



Special Event
SE-2026-007

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Orion Township	XDN-ZIF	Feb 3, 2026	--	May 25, 2026	--	--

Applicant Information

APPLICANT
Orion Township

- ✉ jbhatti@oriontownship.org
- ☎ (248) 391-0304 ext. 1003
- 📄 2323 Joslyn Rd, Lake Orion, MI 48360
- 📍 *Same as mailing address*

Agent

AGENT
Jenny Bhatti

- ✉ jbhatti@oriontownship.org
- ☎ (248) 391-0304 ext. 1003
- 📄 2323 Joslyn 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.

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.

The Fire Department approves this event. There shall be no parking in the North 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

▶ 93 S ANDERSON ST
LAKE ORION, MI 48362



Event Locations

Event will start in front of the horseshoe pits and then go out and back on the Paint Creek Trail

Zoning District

DC - Downtown Center

Event Name

Orion Veterans Memorial Day Run/Walk

Event Details

Event is a 5k and 5 mile out and back run/walk on the Paint Creek Trail

Date / Hours of Event

05/25/2026, check in begins at 8am, race begins at 9am

Date / Hours of Set-up and Tear Down

05/25/2026, tear down begins at 10:30am

Event Map

[5K Route.pdf](#)

[5-Mile Route.pdf](#)

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?

No

Gazebo Rental Date/Hours

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Co-Sponsored

Status

Non-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

[W9.pdf](#)

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

Memorial Day 2027

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Orion Veterans Memorial

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

This will be our 10th year

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

No

Describe above selection

Always started in the Village

Event Details (continued)

Total estimated attendance each day

100

What parking arrangements will be necessary to accommodate attendance?

Nothing additional

Parking Plan

How will trash be handled?

We will have pop-up trash and recycling cans, and will haul away when the event is over

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

We will have a portable speaker that we will use to start the race and announce winners

Will tents be used?

Yes

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

2 Tents will be on the grassy area next to the fire station, same as previous years

Portable restrooms

Yes

If yes, number of portable restrooms and location

We will have 3 porta johns on site, next to the horseshoe pits (where the other porta john is)

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

No

If yes, describe

N/A

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

No

If yes, describe

N/A

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

We would love to have an officer at the atwater crossing to ensure safe passage of participants

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

A sign will be placed by the horseshoe pit (-cancelled by applicant)

Sign Dimensions

24x36 (-cancelled by applicant)

Sign Sketch Plan

[2023 5K 5Miles Yard Sign.pdf](#)

Location Map

Temporary Display Start

May 1, 2026

Temporary Display End

May 25, 2026

Quantity of Temporary Signs

0

OLD_Quantity of Temporary Signs 

0

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signature.pdf](#)

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

[Village of Lake Orion Certificate.pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[2026 OVM - Village.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Fee	\$25.00
Sign Fee	\$75.00
Administrative Correction	-\$100.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

02/03/2026	Payment	Card	\$100.00
Non-refundable convenience fee of \$6.00			

Communication

Kirsten B February 6, 9:36 AM

Hi Jenny,

Lynsey and I are working on this application for the Orion Veterans Memorial Day walk & run. A few things need to be clarified, please. First, how many tents will be set up for this event? Last year's application noted two. Second, how many temporary signs do you intend to place? We need to know the exact quantity in order for us to correctly invoice you for the event. Last year you applied for one sign. Do you expect that to be the same this year? Third, for the porta-johns, you mentioned last year that there would be three. Do you expect the same number this year?

Please let us know and we can update the application. Thank you!

Kirsten Barber

Kirsten B February 6, 9:44 AM

Jenny,

One other thing, the application is missing a specific start time for the walk/run. It states a check-in time of 8am. Last year the application stated the race start time was 9am. Is that the same plan for this year?

Kirsten Barber

Jenny B February 6, 11:06 AM

I will have 1-2 tents. I will put up 1 sign. I will have 3 porta-johns again. The run/walk starts at 9am.

Kirsten B February 6, 11:16 AM

Thank you, Jenny. We will add the additional fee for the sign permit to your application. Please let us know if you have any additional questions.

Kirsten

Jenny B February 6, 12:04 PM

I already paid \$100 yesterday, if it's an additional \$100 for 1 sign, then I won't do it.

Kirsten B February 6, 12:41 PM

There is an additional \$100 fee for the sign. This is the same fee as last year. I can remove those charges for you if you would like to continue without the sign. I have attached a copy of the invoice and payment from last year for your reference.

Kirsten

Orion Veterans Memorial Day Run Package 2025 pymt.pdf

2025 Orion Veterans Memorial Day Run Walk Invoice.pdf

Lynsey B February 10, 8:45 AM

Good morning,

Just to confirm, you would like to proceed without the sign, correct? Please let us know.

Thank you!

Jenny B February 11, 11:14 AM

Yes, I will proceed without the sign. Thank you.

Lynsey B February 11, 12:21 PM

Got it! Thank you!

Lynsey B February 18, 10:51 AM

Hi Jenny,

Police Chief Amundson has reviewed your special event permit application and added the following conditions, which will be reflected in the resolution pending Village Council approval. I am sharing them with you for your awareness.

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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. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough