



Special Event
SE-2026-022

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Bill Kokenos	OE6-F6S	Jun 9, 2026	--	Dec 5, 2026	Dec 6, 2026	--

Applicant Information

APPLICANT

Bill Kokenos

✉ b21koko@gmail.com

☎ (248) 802-5521

📍 3321 Grove Ln, Auburn Hills, MI 48326

📍 Same as mailing address

Agent

AGENT

Jerry Narsh

✉ jerrynarsh@yahoo.com

☎ (248) 884-0911

📍 433 E Shadbolt St, Lake Orion, MI 48362

📍 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

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

The Fire Department continues to have concerns with the parade route using Front street. This hinders emergency response from the Station as this is the only way out.

The Fire Department will approve the event as presented with concerns noted. It should be understood, in the event of an emergency response, the FD will stop the parade to exit the area.

Issued By: 

N/A

Internal Notes - Employee Communication

- Mr. Kokenos called and spoke with me, stating that he will provide a copy of the insurance certificate closer to the event date and confirming that the parade route will remain the same as shown on the submitted event map and in previous years, beginning at Blanche Sims Elementary School and ending at the Ehman Center. -LBlough on 6/9/2026

- Signature is missing (map route was uploaded) - KRB 6.12.26

- Some of the information related to signs is missing - KRB 8.12.26

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Applicant stopped by Village Hall on 10/7/2026 and paid \$100 for the right-of-way (ROW) portion of the permit fee. They mentioned adding an additional tent in front of Lucky's and stated they have already coordinated this with the Police and Fire Departments. The applicant will provide a copy of their insurance closer to the event date. - LBlough on 10/7/2026

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Per a conversation on 10/12/2026 with co-applicant Jerry Narsh, the parade committee has decided to promote the event strictly on social media to save on sign fees. —LBlough on 10/12/2026

Approved Event: 

N/A

General Information

Event Location



Florence St, Flint St, Anderson St, Front St, Broadway St, Elizabeth St, Ehman Center
Lake Orion, MI 48362



Event Locations

From Blanche Sims School to the old school admin building

Zoning District

DC - Downtown Center

Event Name

Orion Lighted Christmas Parade

Event Details

Date / Hours of Event

This is the annual Orion Lighted Christmas Parade

12/05/26 3:00 pm to 9:00pm

Date / Hours of Set-up and Tear Down

3:00 pm till 9:00pm 12/05/2026

Event Map

[2025 Parade Route.pdf](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

The date of the parade is Saturday December 5th from approx 3:00pm till 9:00 pm

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

No

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

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 such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

[tax exempt doc.pdf](#)

If this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

12/04/2027

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

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

No

Describe above selection

This is the annual Orion Lighted Christmas Parade

Was this event previously held outside the Village of Lake Orion?

No

Describe above selection

it is always held in the village

Event Details (continued)

Total estimated attendance each day

10,000

What parking arrangements will be necessary to accommodate attendance?

Parking Plan is done by the Lake Orion Village Police

Parking Plan

How will trash be handled?

DPW

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

12/05/2026 from approx 1:00 pm (for testing) Til 8:00 pm. Parade starts at 6:00 pm and will be announced between 6:00 pm and 8:00 pm

Will tents be used?

Yes

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

2 tents. The location will be at the corner of Broadway and Shadbolt, In the old Orion Review parking lot. This is our Santa Tent and has been there for the past 4 years. One more tent in front of Lucky's at the corner of Broadway and Front Street.

Portable restrooms

If yes, number of portable restrooms and location

Yes

Possibly- Have to see what our budget allows

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

N/A

Will merchandise be sold?

Yes

If yes, describe

Possibly by stores that are in the village. No outside vendors will be allowed per the Orion Area Parade Group and the Lake Orion Police Dept

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

LOPD uses equipment

Use of Equipment End (Day / Time)

12/05/2026-

Barricades/Traffic Cones

Yes

If yes, describe

L.O.P>D takes care of this

Temporary Closure Signage

Yes

Trash Cans

Yes

Electrical Connections

Yes

If yes, describe

L.O.P.D. takes care of closure signs, DPW takes care of the trash and we use generators and electricity from the poles if required

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

Yes

If yes, describe

Fire Dept is on hand in case of an emergency

Use of Police Services

Yes

If yes, describe

They control traffic crowds and whatever else needs to be done

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

PNC Bank,Lumber Yard, American Legion Fence, Auto Zone and fence at Greens Park - Cancelled

Sign Dimensions

Orion Llghted Christmas Parade

This Saturday

6:00 pm In the Village of Lake Orion - Cancelled

Sign Sketch Plan

Location Map

Temporary Display Start

Nov 22, 2026

Temporary Display End

Dec 8, 2026

Quantity of Temporary Signs

0

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[2025 Parade Route.pdf](#)

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

[2025 Parade Route.pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[20260609 Hold Harmless.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$0.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

10/07/2026	Payment	Other	\$100.00
Receipt #60500 - paid in office			

Communication

Mark A October 14, 2:36 PM EDT
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Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

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