.

My group and I agree to abide by these Rules and Regulations.

Signed  Date 9/28/23

Approval/Comments

Village Manager or Authorized Village Employee: _____

Comments: _____

Date: _____