Village of Lake Orion

Special Event SE-2025-002

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Julie Sugg	RDL-RW3	May 9, 2025	Jul 2, 2025	Jul 2, 2025	Jul 1, 2026	

Applicant Information

Agent		
AGENT		
Stephanie McIntyre		
☑ info@dragononthelake.com		
Sec. (810) 772-6603		
🖆 PO Box 674, 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.

Police Reimbursement

The applicant shall be responsible for reimbursing the Village for all police resources 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.

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. (WAIVED FOR 2025, Will begin effective January 1, 2026)

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

Balance **\$0.00**

resources.

To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

Village Manager Signature 😣

Internal Notes - Employee Communication 😣

Spoke with Ms. McIntyre on 6/12/2025 and she will provide the marine permit and insurance by 7/10/2025 (prior to VC Meeting of 7/14/2025) and Liquor License and Liquor Liability Insurance a week before the event. -LBlough

General Information

Event Location

3 S BROADWAY ST LAKE ORION, MI 48362-3113

Zoning District

DC - Downtown Center

Event Name

Dragon on the Lake

Event Details

16th 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 21 (Dragon Pub Only): 4pm - 12am; Friday, August 22 (Dragon Pub Only): 4pm - 12am; Saturday, August 23 (Festival): 10am - 7pm (Dragon Pub) 4pm - 12am; Sunday, August 24 (Festival): 10am - 6pm

Date / Hours of Set-up and Tear Down

Wed, Aug 20: 9am (Dragon Pub) - Lot P4; Fri, Aug 22: 9am (Tiki Bar) - Lot P3; Fri, Aug 22: 4pm (Art +	Craft Fair Load-
in)	

Event Map

Street Closures and / or Parking Lot closures necessary? Yes

If yes, how many days?

2

If yes, describe P4: Wed, Aug 20 at 9am through Mon, Aug 25 at 5pm P3: Fri, Aug 22 at 9am through Mon, Aug 25 at 5pm Broadway from Shadbolt to M-24 (load-in begins Fri, Aug 22 at 4pm, load-out complete by Sun, Aug 24 at 10pm) Flint from Lapeer to Anderson (load-in begins Fri, Aug 22 at 4pm - load-out complete by Sun, Aug 24 at 10pm) Front from Broadway to Anderson (used for Chalk Art Challenge on Sat, Aug 23 at 7am)

Green's Park Reservation?	Green's Park Reservation Date/Hours
Yes	August 23-24, 2025 from 7am-7pm
Gazebo Rental?	Gazebo Rental Date/Hours
Yes	August 23-24, 2025 from 10am-4pm
Coordinating Event Details	Coordinating with Another Event?
Dragon Boat Races in Green's Park	No

If yes, Event Name

N/A

Event Details

Type of Event	Status	
Group	Non-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	If this event a Fund raiser?	
August 24-27, 2026	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?	If yes, describe
Yes	Dragon Pub: Thursday, August 21: 4pm - 12am,
	Friday, August 22: 4pm - 12am,
	Saturday, August 23: 4pm - 12am;
	Tiki Bar: Saturday, August 23: 10am - 8pm
	Sunday, August 24: 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	If yes, number of portable restrooms and location
Yes	18 total
	P3: 1 handicap, 1 regular
	P4: 2 handicap, 12 regular
	Shadbolt/Broadway: i handicap, 1 regular

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?	If yes, whose name is the license issued to
Yes	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.

Municipal Equipment

Electrical Connections

Yes

If yes, describe

Artists and Vendors will use the electrical outlets along the sidewalks on Broadway and Flint Streets. The Dragon Pub will pull power from the boxes in the P4 lot as well as the lampposts. A generator will be brought in for lot P3.

Water?	If yes, describe
No	N/A
Barricades and/or Traffic cones	Emergency Fire Equipment, such as ambulance?
Darricaues anu/or france cones	Emergency File Equipment, such as ambulance:
Yes	No

If yes, describe

Staff and volunteers are instructed to call 911 in emergencies and to also go the Fire Department if needed.

Other Village Services No If yes, describe

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)	Use of Equipment End (Day / Time)
Wed, August 20: 9am	Mon, Aug 25: 5pm
Barricades	Temporary Closure Signage
Yes	Yes
Trash Cans	Other
Yes	N/A

Describe in Detail

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.

Event Signs

Will this event include the use of signs?

Yes

Certifications and Signatures

Signature of Sponsoring Organization's Agent

Fees

Application Fee	\$25.00
Special Event Fee - ROW	\$75.00
Gazebo Rental Fee	\$420.00
Green's Park Fee	\$1,000.00
Sign Fee	\$75.00
Application Fee	\$25.00
TOTAL	\$1,620.00

PAID	\$1,620.00
BALANCE DUE	\$0.00

Transaction Log

05/09/2025 Non-refundable co	Payment	Card	\$100.00
05/29/2025	Payment	Card	\$1,520.00
Non-refundable co	onvenience fee of \$4	.60	

Communication

Lynsey B May 27, 12:03 PM Hi Stephanie,

I hope you had a wonderful Memorial Day weekend!

We are still in need of the following documents for your upcoming event:

- Liquor License for selling alcohol during the event
- Certificate of Insurance, listing the Village of Lake Orion as both the Certificate Holder and Additional Insured
- Marine Permit To clarify, we need the approved permit issued by the DNR. Please upload it to the online portal once received
- Hold Harmless Agreement Please complete the updated form and upload it to the online portal. You may also keep a copy for your records

Additionally, the following fees have been added to your account in the online portal:

- \$420 for Gazebo Rental (August 23 and 24, 10:00 AM 4:00 PM; 12 hours total at \$35/hr)
- \$1,000 for Green's Park Reservation (August 23 and 24, 7:00 AM 7:00 PM; \$500/day for special event use)
- **\$100 for Sign Permit** (\$25 Application Fee + \$75 Temporary Sign Permit Fee). It appears you indicated interest in event signage. Please complete the Sign Permit Application and upload it along with the **Sign Sketch Plan** and **Location Map** to the online portal

Please note: Any applicable fees for Village equipment usage will be invoiced after the event.