



Village of Lake Orion

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

EVENT PERMIT APPLICATION

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

Date of Application: 5/14/25	Date Application Fee Paid: 5/14/25
Sponsoring Organization's Legal Name: LAKE ORION POLICE ASSOCIATION	
Phone 248-249-1235	Fax
Email AIELLO@LAKEORIONPOLICE.ORG	Website
Sponsoring Organization's Agent Name: BOB AIELLO	
Phone 248-249-1235	Fax
Email SAME AS ABOVE	Website
Event Name: 2025 CAR SHOW	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) CAR SHOW WITHIN DOWNTOWN OF VILLAGE	
Date/Hours of Event: JULY 27, 2025 SAT TO JULY 27, 2025 3PM	
Date/Hours of Set-up and Tear Down: SAME AS ABOVE DATES	
Event Location and Boundaries BROADWAY FROM FRONT ST TO SHADBOLT & 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.

CLOSURES FROM 5AM-3PM
BROADWAY FROM FRONT ST TO SHADBOLT &
FLINT ST. FROM LAPORE TO ANDERSON

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.**

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.

Is this event a Fund raiser? ☒ Yes () No

If YES, indicate beneficiary information:

LAKE ORION POLICE ASSOCIATION - EIN 85-2526749

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 75

What parking arrangements will be necessary to accommodate attendance?

Describe: LOPA WILL HANDLE EVENT PARKING OF SHOW CARS
ON STREETS

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

How will trash be handled?

Describe: NONE ANTICIPATED

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:

SMALL SOUND SYSTEM FOR MUSIC & AWARDS CEREMONY

Will tents be used: ☒ Yes ☐ No

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

TWO SMALL TENT, ONE FOR LODG & ONE FOR AWARDS.

Portable restrooms: ☐ Yes ☒ No

If yes, number of portable restrooms and location:

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:

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:

POSSIBLY SMALL ITEM FROM LGAA, CUPS & SUCH

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

Electrical Connections: () Yes (X) No
If yes, describe:

Water: () Yes (X) No
If yes, describe:

Barricades and/or Traffic cones: (X) Yes () No
If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

SEE DRAWING SUPPLIED FOR BARRICADES REQUIRED
100 CONES NEEDED

Do you have need of emergency fire equipment, such as ambulance? () Yes (X) No
If yes, describe:

Other Village services: () Yes (X) No
If yes, describe:

EVENT SIGNS

Will this event include the use of signs? () Yes (X) 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.

5/14/25
Date

Bob Aiello
Signature of Sponsoring Organization's Agent

BOB AIELLO
Print Name