



Special Event
SE-2026-005

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Amy Cole	AY3-LRV	Jan 9, 2026	--	May 16, 2026	--	--

Applicant Information

APPLICANT
Amy Cole

✉ info@orionartcenter.org

☎ (248) 693-4986

📦 PO Box 674, Lake Orion, MI 48361

📍 115 S Anderson St, Lake Orion, MI 48362

Agent

AGENT
Holly Nicosia

✉ director@orionartcenter.org

☎ (248) 693-4986

📦 PO Box 674 , Lake Orion, MI 48361

📍 Same as mailing address

Internal

Conditions

Police Reimbursement:

The applicant shall be responsible for reimbursing the Village for all police resources and related ancillary costs dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred. This includes, but is not limited to, staffing of the event, time spent on event planning, coordination meetings, site inspections, and setup.

At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.

Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided.

Pre-Planning Meeting with Chief of Police:

A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources.

To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

Vendors:

A list of all approved vendors conducting sales within the event shall be provided to the Police Department if applicable.


Public Safety & Information Tent:

To support public safety and community engagement, the Event Holder shall provide a location for a Lake Orion Police Department informational and safety tent. The tent should be located near the center of the event when feasible, with the final location determined collaboratively during the pre-event planning meeting with the Police Department.

Fire Department approval letter with conditions is located in the attachments.

Issued By: 

N/A

Internal Notes - Employee Communication 

N/A

Approved Event: 

N/A

General Information

Event Location

▶ **3 S BROADWAY ST**
LAKE ORION, MI 48362-3113 

Event Locations

The event will be held on Flint and Broadway Streets- I put in 3 S. Broadway because that was the best address for the intersection. We will also be using Children's Park.

Zoning District

DC - Downtown Center

Event Name

Art and Flower Fair

Event Details

The event features 100 art and flower vendors (Flint and Broadway Streets, and the four corners), live artist demonstrations (Flint and Broadway Streets), a kids' area (Children's Park) with many games, crafts, and cool activities, and live entertainment.

Date / Hours of Event

May 16 10:00 am to 6:00 pm May 17 10:00 am to 5:00 pm

Date / Hours of Set-up and Tear Down

May 16 6:00 to 9:00 am Setup May 17 5:00- 8:00 tear down

Event Map

[2026 A&F Event Map with Street Clo...](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

2

If yes, describe

Flint and Broaway closed by 5:00 am on May 16, 2026 Signage placed out the night before to avoid overnight parking

Flint and Broadway reopened at 8:00 pm on May 17, 2026

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

Yes

Gazebo Rental Date/Hours

May 16 12:00 to 4:00 May 17 12:00 to 3:00

Coordinating Event Details

Children's performers

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Group

Status

Non-Profit

If Non-Profit, provide proof of non-profit status

[Articles of Incorporation.pdf](#)

Is this event expected to occur next year?

Yes

[Orion Art Center Name Amendment....](#)

If Yes, provide next year's specific dates

May 15 & 16

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Orion Art Center

Is this the first time the event is being held in Village of Lake Orion?

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

No

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

Yes

If yes, describe

5- 10 food vendors in tents

Will merchandise be sold?

Yes

If yes, describe

100 art and flower vendors

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

5:00 am May 16

Use of Equipment End (Day / Time)

8:00 pm May 17

Barricades/Traffic Cones

Yes

If yes, describe

See attached map

Temporary Closure Signage

Yes

Trash Cans

N/A

Electrical Connections

Yes

If yes, describe

Vendors will need electric hookups via the outlets on the trees in town

Water

Yes

If yes, describe

One hydrant near Hanson's Running

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

If yes, describe

N/A

N/A

Other Village Services

If yes, describe

No

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

Location(s) of Sign

Yes

m-24 in front of Auto Zone

Sign Dimensions

Sign Sketch Plan

4x8

[Art & Flower Logo .jpg](#)

Location Map

Temporary Display Start

[A&F Sign Location 2026.pdf](#)

Apr 24, 2026

Temporary Display End

Quantity of Temporary Signs

May 18, 2026

One

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[IMG_4483.HEIC](#)

Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured

[Certificate of Insurance \(SEL\).pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Hold Harmless.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Gazebo Rental Fee	\$245.00
Application Fee	\$25.00
Sign Fee	\$75.00
Electricity Use	\$50.00
TOTAL	\$495.00
PAID	\$495.00
BALANCE DUE	\$0.00

Transaction Log

01/09/2026	Payment	Card	\$100.00
Non-refundable convenience fee of \$6.00			
01/20/2026	Payment	Card	\$395.00
Non-refundable convenience fee of \$14.85			

Communication

Lynsey B January 16, 5:13 PM

Hi Holly,

Thank you for submitting your Special Event Permit Application. After reviewing your application, I added the additional fees required for your event. If you have any questions, please let us know. Thanks again!

-Lynsey

Holly N January 20, 11:25 AM

Great- thank you! I just paid the fees. Have a great day!

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough