



Special Event  
**SE-2025-006**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	QN2-Y9Q	Jul 25, 2025	--	Oct 24, 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

Applicant must comply with all requirements set forth in Resolution No. 2025-029.

#### Village Manager Signature

#### Internal Notes - Employee Communication

Applicant requested to take Page 2 out of the Event Map on 8/18/2025. -LBlough

### General Information

#### Event Location

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

#### Event Locations

## Participating Shops and Restaurants in Downtown and some Right-of-Ways

### Zoning District

DC - Downtown Center

### Event Name

Witches Night

### Event Details

Ladies shopping day/evening, participants will be shuttled between downtown Lake Orion and Oxford with Downtown Express Trolley. Volunteer managed fire pits.

### Date / Hours of Event

10/24/25 5pm-10pm

### Date / Hours of Set-up and Tear Down

No set up/tear down

### Event Map

### 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

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## 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 23, 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**

Event is held annually

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

No

**Describe above selection**

Event is held annually between LO and OX.

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## Event Details (continued)

**Total estimated attendance each day**

300

**What parking arrangements will be necessary to accommodate attendance?**

Regular use of lots and street parking

**Parking Plan**

**How will trash be handled?**

Regular use of bins

**Is amplification of music or speakers planned or anticipated?**

Yes

**If yes, describe**

Music and spooky sounds will be encouraged for merchant and DDA areas for ambiance of the evening.

**Will tents be used?**

Yes

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

Merchants may set up displays/activities in front of their storefronts. DDA plans to set up a raffle location, apple cider and donuts station and photo opportunity booth.

**Portable restrooms**

No

**If yes, number of portable restrooms and location**

N/A

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## 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**

**If yes, describe**

N/A

**Will food and beverages be sold?**

No

**Will merchandise be sold?**

No

**If yes, describe**

N/A

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## 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

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**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

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**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****Location Map****Temporary Display Start**

Sep 29, 2025

**Temporary Display End**

Nov 1, 2025

**Quantity of Temporary Signs**

2

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**Hold Harmless Agreement****Hold Harmless Agreement**

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**Certifications and Signatures****Signature of Sponsoring Organization's Agent****Fees**

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

Admin Waive Fee	-\$100.00
<b>TOTAL</b>	<b>\$0.00</b>
<b>PAID</b>	<b>\$0.00</b>
<b>BALANCE DUE</b>	<b>\$0.00</b>

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## Communication

**Office D** August 6, 3:07 PM

Event location is downtown LO. 118 N Broadway is used as the general address on this application.

**Office D** August 14, 2:33 PM

Witches Night Hold Harmless Agreement; Also I missed noting on the event application; this event runs from 5-10pm.

Witches Night HH.jpg

**Lynsey B** August 14, 5:07 PM

The event map needs to be updated since Anita's Kitchen and 313 Pizza are no longer in business.

**Office D** August 18, 12:43 PM

Witches Night Map Update. 313 Pizza and Anita's Kichen are no longer part of downtown LO.

Witches Night Map Update 2025.pdf

**Lynsey B** August 18, 12:53 PM

Thank you, Emily! Can we also get an update on the Page 2 of the Event Map? For the drink/food options, did we confirm to the businesses if they are charging the same costs and offering the same food/drinks?

**Office D** August 18, 1:12 PM

Can we just delete pg 2 of the map? Everything offered this year and the vendors will be different.

**Lynsey B** August 18, 1:16 PM

I will make a note that you wish to delete page 2 of the Event Map.

**Office D** August 18, 1:20 PM

okay thank you :)

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## 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