



Special Event  
**SE-2025-011**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Bill Kokenos	ZWW-JWH	Sep 24, 2025	Oct 7, 2025	Dec 6, 2025	Dec 5, 2026	--

### Applicant Information

**APPLICANT**  
**Bill Kokenos**

✉ b21koko@gmail.com

☎ (248) 802-5521

📄 1491 S Lapeer Rd, Lake Orion, MI 48360

📍 Same as mailing address

**Agent**

**AGENT**  
**Bill Kokenos**

✉ b21koko@gmail.com

☎ (248) 802-5521

📄 1491 S Lapeer Rd, lake orion, MI 48360

📍 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. (WAIVED FOR 2025, Will begin effective January 1, 2026)

##### 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](mailto:amundsonm@lakeorionpolice.org).

##### Vendors:

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

Issued By: 

N/A

Internal Notes - Employee Communication 

Applicant responded on 10/1/2025 that they cannot get the Certificate of Insurance not until November and it's every year that this happens. - LBlough

Approved Event: 

N/A

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## General Information

### Event Location

▶ **2 S BROADWAY ST**  
LAKE ORION, MI 48362-3108



### Event Locations

Blanche Sims School to the Lake Orion School Administration building

### Zoning District

DC - Downtown Center

### Event Name

Orion Lighted Christmas Parade

### Event Details

Orion Lighted Christmas Parade with Bands, floats walkers and more

### Date / Hours of Event

12/06/25 3:00 pm to 9:00pm

### Date / Hours of Set-up and Tear Down

3:00 pm till 9:00pm

### Event Map

[Orion Lighted Parade Event Map.pdf](#)

### Street Closures and / or Parking Lot closures necessary?

Yes

### If yes, how many days?

N/A

### If yes, describe

This is handled by the LOPD

**Green's Park Reservation?**

No

**Green's Park Reservation Date/Hours**

N/A

**Gazebo Rental?**

No

**Gazebo Rental Date/Hours**

N/A

**Coordinating Event Details**

none

**Coordinating with Another Event?**

No

**If yes, Event Name**

N/A

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## Event Details

**Type of Event**

Group

**Status**

Non-Profit

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

[tax exempt doc \(1\).pdf](#)

**Is this event expected to occur next year?**

Yes

**If Yes, provide next year's specific dates**

12/5/26

**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 our 30th year doing the parade in Lake Orion

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

No

**Describe above selection**

no

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Event Details (continued)

**Total estimated attendance each day**

7,000

**What parking arrangements will be necessary to accommodate attendance?**

LOPD has the parking arrangements

**Parking Plan**

[Orion Lighted Parade Event Map.pdf](#)

**How will trash be handled?**

DPW does this

**Is amplification of music or speakers planned or anticipated?**

Yes

**If yes, describe**

3:00 pm till 8:30 pm Announcers will be announcing from the stage and speakers will be down Broadway from Front St to Flint St

**Will tents be used?**

Yes

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

1 20 x 40 tent for Santa and Mrs Claus to meet and greet the community. In parking lot next to Congresswoman McClain's office

**Portable restrooms**

Yes

**If yes, number of portable restrooms and location**

2 portable restrooms Flint and Anderson and Shadbolt and Anderson

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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**

**Will merchandise be sold?**

N/A

Yes

**If yes, describe**

Possible local business will sell from their store fronts

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Request Use of Village Equipment ONLY

**Use of Equipment Start (Day / Time)**

LOPD uses equipment 12/06/25 times 3:00 pm till 9:00 pm

**Use of Equipment End (Day / Time)**

12/06/25 time unknown

**Barricades/Traffic Cones**

Yes

**If yes, describe**

LOPD has control

**Temporary Closure Signage**

Yes

**Trash Cans**

No

**Electrical Connections**

Yes

**If yes, describe**

We will use plugs by the trees and light poles

**Water**

No

**If yes, describe**

N/A

**Emergency Fire Equipment, such as ambulance**

Yes

**If yes, describe**

Orion Fire Dept will be near for any and all emergencies

**Other Village Services**

No

**If yes, describe**

N/A

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Municipal Equipment

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Event Signs

**Will this event include the use of signs?**

Yes

**Location(s) of Sign**

PNC bank property, Greens Parks fence and American Legion's fence

**Sign Dimensions**

3 x 8 feet

**Sign Sketch Plan**

[Orion Lighted Parade Sign.pdf](#)

**Location Map**

**Temporary Display Start**

Nov 22, 2025

**Temporary Display End**

Dec 7, 2025

**Quantity of Temporary Signs**

3

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Certifications and Signatures

**Signature of Sponsoring Organization's Agent**

[20250923 WNK signature \(1\).pdf](#)

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Hold Harmless Agreement

**Hold Harmless Agreement**

[Hold Harmless.pdf](#)

**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Fee	\$25.00
Sign Fee	\$75.00
<b>TOTAL</b>	<b>\$200.00</b>
<b>PAID</b>	<b>\$200.00</b>
<b>BALANCE DUE</b>	<b>\$0.00</b>

## Transaction Log

<b>09/24/2025</b>	<b>Payment</b>	<b>Card</b>	<b>\$100.00</b>
Non-refundable convenience fee of \$6.00			
<b>10/01/2025</b>	<b>Payment</b>	<b>Cash</b>	<b>\$100.00</b>
Mr. Kokenos paid \$100 in the office on 10/1/2025 for the Sign Permit, Receipt #52177.			

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## Communication

**Lynsey B** October 1, 8:42 AM

Good morning, Mr. Kokenos,

Thank you for submitting your special event application for the Orion Lighted Parade.

We noticed that the Event Map you attached is from 2024. It may have been uploaded by mistake—could you please send us the updated Event Map for 2025 with the correct event date?

Your application also indicates that you plan to put up signs. The total fee for signage is \$100 (\$25 application fee + \$75 temporary sign fee). Please let us know if you'd like to proceed with this so we can include it in the permit.

Additionally, we have not yet received a copy of your insurance. When you're able, please provide a certificate that lists the Village of Lake Orion as both the Certificate Holder and Additional Insured.

If you have any questions, feel free to reach out. We're happy to help.

Thank you!

**Lynsey B** October 1, 9:49 AM

Hi Mr. Kokenos,

Thank you for your prompt response. We've updated the event map based on the version you sent over.

Regarding the sign, could you please provide a sketch plan that includes the wording or graphics of the sign?

We've also noted that you'll be providing the insurance certificate in November.

Thanks again!

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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: Wes Sanchez

**4. Public Safety Review - COMPLETED**

Assignee: Mark Amundson

**5. Fire Department Review - COMPLETED**

Assignee: John Pender

**6. Planning & Zoning Review - INACTIVE**

Assignee: Mario Ortega

**7. Village Manager / Council Review - INACTIVE**

Assignee: Darwin McClary

**8. Issue Permit - INACTIVE**

Assignee: Lynsey Blough