



Special Event
SE-2025-005

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	R6H-HDI	Jul 25, 2025	--	Oct 15, 2025	--	--

Applicant Information

APPLICANT
Office DDA

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Agent

AGENT
Janet Bloom

✉ bloom@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Internal

Conditions

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 resources.

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

Applicant must comply with all requirements set forth in Resolution No. 2025-028.

Village Manager Signature 

Internal Notes - Employee Communication 

N/A

General Information

Event Location

▶ **118 N BROADWAY ST**
LAKE ORION, MI 48362-3102



Event Locations

Children's Park, Gazebo and Parking Lot, Anderson Street from Church Street to Front Street for Costume Parade.

Zoning District

DC - Downtown Center

Event Name

Halloween Extravaganza

Event Details

Halloween celebration in downtown Lake Orion (Children's Park & parking lot) Cider & donuts, decorations, and entertainment. Businesses can setup Trick or Treat tables in their stores/parking lot, as well as costume parade from village hall to children's park.

Date / Hours of Event

October 15 from 5:00pm to 8:00pm; parade timeline set up 5 pm, line up 5:30pm, launch 6pm

Date / Hours of Set-up and Tear Down

set up Oct 15 2-5pm, Tear down Oct 15 8-9pm

Event Map

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

See Map

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

Yes

Gazebo Rental Date/Hours

October 15, 2-9pm

Coordinating Event Details

set up Oct 15 2-5pm, Tear down Oct 15 8-9pm

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

DDA

Status

Not-for-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

October 14, 2026

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

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

No

Describe above selection

This event is held annually.

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

No

Describe above selection

This event is held annually.

Event Details (continued)**Total estimated attendance each day**

300

What parking arrangements will be necessary to accommodate attendance?

Use of Lots P5, P9, P8, P3, P2, P1, S1, S2, S5

Parking Plan**How will trash be handled?**

Regular use of Current bins, and additional 4 cardboard bins within the listed bounds

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Halloween themed music in children's park, 5-8 pm on 10/16. Volume in accordance with village ordinance.

Will tents be used?

Yes

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

Only if inclement weather. Responsibility of businesses to use their own 10x10 pop up tents to cover their table

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 located near Children's park

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

Municipal Equipment

Electrical Connections

Yes

If yes, describe

we will plug into the nearest outlet for music/sound

Water?

No

If yes, describe

N/A

Barricades and/or Traffic cones

Yes

Emergency Fire Equipment, such as ambulance?

No

If yes, describe

1. sign to close parking lot by children's park
2. Parade route closures

Other Village Services

No

If yes, describe

DDA owned traffic control bike racks for use during parade

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

N/A

Use of Equipment End (Day / Time)

N/A

Barricades

N/A

Temporary Closure Signage

N/A

Trash Cans

N/A

Other

N/A

Describe in Detail

N/A

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

N/A

Sign Dimensions

N/A

Sign Sketch Plan

Location Map

Temporary Display Start

Sep 29, 2025

Temporary Display End

Nov 1, 2025

Quantity of Temporary Signs

2

Hold Harmless Agreement

Hold Harmless Agreement

Certifications and Signatures

Signature of Sponsoring Organization's Agent

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Gazebo Rental Fee	\$70.00
Admin Waive Fee	-\$100.00
Admin Waive Fee	-\$70.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Office D July 25, 11:57 AM

This application event location is meant to be 201 S Broadway Children's Park and Parking lots. The option to select 201 S Broadway was not available. Please advise. Thanks!

Office D August 7, 4:54 PM

Attached is the Gazebo/HH form for the Halloween Extravaganza

Halloween Extravaganza gazebo rental and hh.pdf

Office D August 14, 2:29 PM

signed Hold Harmless agreement

halloween extrava HH.jpg

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. Planning & Zoning Review - ACTIVE

Assignee: Mario Ortega

7. Village Manager / Council Review - INACTIVE

Assignee: Darwin McClary

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough