



2024-026

Village of Lake Orion

21 E. Church Street
 Lake Orion, Michigan 48362
 Tel 248.693.8391
 Fax 248.693.5874
www.lakeorion.org

EVENT PERMIT APPLICATION

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

Date of Application: June 11, 2024	Date Application Fee Paid:
------------------------------------	----------------------------

Sponsoring Organization's Legal Name: Lake Orion Police Association	
Phone 248-693-9700 ext 157	Fax
Email HammondR@lakeorionpolice.org	Website
Sponsoring Organization's Agent Name: Ray Hammond	
Phone 248-495-8386	Fax
Email HammondR@lakeorionpolice.org	Website
Event Name: 2024 LOPA Car Show	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) Classic Car show to benefit the Lake Orion Police Association events	
Date/Hours of Event: Sunday, July 28th, 2024 8:00am to 1:00pm	
Date/Hours of Set-up and Tear Down: Sunday, July 28th, 2024 5:30am and 4:30pm	
Event Location and Boundaries Broadway St from Shadbolt to Front, and Flint St from Lapeer to Anderson	

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 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.

Streets will be closed at 5:30am and re-open no later than 4:30pm

Coordinating with Another Event:
YES NO

If Yes, Event Name

Event Name/Details:

Event Information

Type of Event *(See definitions attached to information page)*

Village Operated DDA Individual Co-Sponsored Group

Indicate Status

Non-Profit* Not-for-Profit For-Profit

**If the event is sponsored by a Non-Profit please provide proof of non-profit status.*



<p>Annual Event: Is this event expected to occur next year? <input checked="" type="checkbox"/> 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.</p>
<p>Is this event a Fund raiser? <input checked="" type="checkbox"/> Yes () No If YES, indicate beneficiary information: Proceeds to benefit the Lake Orion Police Assn events</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? () Yes (X) No Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? () Yes (X) No Describe:</p>
<p>Total estimated attendance each day 500-750</p>
<p>What parking arrangements will be necessary to accommodate attendance? Describe: No</p>
<p>NOTE: For events over 100 people, you must submit a parking plan.</p>
<p>How will trash be handled? Describe: LOPA will maintain trash recepticals</p>
<p>Is amplification of music or speakers planned or anticipated? <input checked="" type="checkbox"/> Yes () No If yes, describe, including the dates and times and the maximum limit and amplification:</p>



Will tents be used: () Yes (X) No
If yes, indicate number of tents, use of each, location and size:

Portable restrooms: (X) Yes () No
If yes, number of portable restrooms and location:
2-4 NW Corner of Lapeer and W Flint

Will alcoholic beverages be served: () Yes (X) No
If yes, describe:

Is liquor license issued by the State of Michigan? () Yes (X) 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: (X) Yes () No
If yes, describe: A Pancake Breakfast will be hosted

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 (X) No
If yes, describe:



WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?

Electrical Connections: Yes No

If yes, describe:

The DJ will get power at the intersection of Flint and Broadway

Water: Yes No

If yes, describe:

Barricades and/or Traffic cones: Yes No

If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Do you have need of emergency fire equipment, such as ambulance? Yes No

If yes, describe:

Other Village services: Yes No

If yes, describe:

EVENT SIGNS

Will this event include the use of signs? 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.

June 11, 2024

Date



Signature of Sponsoring Organization's Agent

Ray Hammond

Print Name



Village of Lake Orion

21 E. Church Street
 Lake Orion, Michigan 48362
 Tel 248.693.8391
 Fax 248.693.5874
www.lakeorion.org

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

APPLICANT INFORMATION

Applicant Name: Ray Hammond **PAUL CAMPO** Business Name: Lake Orion Police Association
 Applicant Phone #: 248-495-8386 Address: 21 E Church St
 Applicant E-Mail: hammond@lakeorionpolice.org City, State, Zip: Lake Orion, MI 48362
campop@lakeorionpolice.org

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance Business Sale/Event Utility Installation
 Briefly Describe Use/Project Activity: 2024 LOPA Car Show Sponsored by Golling Buick GMC

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Brodway from Front to Shadbolt, Flint from Lapeer to Anderson
 Temporary Use of Right-of-Way Begins – Day: Sunday July 28th Time: 5:30am
 Temporary Use of Right-of-Way Ends – Day: Sunday July 28th Time: 4:30pm

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>RH</u> Anticipated Attendance	<input type="checkbox"/> Sketch of Project Area
<u>RH</u> Event Map	<input type="checkbox"/> Hold Harmless Agreement
<u>RH</u> Hold Harmless Agreement	<input type="checkbox"/> Barrier Plan/ Safe Route Plan
<input type="checkbox"/> License Agreement (if applicable - to be approved by Village Council)	Additional Items for Excavation / Construction on Public Property
<input type="checkbox"/> Parking Plan	<input type="checkbox"/> Application Fee
<u>RH</u> Sign Application (if applicable)	<input type="checkbox"/> Insurance Certificate
<u>RH</u> Insurance Certificate	<input type="checkbox"/> Copy of License
<input type="checkbox"/> 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: [Signature] Date: June 11th, 2024

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

APPROVAL / COMMENTS BY

Police Chief: [Signature] Date: 6-11-24

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.

DDA Fire Chief: [Signature] Date: 7-1-24

DPW Director: [Signature] Date: 7-1-24

Village Council: _____ Date: _____

OR

Village Manager: _____ Date: _____

Conditions of Approval: _____



Village of Lake Orion

21 E. Church Street
 Lake Orion, Michigan 48362
 Tel 248.693.8391
 Fax 248.693.5874
www.lakeorion.org

HOLD HARMLESS AGREEMENT

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


2024 LOPA CAR SHOW	SUNDAY, JULY 28, 2024 EVENT 8:00 AM - 1:00 PM SET-UP/TEAR DOWN 5:30 AM - 4:30 pm
Activity/Event	Dates and Time
BROADWAY FROM M-24 TO SHADBOLT, FLINT STREET FROM ANDERSON TO FRONT STREET FROM BROADWAY TO ANDERSON	
General Description of Location	
PARKING LOTS P3. ANDERSON AND S3 E. FLINT	

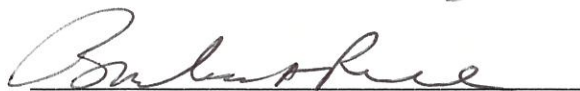
as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the Village of Lake Orion, and all of its officers, officials, agents and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including 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**

Ray Hammond
 Applicant/Property Owner/Contractor Printed Name

6/11/24
 Date


 PAUL CAMPOS, VP LOPA


 Witness One Signature ***

Barbara Rice
 Witness One Printed Name


 Witness Two Signature ***

~~Cherie Hedrick~~ LYNSEY BLOUGH
 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.

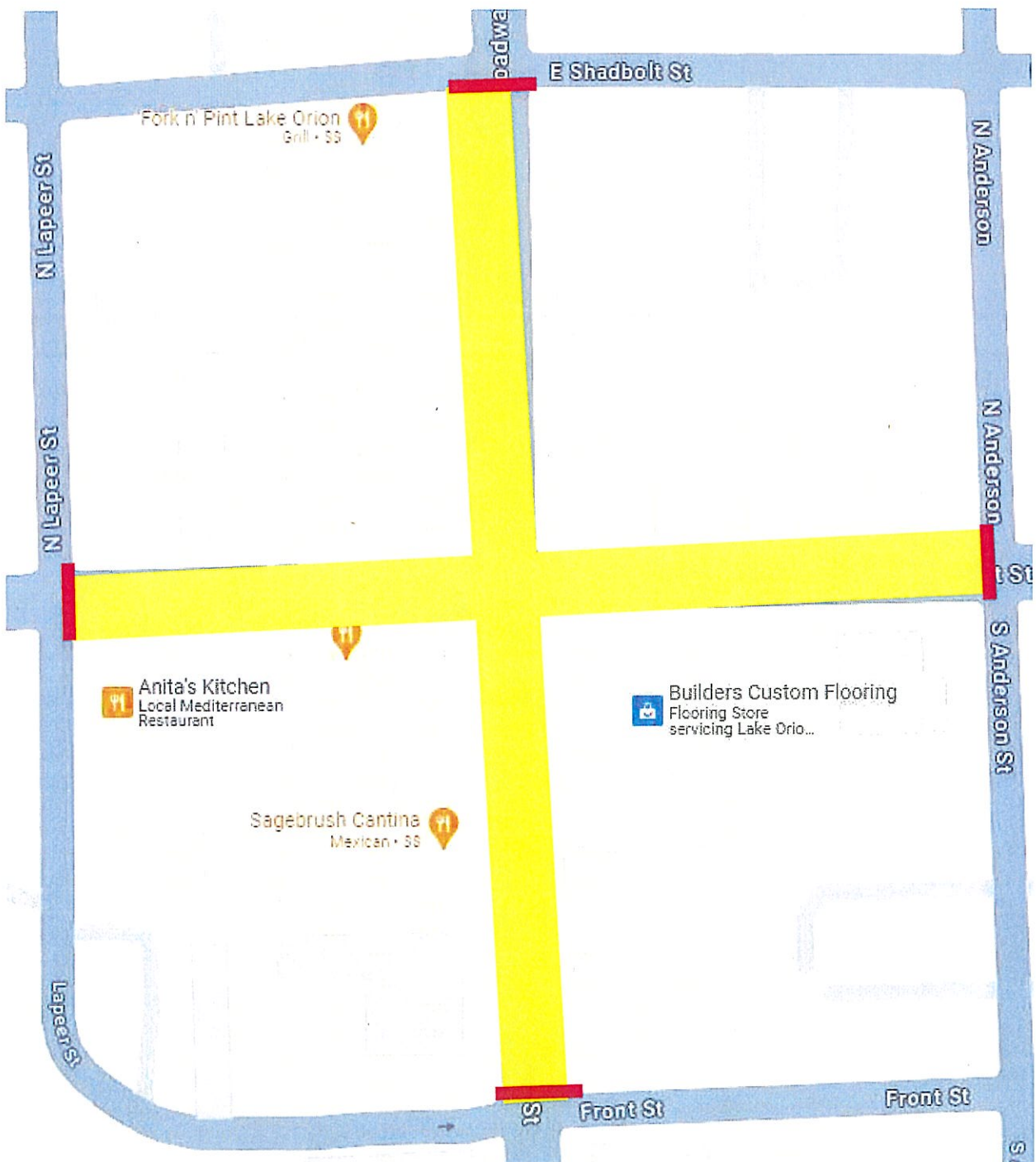
To whom it may concern,

Thank you for your consideration with regards to the attached permit application. We are including some of the requested information in this letter to ensure all information in your hands. As follows;

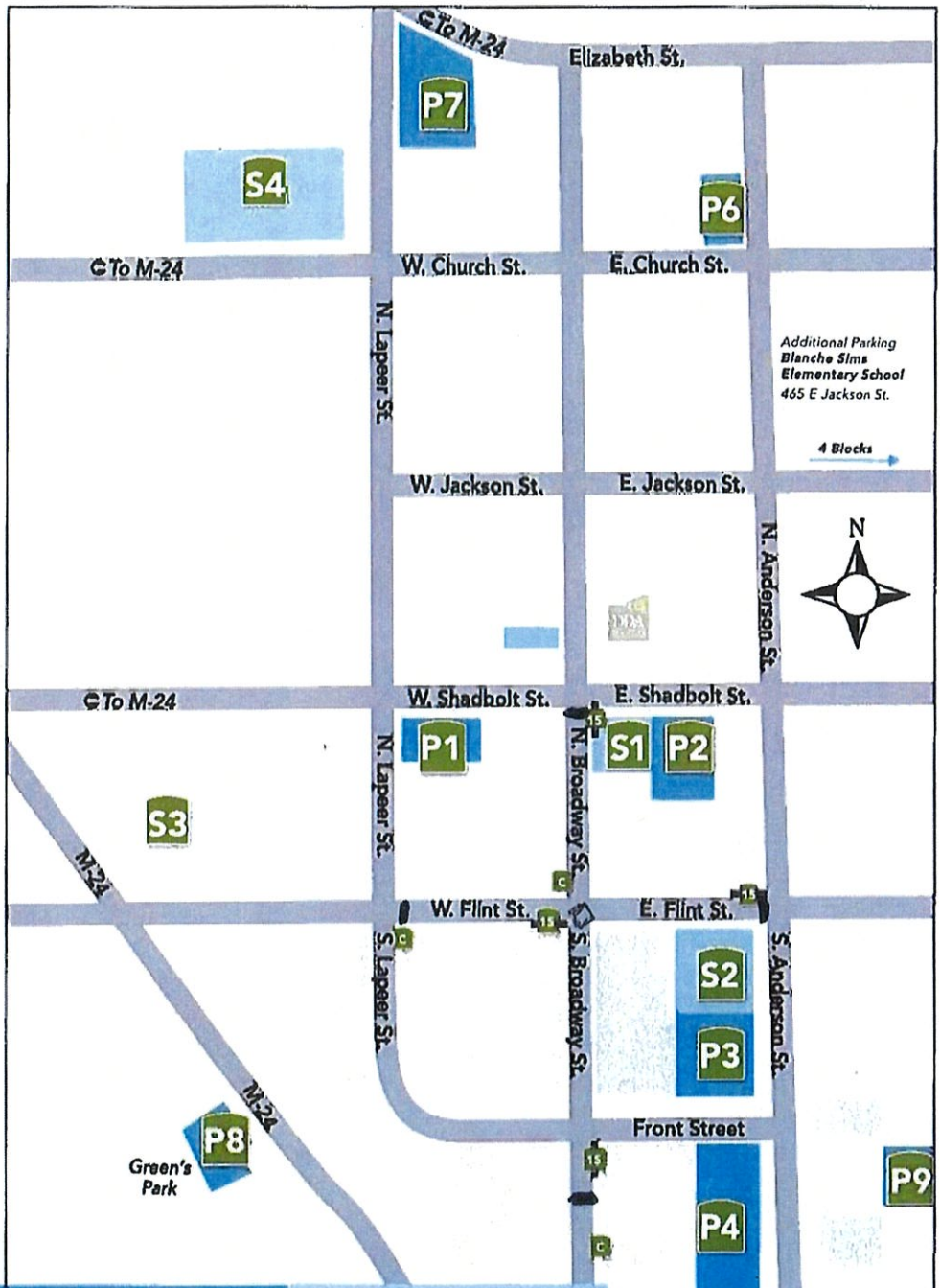
Attendance


The 2024 LOPA Car Show is expected to host 150 classic and unique vehicles. This event is expected to bring between 500 and 750 individuals into the permitted area.

Event Map



DOWNTOWN LAKE ORION PARKING

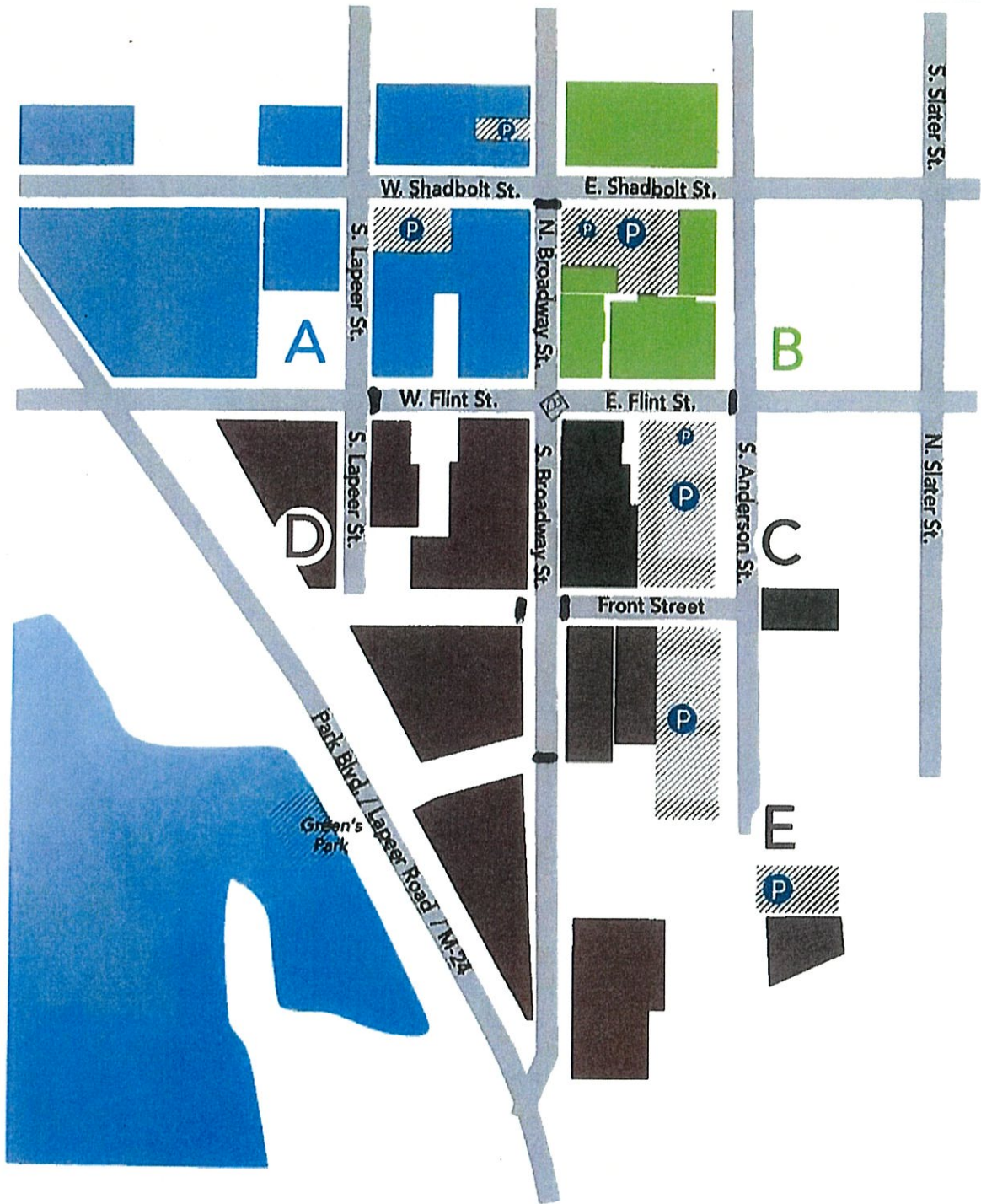


 Parking Lots	
P	Public Parking
S	Shared Lots
P1	N. Lapeer
P2	E. Shadbolt
P3	S. Anderson
P4	Children's Park
P5	Art Center
P6	Village/Police
P7	Elizabeth Street
P8	Green's Park
P9	Slater Street
S1	Lake Orion Review
S2	E. Flint
S3	PNC Bank
S4	LO Schools Admin Bldg
C	Curbside Delivery
15	15 Min "Quick Trip" Parking

- Shared lots are open to the public after normal business hours.
- 15 Minute and Curbside parking spaces are located in 8 downtown areas.
- Maximum of 23 hour parking in public lots, except for a 6-hour limit in lots P2 and P3.
- On-street downtown parking limited to 2 hours.
- No parking on downtown streets between 3 am - 5 am.
- 48-hour parking available at N Broadway and N Anderson St. as marked in green.

Children's Park

Meek's Park



□ = DJ Booth
 — = ROAD BLOCK



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: Village Right-of-Ways Parcel ID #: _____

Name of Business at Sign Location: _____ Zoning District: DC/MC

OWNER INFORMATION

Property Owner Name: _____ Address: _____

Property Owner Phone #: _____ E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: LAKE ORION POLICE ASSN. Address: 21 E. Church

Applicant Phone #: 248 495 8386 E-Mail: HAMMOND R @ LAKEORIONPOLICE.ORG

Applicant is: (i.e. contractor or business owner or architect, etc.) LOPA MEMBER

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 6/30/24 To 7/29/24

Name of Event: 2024 LOPA CAR SHOW Date of Event: 7/28

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): Paul Campo Date: 6/27/24
PAUL CAMPO, VP, LOPA

TO BE COMPLETED BY VILLAGE STAFF - Date Received: _____

Fee: _____

Receipt #: _____



Village of Lake Orion

21 E. Church Street
 Lake Orion, Michigan 48362
 Tel 248.693.8391
 Fax 248.693.5874
www.lakeorion.org

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.

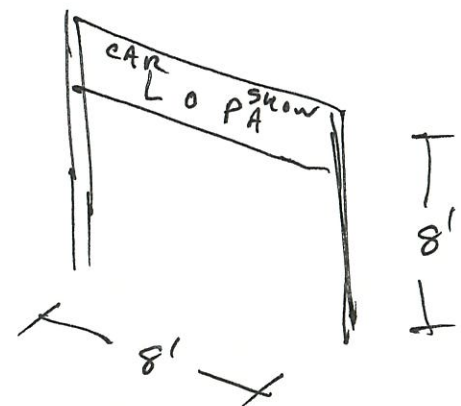
BROADWAY / FLINT.



10'x10' POP-UP CANOPY WITH
 TABLE, TABLECLOTH BANNER,
 USUALLY IN N.E. CORNER OF
 INTERSECTION

PNC BANK

N. PARK BTW FLINT AND SHADBO.
 (TBD)



FINAL LOCATION ON PROPERTY
 TBD
 "CAR SHOW" BANNER



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

REQUEST TO USE OF VILLAGE EQUIPMENT

APPLICANT INFORMATION

Applicant Name: Ray Hammond / Paul Campo Business Name: Lake Orion Police Association
Address: 21 E Church St City, State, Zip: Lake Orion, MI 48362
Applicant Phone #: 248-693-9700 ext 157 Applicant E-Mail: hammond@lakeorionpolice.org

EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: _____
Road barricades for car show

Use of Equipment Begins – Day: July 28, 2024 Time: 5:30am

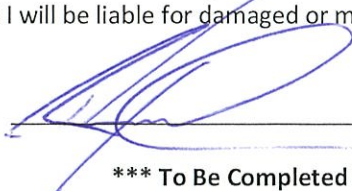

Use of Equipment Ends – Day: July 28, 2024 Time: 4:30pm

EQUIPMENT TO BE USED Please describe in detail below

Barricades Temporary closure signage Trash cans Other

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 damaged or missed property at actual cost plus 20% for administrative costs.

Signature of Applicant:

  Date: June 11, 2024
*** To Be Completed by Village Administration ***

Issued:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

Returned:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____



21 E. CHURCH ST.
LAKE ORION, MI 48362

LAKE ORION POLICE ASSOCIATION

INVOICE

Customer #:	LOPA
Invoice Number:	2400000427
Service Date:	06/24/2024
Invoice Date:	06/24/2024
Terms:	Due Upon Receipt
Due Date:	06/24/2024
Balance Due:	\$275.00

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	APPL FEE	25.0000	\$25.00
1.000	RIGHT OF WAY SPECIAL E	100.0000	\$100.00
1.000	APPL FEE	25.0000	\$25.00
1.000	BANNER PERMIT FEE	75.0000	\$75.00
1.000	ELECTRICITY	50.0000	\$50.00

Receipt # 44782
PAID - 7-1-2024
\$275.00

101-000-607.000

Elce.

NOTES: 2024 LAKE ORION POLICE ASSOCIATION
2024 LOPA CAR SHOW JULY 28, 2024

PLEASE MAKE CHECKS PAYABLE TO: VILLAGE OF LAKE ORION

Total Invoice:	\$275.00
Credits Applied:	\$0.00
Payments Applied:	\$0.00
Invoice Balance:	\$275.00

Please keep top portion for your records
Please detach bottom portion and return with payment

REMIT PAYMENT TO:
VILLAGE OF LAKE ORION
21 E. CHURCH ST.
LAKE ORION, MI 48362

CUSTOMER:
LAKE ORION POLICE ASSOCIATION
INVOICE DESCRIPTION:

Customer ID:	LOPA
Invoice Number:	2400000427
Service Date:	06/24/2024
Invoice Date:	06/24/2024
Terms:	Due Upon Receipt
Due Date:	06/24/2024
Balance Due:	\$275.00

 \$ 275.00
AMOUNT PAID