



Special Event
SE-2025-007

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	FXV-KQG	Jul 25, 2025	--	Nov 20, 2025	--	--

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
Janet Bloom

✉ bloom@downtownlakeorion.org

☎ (248) 693-9742

📄 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Internal

Conditions

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.

Issued By:

N/A

Internal Notes - Employee Communication

N/A

General Information

Event Location

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

Event Locations

N/A

Zoning District

DC - Downtown Center

Event Name

Sing & Stroll

Event Details

Tree lighting ceremony. Music from 5-7pm along with performances from local dance, choir, and theatre groups, and DJ. Hot cocoa Bar, Fire pits to roast marshmallows, and singing carols. Santa and Mrs. Claus onsite. Horse and Carriage Rides.

Date / Hours of Event

11/20/2025 from 5-7pm

Date / Hours of Set-up and Tear Down

set up: 11/20/25 at 4pm Tear down: 11/20/25 at 7:30pm

Event Map[sing and stroll 2024 site map and sig...](#)**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

Gazebo Rental?

Yes

Gazebo Rental Date/Hours

set up: 11/20/24 4pm Tear down: 11/20 7:30pm

Coordinating Event Details

N/A

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

Yes

If Yes, provide next year's specific dates

November 19, 2026

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

Event is held annually

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

No

Describe above selection

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, S3, S5, and street parking

Parking Plan

[Sing and Stroll parking map - applica...](#)

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 and performers, DJ, requested music from 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 DDA Booth tent

Portable restrooms

If yes, number of portable restrooms and location

Yes 1 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?

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)

11/20/2025 at 4:00pm

Use of Equipment End (Day / Time)

11/20/2025 at 7:30pm

Barricades/Traffic Cones

Yes

If yes, describe

Yes, for horse and carriage setup at Elizabeth Street lot. Possible use of traffic cones.

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	If yes, describe
No	N/A

Emergency Fire Equipment, such as ambulance	If yes, describe
No	N/A

Other Village Services	If yes, describe
No	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'

Sign Sketch Plan
Sign Dimension and Wording.png

Location Map
Sing and Stroll Event Map and Sign L...

Temporary Display Start
Nov 1, 2025

Temporary Display End
Dec 15, 2025

Quantity of Temporary Signs
N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent
signature emily dz.PNG

Hold Harmless Agreement

Hold Harmless Agreement
Sing and Stroll HH Agreement.jpeg

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Gazebo Rental Fee	\$35.00
Admin Waive Fee	-\$100.00
Admin Waive Fee	-\$35.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Office D August 6, 4:26 PM

The address for this event is Children's Park Gazebo as usually. This wasn't an option to select on the drop-down so 118 N Broadway was used as a general address. Also, the event is happening is 2025. My apologies for typing in 2024. Attached is the Gazebo Rental form.

[Gazebo Rental Sing & Stroll 2025.pdf](#)

Office D August 14, 2:32 PM

Sign & Stroll Hold Harmless agreement

[Sing and Stroll HH.jpg](#)

Lynsey B August 25, 12:06 PM

Hi Emily, could you please let me know the dates the banner sign for the Sing and Stroll will be up? Thanks!

Office D August 25, 1:03 PM

Yes, so the Banner should be up from Nov 1st to Dec 15th.

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 - ACTIVE

Assignee: Mario Ortega

7. Village Manager / Council Review - INACTIVE

Assignee: Darwin McClary

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough