



## **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)

### **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](http://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](mailto: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](mailto: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.

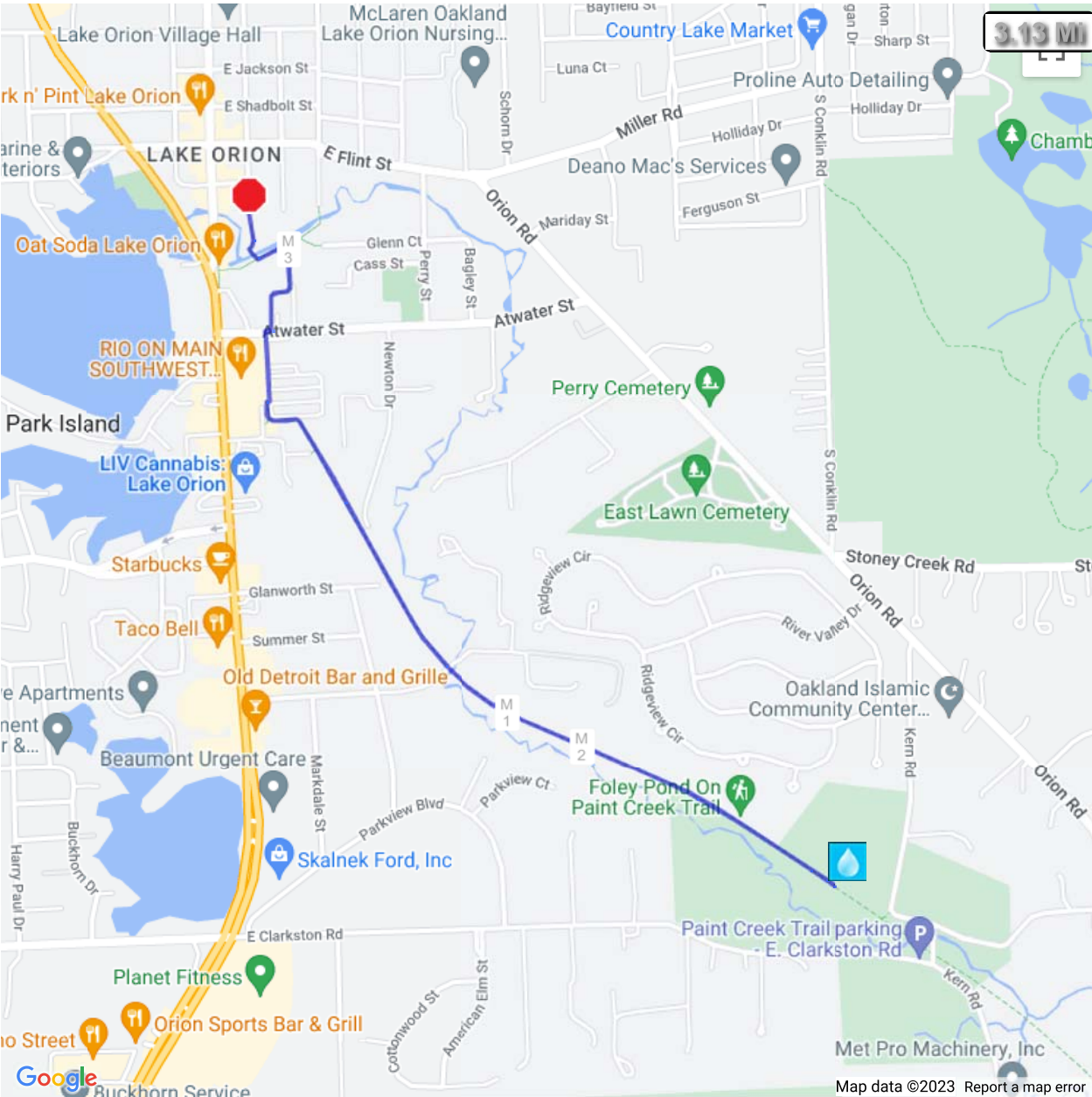
**Village Council Approval**

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.

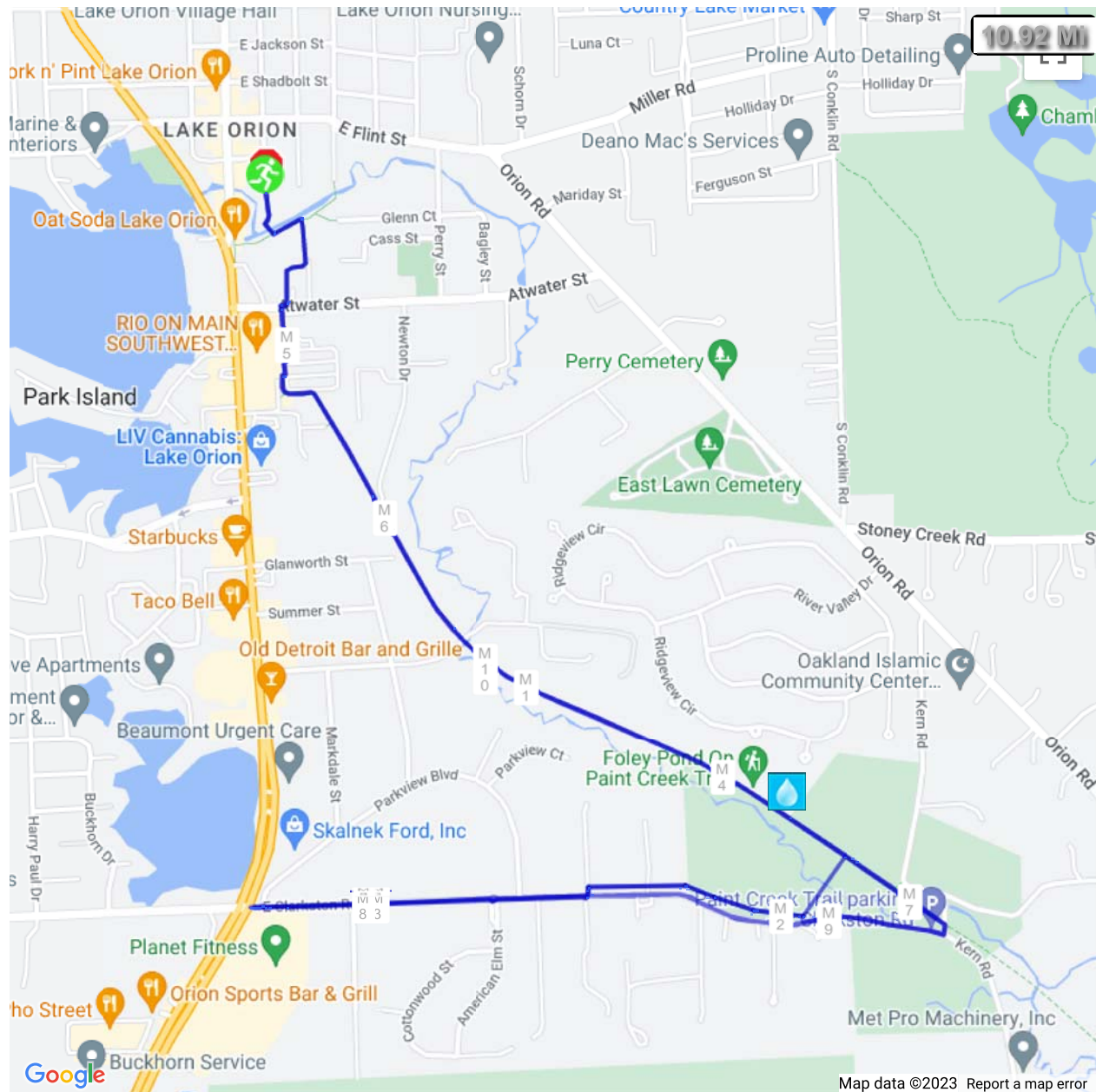
**Preparation for Event**

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.

5K



## 5 Mile





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### EVENT PERMIT APPLICATION

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

Date of Application: 1/17/25		Date Application Fee Paid:	
Sponsoring Organization's Legal Name: Orion Veteran's Memorial / Orion Township			
Phone 248-391-0304, ext. 1003		Fax	
Email JBhatti@oriontownship.org		Website OrionVeteransMemorial.com	
Sponsoring Organization's Agent Name: Jenny Bhatti			
Phone 248-391-0304, ext. 1003		Fax	
Email JBhatti@oriontownship.org		Website Oriontownship.org	
Event Name: Orion Veterans Memorial Day Run/Walk			
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) 5K and 5 mile Run/Walk starting next to Children's Park and going on the Paint Creek Trail for an out and back run/walk.			
Date/Hours of Event: 5/26/2025, Event Starts at 9am and ends approx. 10-10:30am			
Date/Hours of Set-up and Tear Down: 5/26/25 7am - 11am			
Event Location and Boundaries			





**Event Location and Boundaries**

Start & end next to children's Park, out and back on the Paint Creek Trail.

**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:

**Event Information**

Type of Event (See definitions attached to information page)

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

Orion Veterans Memorial  
Orion Township

Indicate Status

(X) Non-Profit\* (X) 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. *Memorial Day 2026*

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

If YES, indicate beneficiary information:

*Orion Veterans Memorial*

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

Describe: *This is our 9<sup>th</sup> Annual event, all of which have started Downtown*

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

Describe:

Total estimated attendance each day

*~200*

What parking arrangements will be necessary to accommodate attendance?

Describe: *No issues in the past. A lot of families & friends participate and carpool.*

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

How will trash be handled?

Describe: *There will be temporary boxes set up for trash and recycling. Our Parks team will dispose of them after the event.*



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:

There will be a speaker with microphone to announce the start of the races and the winners at the end.

Will tents be used: ☒ Yes ☐ No

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

There will be a couple of tents next to the Fire Station with vendors, water & post race snacks

Portable restrooms: ☒ Yes ☐ No

If yes, number of portable restrooms and location:

There will be at least 3 on the grassy area next to the horseshoe club

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:

**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: ( ) 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? (X) Yes ( ) 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.

Date

1/17/2025

Signature of Sponsoring Organization's Agent

Print Name

Senny Bhatti



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### HOLD HARMLESS AGREEMENT

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

Orion Veterans Memorial Day Run/walk 5/26/25 9am

Activity/Event

Dates and Time

Area next to Children's park

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.

  
Applicant/Property Owner/Contractor Signature\*\*

Jenny Bharti  
Applicant/Property Owner/Contractor Printed Name

1/17/25  
Date

  
Witness One Signature \*\*\*

Lizzie Phillips  
Witness One Printed Name

  
Witness Two Signature \*\*\*

Shirley Compau  
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.

**RISK**

**MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y**

**CERTIFICATE OF COVERAGE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. ☐ Information only.
5. ☒ The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.  
**VILLAGE OF LAKE ORION EVENT PERMIT APPLICATION DATED JANUARY 17, 2025 FOR ORION VETERANS MEMORIAL DAY RACE ON MAY 26, 2025.**
6. ☐ Other (as described here):

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

**Certificate Holder:**  
**VILLAGE OF LAKE ORION**  
**21 E. CHURCH STREET**  
**LAKE ORION, MI 48362**

**Member:**  
**CHARTER TOWNSHIP OF ORION**  
**2323 JOSLYN ROAD**  
**LAKE ORION, MI 48360**

**Certificate Expiration Date: July 1, 2025**  
**Date Issued: January 23, 2025**

**Member Number: # M0001244**  
**Effective Date of Membership: July 1, 1997**

**Distribution:**  
**Chris Barnett, Charter Township of Orion**  
**MMRMA Underwriting**



**Authorized Representative**

## SECTION 4 DEFINITIONS

A. The following meanings shall apply to all coverages in this Coverage Document.

**1. ACTUAL CASH VALUE**

means cost of replacing damaged or destroyed covered property with comparable new property minus depreciation and obsolescence.

**2. ALLOCATED LOSS ADJUSTMENT EXPENSES**

means all costs to adjust, defend, or settle a specific claim or **lawsuit**, including, by way of illustration but not limitation, attorney fees and related costs, expert witness fees, and any other expense related to the claim or **lawsuit**.

**3. BODILY INJURY**

means **bodily injury**, harm, sickness, or disease sustained by a natural person, including death resulting therefrom.

**4. COVERED CONTRACT**

means any agreement or contract, permissible by law, under which the Member assumes the tort liability only of another to pay **damages** to a third party.

The contract or agreement must precede the **occurrence** and is subject to all of the terms and conditions of this Coverage Document, the Joint Powers Agreement, MMRMA rules and MMRMA administrative procedures.

A **covered contract** shall not:

- a) indemnify any consultant, advisor, or other individual or entity providing professional services, including but not limited to, services of any architect, attorney, engineer, surveyor or other consultant or advisor;
- b) indemnify any independent contractor or employee of any independent contractor;
- c) indemnify any person for damage by fire to premises leased, rented, or loaned to the Member; or
- d) guarantee promise or performance.

The limits of coverage for a **covered contract** shall be the lesser of the coverage limits stated in the Member's Coverage Overview or the minimum amount of coverage required, permitted, or stated in the **covered contract**.

**5. DAMAGES**

means any or all of the following:

- a. All money **damages** within the Subjects of Coverage stated in Section 1 the Member becomes legally obligated to pay for any claim or **lawsuit** covered and defended by MMRMA. **Damages** also includes all interest on any judgment resulting from a **lawsuit** covered and defended by MMRMA;



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### SIGN PERMIT APPLICATION

#### PROPERTY INFORMATION

Sign Site Address: Various locations Parcel ID #: \_\_\_\_\_

Name of Business at Sign Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

#### OWNER INFORMATION

Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: Orion Township Address: 2323 Joslyn Rd.

Applicant Phone #: 248-391-0304 ext 1003 E-Mail: JBhatti@oriontownship.org

Applicant is: (i.e. contractor or business owner or architect, etc.) Local Government / 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 5/11/25 To 5/29/25

Name of Event: Orion Veterans Memorial Day Run/Walk Date of Event: 5/26/25

#### 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: \_\_\_\_\_

Signature of Applicant (or Contractor): [Signature] Date: 1/17/25

TO BE COMPLETED BY VILLAGE STAFF - Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_





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### LOCATION MAP

A location map must include the following information:

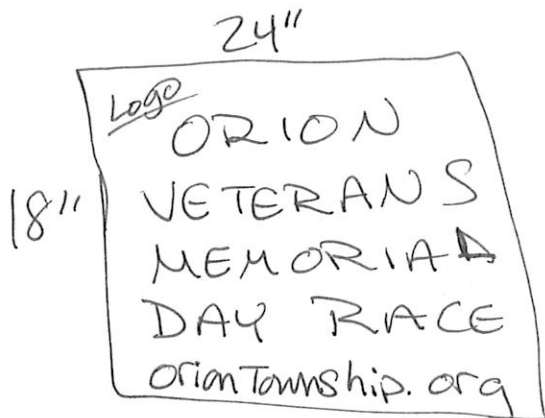
- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

### 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.**



# ORION

# VETERANS

# MEMORIAL

# 5K



REGISTER AT:  
**ORIONTOWNSHIP.ORG**

## Lynsey Blough

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**From:** Jenny Bhatti <jbhatti@oriontownship.org>  
**Sent:** Thursday, April 3, 2025 1:50 PM  
**To:** Lynsey Blough; John Pender  
**Cc:** Sonja Stout; Barbara Rice; Jeff Williams; Ryan Allen  
**Subject:** RE: Re: Orion Veteran's Memorial Day Run/Walk  
**Attachments:** 2023 5K 5Miles Yard Sign.pdf; 5K Route.pdf; 5-Mile Route.pdf

The signs will be going near children's park and the horseshoe pit.



**Jenny Bhatti**  
Communications & Engagement Specialist  
Supervisor's Office  
2323 Joslyn Road, Lake Orion, MI 48360  
**O:** 248.391.0304, ext. 1003  
**W:** [www.oriontownship.org](http://www.oriontownship.org)

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**From:** Lynsey Blough <bloughl@lakeorion.org>  
**Sent:** Thursday, April 3, 2025 1:36 PM  
**To:** John Pender <jpender@oriontownship.org>  
**Cc:** Sonja Stout <stouts@lakeorion.org>; Barbara Rice <riceb@lakeorion.org>; Jenny Bhatti <jbhatti@oriontownship.org>; Jeff Williams <jwilliams@oriontownship.org>; Ryan Allen <rallen@oriontownship.org>  
**Subject:** RE: Re: Orion Veteran's Memorial Day Run/Walk

Hi Assistant Fire Chief Pender,

Please find attached the Special Event Application from Orion Township/Orion Veteran's Memorial for the Memorial Day Run/Walk for your review. Ms. Bhatti will be submitting the Event Map, locations of signs, and payment shortly.

Thank you!

**Lynsey Blough, CMC**  
*Deputy Clerk/Treasurer*



**Village of Lake Orion**

21 East Church Street | Lake Orion, MI 48362  
Office: (248) 693-8391 ext. 103 | Fax: (248) 693-5874  
Office Hours: Mondays – Thursdays | 7:00 AM – 4:30 PM  
<https://www.lakeorion.org/>



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

#### **APPLICANT INFORMATION**

Applicant Name: Orion Veterans Memorial Business Name: Orion Township  
Applicant Phone #: 248-391-0304, ext. 1003 Address: 2323 Joslyn Road  
Applicant E-Mail: jbhatti@oriontownship.org City, State, Zip: Lake Orion, MI 48360

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

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

Briefly Describe Use/Project Activity: 5K run/walk, starting in downtown by Children's Park and going on the Parint Creek Trail

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

Site Address: *(Property adjacent to street/sidewalk/ROW)* Fire Station 1

Temporary Use of Right-of-Way Begins – Day: May 26, 2025 Time: 8:00am

Temporary Use of Right-of-Way Ends – Day: May 26, 2025 Time: 10:30am

#### **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>JB</u> Anticipated Attendance	<u>JB</u> Sketch of Project Area
<u>JB</u> Event Map	<u>JB</u> Hold Harmless Agreement
<u>JB</u> Hold Harmless Agreement	<u>JB</u> Barrier Plan/ Safe Route Plan
<u>JB</u> License Agreement (if applicable - to be approved by Village Council)	<b>Additional Items for Excavation / Construction on Public Property</b>
<u>JB</u> Parking Plan	<input type="checkbox"/> Application Fee
<u>JB</u> Sign Application (if applicable)	<input type="checkbox"/> Insurance Certificate
<u>JB</u> Insurance Certificate	<input type="checkbox"/> Copy of License
<u>JB</u> Approvals from all applicable outside agencies	<input type="checkbox"/> \$1,000 Escrow Deposit
	<input type="checkbox"/> Construction Detail
	<input type="checkbox"/> 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: Jenny Bhatti Date: 03/26/2025

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

**APPROVAL / COMMENTS BY**

Police Chief:  Date: 4-2-25

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: 3-26-25

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

April 3, 2025

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

RE: Orion Veterans Memorial Day Run / Walk

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Orion Veterans Memorial Day Run / Walk 2024 on May 26, 2025, be approved with the following condition.

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



VILLAGE OF LAKE ORION

Receipt: 0000048940 04/03/25

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

Cashier: SYSTEM\_USER  
Received Of: ORION TOWNSHIP

2323 JOSLYN RD  
LAKE ORION MI 48360

The sum of: 200.00

ARINV	2500000439			200.00
		101-000-040-000	200.00	
			Total	200.00

TENDERED:	E-Payment	13-770564-2500000439	200.00
TENDERED:	Credit Card Fee	13-770564-2500000439	6.40

Signed: \_\_\_\_\_