



Special Event
SE-2025-003

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	27E-H4U	Aug 14, 2025	Aug 18, 2025	Aug 18, 2025	Aug 17, 2026	--

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

Applicant must comply with all requirements set forth in Resolution No. 2025-026.

Village Manager Signature

Internal Notes - Employee Communication

Outdoor Movie Night was already approved by the Village Council (Resolution No. 2025-014). The DDA later changed the date for Couples Night to September 12 and moved the event to a new location not owned by the Village. That's why the banner reflects the updated information.-LBlough on 8/14/2025.

General Information

Event Location

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



Event Locations

Michigan Downtown Day! Possible sidewalk sales by local businesses and/or meet and greet. The event will be held throughout downtown. 118 N Broadway (the DDA address) is listed as a general placeholder.

Zoning District

DC - Downtown Center

Event Name

Michigan Downtown Day!

Event Details

Michigan Downtown Day! Possible sidewalk sales by local businesses and/or meet and greet.

Date / Hours of Event

September 27th 10am-4pm

Date / Hours of Set-up and Tear Down

September 27th; one hour prior to event start and one hour after event end.

Event Map

[sidewalk sales map.pdf](#)

Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

N/A

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

No

Gazebo Rental Date/Hours

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

DDA

Status

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

9/28/26

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

Event was previously held last year in LO.

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

No

Describe above selection

Event is normally held in downtown LO.

Event Details (continued)

Total estimated attendance each day

90

What parking arrangements will be necessary to accommodate attendance?

Regular parking. No closures needed.

Parking Plan

How will trash be handled?

Regular use of bins.

Is amplification of music or speakers planned or anticipated?

No

If yes, describe

N/A

Will tents be used?

No

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

N/A

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

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

No

If yes, describe

N/A

Water?

No

If yes, describe

N/A

Barricades and/or Traffic cones

No

Emergency Fire Equipment, such as ambulance?

No

If yes, describe

N/A

Other Village Services

No

If yes, describe

N/A

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

By Autozone and Lumberyard

Sign Dimensions

9x3

Sign Sketch Plan[movie nights and downtown day.PNG](#)**Location Map**[banner locations.jpg](#)**Temporary Display Start**

Aug 11, 2025

Temporary Display End

Sep 29, 2025

Quantity of Temporary Signs

2

Hold Harmless Agreement**Hold Harmless Agreement**[MI Downtown Day HH Agreement.jpeg](#)**Certifications and Signatures****Signature of Sponsoring Organization's Agent**[signature emily dz.PNG](#)**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Admin Waive Fee	-\$100.00

TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Office D August 14, 2:30 PM

Signed Hold Harmless Agreement MI Downtown Day

MI Downtown Day 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