

Special Event	Balance
SE-2026-019	\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
DDA Office	4DB-K4V	Sep 10, 2026	Sep 14, 2026	Sep 14, 2026	Sep 13, 2027	--

Applicant Information

APPLICANT DDA Office ✉ office@downtownlakeorion.org ☎ (248) 693-9742 🏠 118 N Broadway St, Lake Orion, MI 48362 📍 Same as mailing address	Agent N/A
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Internal

Conditions

No Police Resources:

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

The Fire Department has no issues with this event. There shall be no parking in the fire station lot or along Anderson Street.

Issued By:

N/A

Internal Notes - Employee Communication

N/A

Approved Event:

N/A

General Information

Event Location



165 S BROADWAY ST
LAKE ORION, MI 48362

**Event Locations**

Children's Park

Zoning District

DC - Downtown Center

Event Name

Light up Lake Orion (formerly Sing & Stroll)

Event Details

Tree lighting ceremony & turning on the downtown Christmas lights. Music from 5-7pm in Children's Park with DJ, Hot cocoa bar, fire pit to roast marshmallows, christmas carols, Santa & Mrs. Claus onsite. Horse & Wagon rides from 5-7pm.

Date / Hours of Event

11/19/26; 5-7pm

Date / Hours of Set-up and Tear Down

Setup: 11/19/26 at 4pm, Tear down: 11/19/26 at 7:30pm

Event Map

[Light up Lake orion 2026 site map an...](#)

Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

N/A

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

Yes

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?**If yes, Event Name**

No

N/A

Event Details

Type of Event

DDA

Status

Not-for-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

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

End of November next year.

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 an annual event.

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

No

Describe above selection

This is an annual event.

Event Details (continued)

Total estimated attendance each day

300

What parking arrangements will be necessary to accommodate attendance?

Use of lots P1, P2, P3, P5, P9, S1, S3, S5 and street parking.

Parking Plan

[Light up Lake Orion parking map 202...](#)

How will trash be handled?

Use of regular bins, additional 4 cardboard bins placed within event bounds.

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Holiday music, DJ, 5-7pm. Volume in accordance with city ordinance.

Will tents be used?

Yes

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

1 - 10x10 tent in grassy area next to gazebo ramp (east side).

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 existing handicapped stall by the children's park parking lot.

Food / Alcohol / Merchandise

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?

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

N/A

Use of Equipment End (Day / Time)

N/A

Barricades/Traffic Cones

No

If yes, describe

N/A

Temporary Closure Signage

No

Trash Cans

No

Electrical Connections

Yes

If yes, describe

Outside on Gazebo utilized for tree lights, blow up decor, spotlights and DJ equipment. Some Broadway tree outlets for blow up decor.

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

No

If yes, describe

N/A

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

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

Yes

Location(s) of Sign

By Autozone and Lumberyard

Sign Dimensions

9'x3'

Location Map

[Light up Lake orion 2026 site map an...](#)

Temporary Display End

Dec 15, 2026

OLD_Quantity of Temporary Signs

N/A

Sign Sketch Plan

[Light up Lake orion 2026 site map an...](#)

Temporary Display Start

Nov 2, 2026

Quantity of Temporary Signs

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[Tracy Signature for Event Application...](#)

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

[DDA-Village Event Insurance 2026.pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Light Up Lake Orion \(Sing & Stroll\) H...](#)

Fees

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

Electricity Use	\$50.00
Gazebo Rental Fee	\$20.00
Admin Waive Fee	-\$270.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

September 10, 11:49 AM EDT

Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [4DB-K4V]

Balance \$125.00

September 10, 11:49 AM EDT

Your application for a Special Event has been successfully submitted. The reference number for your application is 4DB-K4V

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Thank you,

Village of Lake Orion

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