



Special Event
SE-2026-018

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	5BU-XKF	Jul 29, 2026	Sep 4, 2026	Oct 21, 2026	Oct 20, 2027	--

Applicant Information

APPLICANT
Office DDA

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📍 118 N Broadway St, Lake Orion, MI 48362
📍 Same as mailing address

Agent

AGENT
Tracy Woodrum

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📍 118 N Broadway 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

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.

Waived:

Pursuant to Village of Lake Orion Council Resolution No. 2025-006, "A Resolution Establishing a Policy for the Waiver of Village Fees and Charges for Programs and Services," this event qualifies for a waiver of all applicable Village fees associated with the permitted activity.

The Fire Department has no issues with this event. There shall be no parking in 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

▶ **118 N BROADWAY ST**
LAKE ORION, MI 48362-3102



Event Locations

Children's Park, Gazebo and Parking Lot, Ehman Center Parking Lot, Broadway Street from Elizabeth to Front street (rolling closure) for Costume Parade.

Zoning District

DC - Downtown Center

Event Name

Halloween Extravaganza

Event Details

Halloween celebration in downtown Lake Orion (Children's Park & parking lot) Cider & donuts. decorations, and entertainment. Businesses can setup Trick or Treat tables in their stores/parking lot. as well as costume parade from village hall to children's park.

Date / Hours of Event

October 21 from 5:00pm to 8:00pm; parade timeline set up 5 pm, line up 5:30pm, launch 6pm

Date / Hours of Set-up and Tear Down

set up Oct 21 2-5pm, Tear down Oct 15 8-9pm

Event Map

[Halloween Parade Route Map 2026....](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

Green's Park Reservation?

See Map

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

October 21, 2-9pm

Gazebo Hour

N/A

Coordinating Event Details

set up Oct 21 2-5pm, Tear down Oct 15 8-9pm

Coordinating with Another Event?

No

If yes, Event Name

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

October 20, 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 event is held annually.

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

No

Describe above selection

This event is held annually.

Event Details (continued)

Total estimated attendance each day

300

What parking arrangements will be necessary to accommodate attendance?

Use of Lots P5, P9, P8, P3, P2, P1, S1, S2, S5, P7, S4

Parking Plan

[Halloween Parade Route Map 2026....](#)

How will trash be handled?

Regular use of Current bins, and additional 4 cardboard bins within the listed bounds

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Halloween themed music in children's park, 5-8 pm on 10/21. Volume in accordance with village ordinance.

Will tents be used?

Yes

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

Only if inclement weather. Responsibility of businesses to use their own 10x10 pop up tents to cover their table

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 located near Children's park

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?

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

Yes

If yes, describe

Blocking off the roads for the rolling parade down Broadway. Streets closed temporarily while kids trick or treat at the businesses (for safety).

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

Yes

If yes, describe

Electrical at Children's park for music & inflatables

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

Yes

If yes, describe

for rolling road closures during parade and road closure during trick or treating.

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

autozone & lumberyard

Sign Dimensions

9x3

Sign Sketch Plan

[Sign Dimension and Wording.png](#)

Location Map

[Sign Location.jpeg](#)

Temporary Display Start

Sep 28, 2026

Temporary Display End

Nov 2, 2026

Quantity of Temporary Signs

N/A

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signature emily dz.PNG](#)

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

[event- insurance.txt](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Halloween Extravaganza HH Agree...](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
Gazebo Rental Fee	\$70.00
Electricity Use	\$50.00
Admin Waive Fee	-\$320.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

July 29, 5:21 PM

Payment Required

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

Special Event [5BU-XKF]

Balance \$125.00

July 29, 5:21 PM

Your application for a Special Event has been successfully submitted. The reference number for your application is 5BU-XKF

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

Lynsey B July 31, 5:09 PM

Hi Tracy,

Thank you for submitting your Special Event Permit Application for the Halloween Extravaganza!

During our initial review of your application, we noticed a few details that need to be updated or clarified before we can move forward:

1. **Date Corrections:** Your application lists a tear-down date of October 15, and the attached banner image also shows October 15. We assume these are typos and should be updated to October 21. Could you please confirm?
2. **Event Banner & Separate Application:** For the sign banner, we see you have included the "Here Lies Lake Orion" event alongside the Halloween Extravaganza and "Witches Night Out". Since you mentioned you are still finalizing details with the Orion Historical Society for "Here Lies Lake Orion," we will wait to process that specific event until you submit it under a separate application.
3. **Parking Location:** You noted that you will be utilizing Municipal Parking Lot S5. Could you clarify where exactly this lot is located?
4. **Applicant Signature & Hold Harmless Agreement:** Since Emily Dziegielewski is no longer with the DDA, please update the application with your own signature as the applicant. We will also need a new Hold Harmless Agreement reflecting this year's event with your signature.

Good news on the fees and insurance: We have adjusted the fees for this event and waived them. Since the DDA falls under the umbrella of the Village's insurance, I will attach a copy of the current policy directly to this year's application. I have also attached it to this email so you have it on file for future events.

Please let us know if you have any questions!

Thank you,

Lynsey

2026-2027 MML Insurance Policy Declarations.pdf

Dda  September 2, 2:14 PM

Hello Lynsey,

Here is the information you requested:

1. Yes, as in all of the other sections tear down is October 21st.
2. Someone cancelled my permit request for the Historical Society event. I will reapply once I receive information from the historical society. Please do not hold up this permit application because of banner artwork.
3. As is noted in the map I submitted, parking lot S5 is located at 115 N. Broadway St.
4. Please see hold harmless and updated signature attached. Thank you, Tracy

Halloween Hold Harmless 2026.pdf

Tracy Signature for Event Applications only.pdf

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