

Movie Nights



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

REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT AND EVENT APPROVAL PROCEDURE

The following lists all documents required for a complete submittal of a Special Event Permit application.

Special Events Permit

To initiate the special event application process, event organizers must complete and sign a Special Events Permit Form. The application must include a brief description and purpose of the event, the dates and times of the event, including setup and clean-up dates, and a complete listing of contact information for the event organizer. The contact person listed will serve as the emergency contact for the event. The contact person listed must be present at the event. If not, another emergency contact person must be named.

Event Map

The application form must be accompanied by an event map. The map must clearly show the location(s) for each activity during the event.

Hold Harmless Agreement

A Hold Harmless Agreement is included with the application form and must be completed, signed, and returned as part of the application package. The Hold Harmless Agreement form must include TWO witness names and signatures in addition to the applicant's name and signature.

Insurance Certificate

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. In addition, an event sponsor shall be required to provide a valid certificate of insurance naming the Village of Lake Orion as an additionally insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event, including set up and tear down, and the Village's address, listed as:

**Village of Lake Orion
21 E. Church St.
Lake Orion MI 48362**

Based on the nature of the event the applicant may be required to provide additional insurance.

License Agreement (if applicable)

A License Agreement approved by Village Council is required for all events.

Temporary Sign Application (If applicable)

Special events that will be erecting temporary signage before or during the event must complete a Sign Permit Application. Sign regulations including exempt signage as well as temporary sign regulations are listed in Chapter 155 of the Village of Lake Orion Code of Ordinances found on the Village of Lake Orion Website at www.lakeorion.org. The permit application can be found here on the Village's website. Signage may have separate fees associated with it.

Request to Use Village Equipment (If applicable)

Special events that will require street closures or the use of other Village equipment must complete a Request to Use Village Equipment Form.

Pre-Application Meeting

Prior to submitting your Event Application Form, you will be required to set up a meeting with the Village Administration including representatives from the DPW, Fire Department, and Police Department to review your event. Please contact the Village Offices at (248) 693-8391 extension 105 or at events@lakeorion.org to set up an appointment.

EVENT APPROVAL PROCESS

Village Administration Internal Review

Complete Application package should be submitted in person or mailed to Village Hall located at 21 E. Church St. or via electronic mail to the Village Office at events@lakeorion.org. Event applications shall be submitted 120 days in advance of your event date. Event review will not move forward until such time as all required documents for the event have been submitted.

Upon receiving complete application packages, the Village administration will begin their review. The Police Chief, Director of DPW, Orion Township Fire Marshall, and Orion Township Building Official (as needed), DDA Executive Director and Events Committee Members will be notified of the event and asked to review the application package. The applicant will be notified of any additional items required for approval.

Village Council Approval

All events as require Village Council approval prior to the start of the event. The Village Council meets twice a month, typically on the second and fourth Mondays of each month. The applicant will be notified when their application will be placed on the Village Council agenda. The Village Council may approve, approve with conditions, deny, or table the special event request.

Preparation for Event

Upon approval, the applicant will be required to work with applicable Village departments to ensure the success of their event. For example, this may require working with the Police Department for requested road closures and public safety measures.



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EVENT PERMIT APPLICATION

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

Date of Application:	3/18/2025	Date Application Fee Paid:	
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Sponsoring Organization's Legal Name:	
Lake Orion Downtown Development Authority	
Phone	248-693-9742
Fax	
Email	office@downtownlakeorion.org
Website	downtownlakeorion.org
Sponsoring Organization's Agent Name:	
Emily Dziegielewski	
Phone	
Fax	
Email	
Website	
Event Name:	
Outdoor Movie Nights; Date Night Movie Night July 18th; Teen Movie Night August 15th; Kid's Movie Night September 19th	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary)	
Outdoor movie screen, projector and speakers set up in Children's Park. Concessions available for purchase. possible food trucks in the parking lot.	
Date/Hours of Event:	
7/18/25 9:00pm-11:00pm 8/15/25 8:30-10:30pm 9/19/25 7:30-9:30pm	
Date/Hours of Set-up and Tear Down:	
On above dates: 1 hour before set up and tear down 1 hour after	
Event Location and Boundaries	



Event Location and Boundaries

Gazebo, lawn and playscape

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

Event will be near the Paint Creek Trail Head. A Banner will be along M24. *AutoZone*

There is no anticipated event parking or street parking that needs to be closed.

Will street closures and/or Parking Lot closures be necessary: () Yes (X) 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.

Coordinating with Another Event:

YES NO X

If Yes, Event Name

Event Name/Details:

Event Information

Type of Event (See definitions attached to information page)

() Village Operated (X) DDA () Individual () Co-Sponsored () Group

Indicate Status

(X) Non-Profit* () Not-for-Profit () For-Profit

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



Annual Event: Is this event expected to occur next year? ☒ 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.

7/17/26, 8/14/26, 9/18/26 Fridays

Is this event a Fund raiser? ☐ Yes ☒ No

If YES, indicate beneficiary information:

Is this the first time the event is being held in the Village of Lake Orion? ☐ Yes ☒ No

Describe:

Was this event previously held outside the Village of Lake Orion? ☐ Yes ☒ No

Describe:

Total estimated attendance each day

300 people

What parking arrangements will be necessary to accommodate attendance?

Describe:

Use of lots P5, P9, P8, P3, P2, P1, S1, S2, S3, S5 and street parking

NOTE: For events over 100 people, you must submit a parking plan.

How will trash be handled?

Describe:

Regular use of on site trash cans



Is amplification of music or speakers planned or anticipated? ☒ Yes ☐ No
If yes, describe, including the dates and times and the maximum limit and amplification:

Speakers facing south towards crowd/seating tiers in accordance to village guidelines

Will tents be used: ☒ Yes ☐ No
If yes, indicate number of tents, use of each, location and size:

info booths
sponsor booths

Portable restrooms: ☒ Yes ☐ No
If yes, number of portable restrooms and location:

1 handicap porta-johns located by horseshoe

Will alcoholic beverages be served: ☐ Yes ☒ No
If yes, describe:

Is liquor license issued by the State of Michigan? ☐ Yes ☐ 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: ☒ Yes ☐ No
If yes, describe:

Popcorn by DDA & Possible food trucks

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 ☐ No
If yes, describe:

DDA branded items



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

Electrical Connections: ☒ Yes ☐ No

If yes, describe:

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.

3/18/25

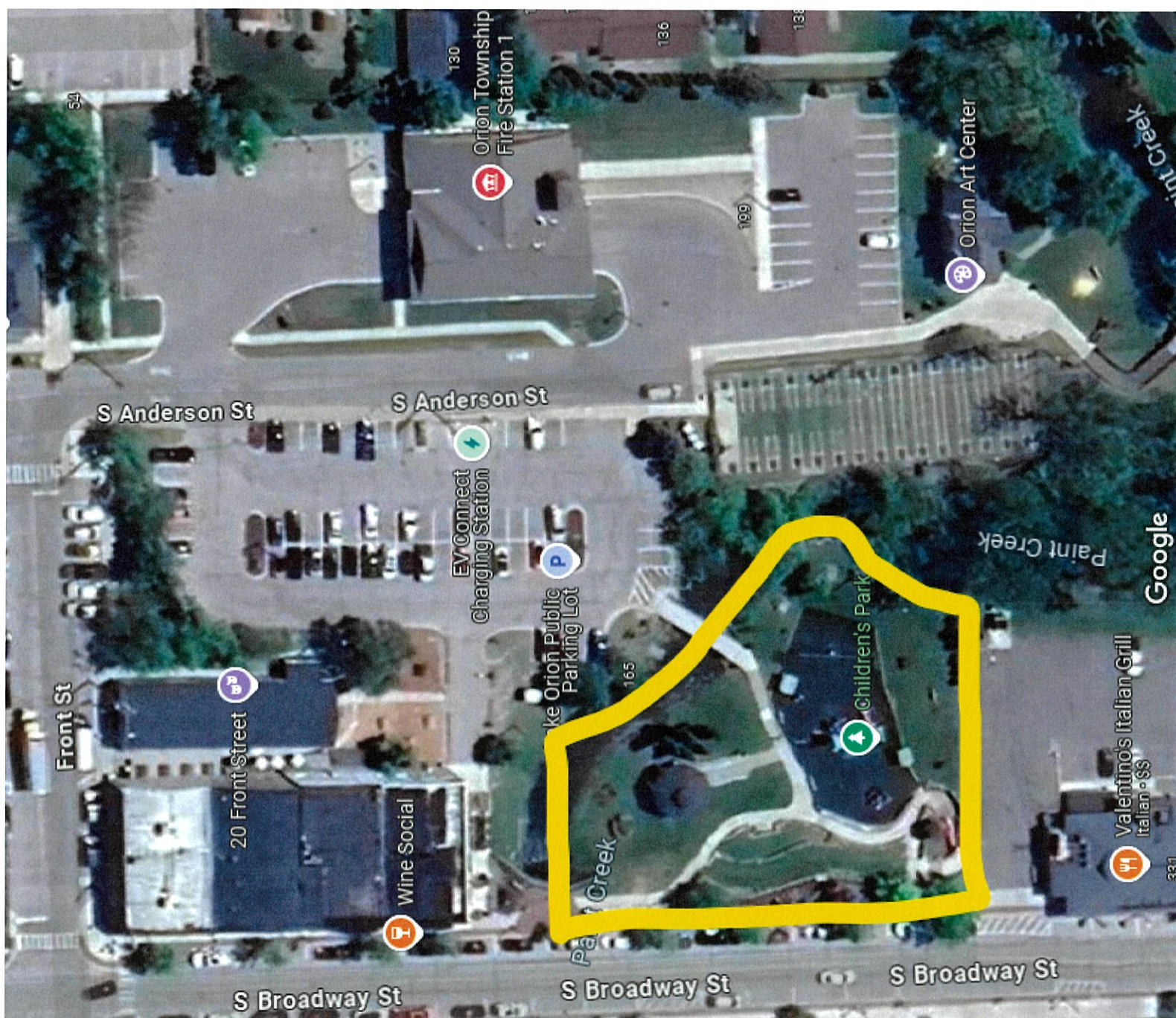
Date

Emily Dziegielewski

Signature of Sponsoring Organization's Agent

Emily Dziegielewski

Print Name





Village of Lake Orion

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HOLD HARMLESS AGREEMENT

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

Outdoor Movie Nights	7/18/25, 8/15/25, 9/19/25
Activity/Event	Dates and Time
Children's Park and Lawn for seating	
General Description of Location	

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.

Emily Dziegielewski
Applicant/Property Owner/Contractor Signature**

Emily Dziegielewski
Applicant/Property Owner/Contractor Printed Name

3/18/25
Date

Janet L. Bloom
Witness One Signature ***

Janet Bloom
Witness One Printed Name

AB
Witness Two Signature ***

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.



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SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: M24 & Children's Park 201 S Broadway Parcel ID #: _____
barney w. zure
Name of Business at Sign Location: Lake Orion DDA Zoning District: _____

OWNER INFORMATION

Property Owner Name: Village of Lake Orion Address: 21 E Church St
Property Owner Phone #: 248-693-9742 E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: Lake Orion DDA Address: 118 N Broadway
Applicant Phone #: 248-693-9742 E-Mail: office@downtownlakeorion.org
Applicant is: (i.e. contractor or business owner or architect, etc.) DDA

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 June 30th To Sept 20th

Name of Event: Outdoor Movie Nights Date of Event: 7/18/25, 8/15/25, 9/19/25

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): Emily Dziegielewski Date: 3/18/2025



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LOCATION MAP

A location map must include the following information:

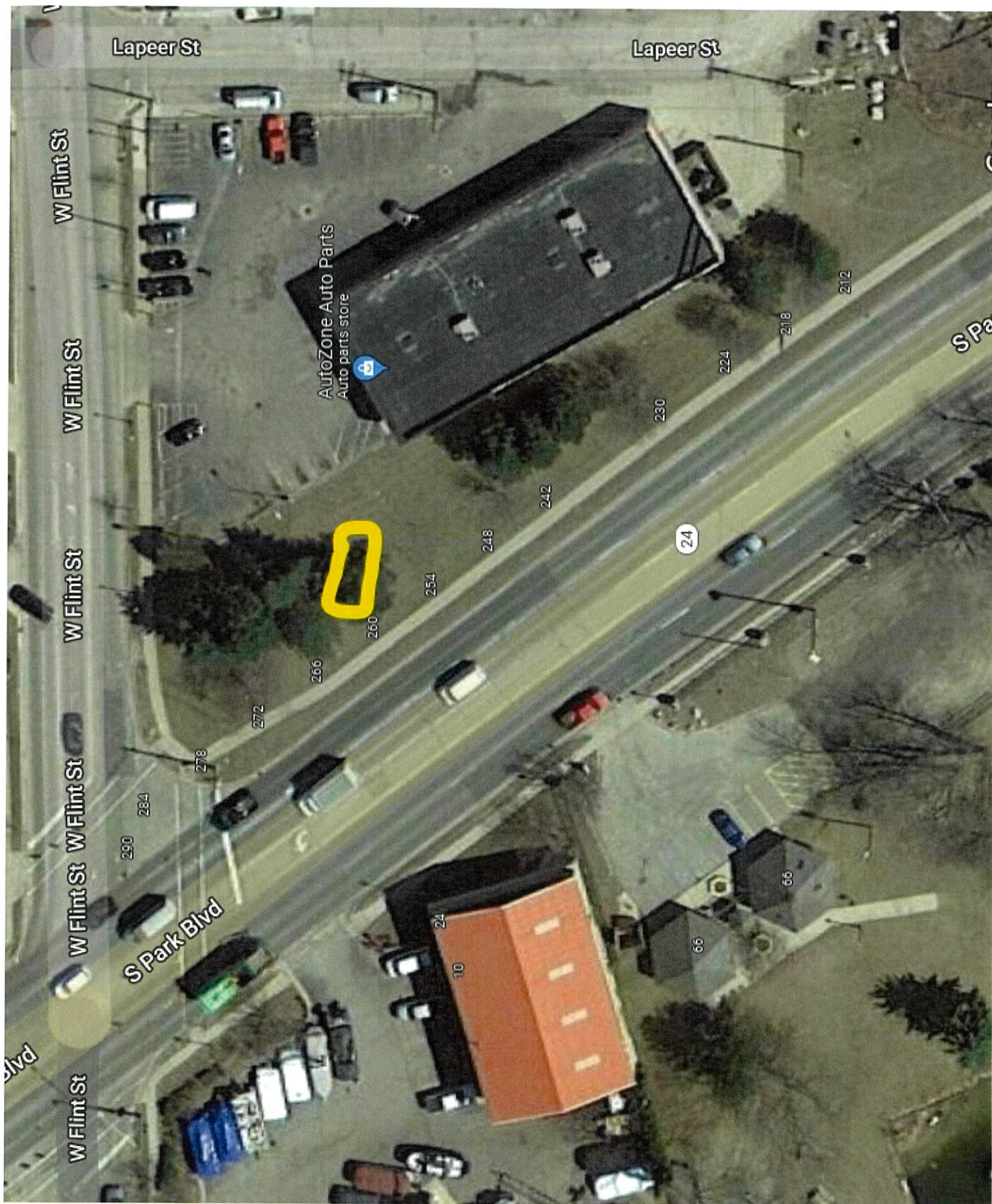
- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

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.**





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REQUEST TO USE OF VILLAGE EQUIPMENT

APPLICANT INFORMATION

Applicant Name: Emily Dziegielewski Business Name: Lake Orion DDA
Address: 118 N Broadway City, State, Zip: Lake Orion, MI, 48362
Applicant Phone #: 248 -693-9742 Applicant E-Mail: office@downtownlakeorion.org

EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: LOLive! concert series at Gazebo

Use of Equipment Begins – Day: July 9, 16, 23, 30 + Aug 6, 13, 20, 27 Time: sehs at 8pm

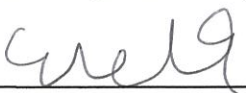
Use of Equipment Ends – Day: July 9, 16, 23, 30 + Aug 6, 13, 20, 27 Time: Tear down at 8pm

EQUIPMENT TO BE USED Please describe in detail below

☒ Barricades ☐ Temporary closure signage ☐ Trash cans ☒ Other

Use of Gazebo electrical outlets,
barricades to block 1-2 party stalls for loading (see map)

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: 5/8/25

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

Issued:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

Returned:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

EQUIPMENT USAGE PROVISIONS

In an effort to minimize loss of equipment or to avoid subjecting people or agencies to potential accusations, the Village is requiring all equipment such as barricades, cones, or fire hydrants to be signed out prior to usage (effective March 15, 1999).

For street and parking lot closures:

The Lake Orion Police Department and Department of Public Works will review the application and decide if the proper equipment (barricades/cones/etc.) was requested and will make changes to the application as necessary.

Use of fire hydrants:

Fire hydrant reducers/hose spigot will be installed on the proper hydrant by the Department of Public Works. The hydrant will be turned on upon installation. In no case shall the hydrant be tampered with. The DPW reserves the right to place a meter on all spigots to monitor water use and bill usage accordingly in the Village sees fit.

General guidelines:

- Equipment will be delivered on site by the Department of Public Works. Locations and site map will be provided by the Police Department in the case of street/parking lot closures. The PD will be in charge of properly closing street and parking lots on the day of the event.
- The applicant will sign a release accepting responsibility for the property at the time of application.
- When the event or activity is complete, the Department of Public Works will pick up the equipment and give a proper accounting to Village Administration at which time the DPW will sign the release form indicating the date and time the property was returned. The applicant may request a copy of the completed release form for their records.
- All equipment will be picked up and returned to inventory by the Department of Public Works on the first business day following the event.
- The applicant will be responsible for any damaged or missing property and will be invoiced for same with payment due upon receipt of invoice.



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

APPLICANT INFORMATION

Applicant Name: Emily Dziegielewski Business Name: Lake Orion Downtown Development Authority
Applicant Phone #: 248-693-9742 Address: 118 N. Broadway St
Applicant E-Mail: office@downtownlakeorion.org City, State, Zip: Lake Orion, MI 48362

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance ☒ Business Sale/Event Utility Installation

Briefly Describe Use/Project Activity: Outdoor Movie Nights

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Children's Park Gazebo and Lawn for seating

Temporary Use of Right-of-Way Begins – Day: 7/18/25, 8/15/25, 9/19/25 Time: an hour before set up on respective dates

Temporary Use of Right-of-Way Ends – Day: 7/18/25, 8/15/25, 9/19/25 Time: an hour after tear down on respective dates

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>ED</u> Anticipated Attendance	<u>Sketch of Project Area</u>
<u>ED</u> Event Map	<u>Hold Harmless Agreement</u>
<u>ED</u> Hold Harmless Agreement	<u>Barrier Plan/ Safe Route Plan</u>
<u>License Agreement (if applicable - to be approved by Village Council)</u>	Additional Items for Excavation / Construction on Public Property
<u>ED</u> Parking Plan	<u>Application Fee</u>
<u>ED</u> Sign Application (if applicable)	<u>Insurance Certificate</u>
<u>Insurance Certificate</u>	<u>Copy of License</u>
<u>Approvals from all applicable outside agencies</u>	<u>\$1,000 Escrow Deposit</u>
	<u>Construction Detail</u>
	<u>Soil Erosion Sedimentation Control</u>

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: Emily Dziegielewski Date: 3/18/25

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

APPROVAL / COMMENTS BY

Police Chief:  Date: 4/30/25

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.

Fire Chief: _____ Date: _____

DPW Director:  Date: 4-28-25

Village Council: _____ Date: _____

OR

Village Manager: _____ Date: _____

Conditions of Approval: _____



Charter Township of Orion

3365 Gregory Rd., Lake Orion MI 48359
www.oriontownship.org

Fire Department

Phone: (248) 391-0304, ext. 2000

Fax: (248) 309-6993

May 7, 2025

Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

RE: Live Gazebo Concert Series

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Lake Orion Live Gazebo Concert Series 2025, be approved with the following condition.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department