



Special Event
SE-2026-009

Balance
-\$250.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Julie Sugg	JMZ-93C	Mar 18, 2026	--	Aug 27, 2026	--	--

Applicant Information

APPLICANT
Julie Sugg

✉ info@dragononthelake.com

☎ (248) 693-4986

📦 P.O. Box 674, Lake Orion, MI 48361

📍 115 S Anderson St, Lake Orion, MI 48362

Agent

AGENT
Stephanie McIntyre

✉ info@dragononthelake.com

☎ (810) 772-6603

📦 PO Box 674, Lake Orion, MI 48361

📍 115 S Anderson St, Lake Orion, MI 48362

Internal

Conditions

Alcohol:

The event organizer is responsible for ensuring that no alcoholic beverages are served or provided to individuals under the age of 21. Adequate measures must be in place to verify the age of all individuals being served alcohol, in compliance with Michigan Liquor Control Commission regulations.

Licensing shall be obtained as required by the Michigan Liquor Control Commission and the Lake Orion Police Department at the appropriate time of application.

Beer Tent

The event holder shall be solely responsible for providing adequate security and staffing for the beer tent.

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.

Vendors:

A list of all approved vendors conducting sales within the event shall be provided to the Police Department if applicable.

Public Safety & Information Tent

To support public safety and community engagement, the Event Holder shall provide a location for a Lake Orion Police Department informational and safety tent. The tent should be located near the center of the event when feasible, with the final location determined collaboratively during the pre-event planning meeting with the Police Department.

Issued By: 

Please see attachment for Fire Department approval

Internal Notes - Employee Communication 

N/A

Approved Event: 

N/A

General Information

Event Location

▶ **Municipal Parking Lot P3, Municipal Parking Lot P4, Greens Park, Childrens Park Gazebo,
Downtown Streets**
Lake Orion, MI 48362



Event Locations

Municipal Parking Lot P3 for Tiki Bar, Municipal Parking Lot P4 for Dragon Pub, Green's Park, Children's Park Gazebo, Downtown Streets

Zoning District

DC - Downtown Center

Event Name

Dragon on the Lake

Event Details

17th annual festival in downtown Lake Orion featuring Dragon Boat Races in Green's Park, an Art + Craft Fair, Chalk Art Challenge, Tiki Bar, Dragon Pub, Kids Zone, Vendor Marketplace and more.

Date / Hours of Event

Thursday, August 27 (Tiki Bar Only): 4pm - 12am; Friday, August 28 (Dragon Pub Only): 4pm - 12:30am; Saturday, August 29 (Festival): 10am - 7pm (Dragon Pub) 4pm - 12:30am; Sunday, August 30 (Festival): 10am - 6pm

Date / Hours of Set-up and Tear Down

Wed, Aug 26: 9am (Tiki Bar) - Lot P3; Thurs, Aug 27: 9am (Dragon Pub) - P4; Fri, Aug 28: 4pm (Art + Craft Fair Load-in); Sunday, Aug 30: 6pm - 9pm - tear down

Event Map

[2026 DOTL - Layout.pdf](#)

[2026 DOTL - Gazebo Rental Children...](#)

[2026 DOTL - Greens Park App.pdf](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

5

If yes, describe

P3: Wed, Aug 26 at 9am through Mon, Aug 31 at 5pm

P4: Thurs, Aug 27 at 9am through Mon, Aug 31 at 5pm

Broadway from Shadbolt to M-24 (load-in begins Fri, Aug 28 at 4pm, load-out complete by Sun, Aug 30 at 10pm)

Flint from Lapeer to Anderson (load-in begins Fri, Aug 28 at 4pm - load-out complete by Sun, Aug 30 at 10pm)

Front from Broadway to Anderson (used for Chalk Art Challenge on Sat, Aug 29 at 7am)

Green's Park Reservation?

Yes

Green's Park Reservation Date/Hours

August 29-30, 2026 from 7am-7pm

Green's Park Reservation Duration (Days)

2

Gazebo Rental?

Yes

Gazebo Rental Type

Residents

Gazebo Rental Date/Time

August 29-30, 2026 from 10am-4pm

Gazebo Hour

12

Coordinating Event Details

Dragon Boat Races in Green's Park

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Group

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

[501c3 letter \(1\) \(1\) \(4\).pdf](#)

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

August 26 - 29, 2027

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Orion Art Center

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

No

Describe above selection

Dragon on the Lake has been held in downtown Lake Orion for many years

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

No

Describe above selection

Has been in downtown Lake Orion for many years

Event Details (continued)

Total estimated attendance each day

7500

What parking arrangements will be necessary to accommodate attendance?

Guests can use the public parking lots throughout downtown Lake Orion including P7, P6, P1, and P2 in addition to street parking around the outskirts of the festival.

Parking Plan

How will trash be handled?

Trash cans will be placed through out the festival. Trash will be disposed of in an onsite dumpster. Trash will also be placed by Village garbage cans through event and DPW will collect on Saturday and Sunday morning.

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Dragon Pub
Friday, August 28: 4pm - 12am
Saturday, August 29: 4pm - 12am
Tiki Bar
Thursday, August 27: 4pm - 12am
Saturday, August 29: 10am - 8pm
Sunday, August 30: 10am - 6pm

Will tents be used?

Yes

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

P4: 40x140 tent for pub plus 10x20 tents for entrance and bar

P3: 20x60 tent for tiki bar

Green's Park: 20x20 tent for registration, 10x10 for emcees

Vendors and artists to use their own tents throughout the streets

Portable restrooms

Yes

If yes, number of portable restrooms and location

18 total
P3: 1 handicap, 1 regular
P4: 2 handicap, 12 regular
Shadbolt/Broadway: 1 handicap, 1 regular

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

Yes

If yes, describe

Beer, wine and mixed drinks will be served at the Tiki Bar and Dragon Pub.

Is liquor license issued by the State of Michigan?

Yes

If yes, whose name is the license issued to

Orion Art Center

Copy of License

Will food and beverages be sold?

Yes

If yes, describe

Vendors will offer both pre-packaged and fresh food onsite. Producer will work with Health Department to ensure proper permitting and operations.

Will merchandise be sold?

Yes

If yes, describe

artists and vendors will sell their merchandise in booths along Broadway and Flint streets.

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Wed, August 26: 9am

Use of Equipment End (Day / Time)

Mon, Aug 31: 5pm

Barricades/Traffic Cones

Yes

If yes, describe

N/A

Temporary Closure Signage

Yes

Trash Cans

Yes

Electrical Connections

Yes

If yes, describe

Vendors and artists to use outlets along sidewalks

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

Assistance with street closures for artist load-in and out

Other Village Services

Yes

If yes, describe

Event will need barricades for street and parking lot closures. Event will need signage to inform the public in advance of the lot closures. Event will use Village garbage cans throughout the event.

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

Corner of S Park and Flint Streets
Fence at Green's Park

Sign Dimensions

3x6 and 3x12

Sign Sketch Plan

[2026 DOTL - Sign Permit Documents...](#)

Location Map

Temporary Display Start

Aug 3, 2026

Temporary Display End

Aug 31, 2026

Quantity of Temporary Signs

2

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[2026 DOTL - Hold Harmless.pdf](#)

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

[VILLAGE OF LAKE ORION COI\(1\) \(1\)...](#)

Hold Harmless Agreement

Hold Harmless Agreement

[2026 DOTL - Hold Harmless.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Green's Park Fee	\$1,000.00
Application Sign Fee	\$25.00
Sign Fee	\$150.00
Gazebo Rental Fee	\$120.00
Gazebo Rental Fee	\$420.00
Electricity Use	\$50.00
Administrative Correction	-\$420.00
TOTAL	\$1,445.00
PAID	\$1,695.00
BALANCE DUE	-\$250.00

Transaction Log

03/18/2026	Payment	Card	\$775.00
Non-refundable convenience fee of \$26.25			
04/07/2026	Payment	Card	\$920.00
Non-refundable convenience fee of \$30.60			
04/08/2026	Refund	Check	\$0.00
Adjusting the Gazebo Rental to reflect Resident's Hourly Rate instead. \$250.00 check would be refunded to the applicant.			

Communication

Kirsten B March 31, 5:04 PM

Hello Stephanie,

I am working with Lynsey on your application for the 2026 Dragon on the Lake event.

There were a few things I noticed with the documents you did submit:

- **Hold Harmless Agreement:** The times of the event were omitted. Please add the times and resubmit.
- **Certificate of Insurance:**
 - Insurance Letter C, has policy effective dates for only 2025, please update and resubmit
 - Under the "DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)" section, I believe the event dates listed are from last year. Please update and resubmit.
 - Liquor Liability coverage must be added. We understand this may come at a later date after licenses have been issued.
- **Liquor Licenses:** One for each: Tiki Bar and Dragon Pub, once issued.
- **Marine Permit:** We need the approved permit issued by the DNR, once issued.

Unfortunately, we experienced some technical issues and our system did not correctly capture the correct fees for the Green's Park and Children's Park Gazebo reservations. There are some additional fees that are due and have been added to this event:

- **Green's Park Reservation Day 2:** \$500
- **Children's Park Gazebo Rental:** \$420 (12 hours at \$35 each hour)

Please reach out with any questions and Lynsey and I will be happy to assist.

Kirsten

Stephanie M April 7, 8:39 AM

Hi Kirsten -

I have attached the updated Hold Harmless here.

The form wouldn't let me move forward in submitting the application without putting something in for insurance, so I used last year's insurance while the new insurance is getting compiled. I will send once I have it along with the marine permit and liquor licenses.

Can you please double check the cost of the gazebo rental? The agreement says that non-profits get the resident rate.

Thank you, Stephanie

2026 DOTL - Hold Harmless.pdf

Lynsey B April 8, 11:36 AM

Hi Stephanie,

Thank you for sending the updated Hold Harmless form. We've received it.

We've updated your gazebo rental charges to reflect the Orion Art Center resident rate of \$10/hour, plus the \$50 electricity fee. For your 12-hour rental, the total comes to \$170. Since you originally paid \$420, we'll be issuing a refund of \$250 to adjust for the difference. I reached out to our Tech Support for GOGov to fix the changes.

Please feel free to send the updated insurance, marine permit, and liquor licenses once they are ready.

Please let us know if you have any other questions.

Thank you,
Lynsey

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