



Special Event  
**SE-2025-004**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Emily Dziegielewski	3TD-WQG	Aug 6, 2025	--	Oct 4, 2025	--	--

### Applicant Information

**APPLICANT**  
**Emily Dziegielewski**

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 *Same as mailing address*

### Agent

**AGENT**  
**Jimmy Johnson**

✉ Jimmy@GraphicTakeover.com

☎ (248) 894-4464

📍 948 S Baldwin Rd, Village of Clarkston, MI 48348

📍 *Same as mailing address*

### Internal

#### Conditions

Applicant must comply with all requirements set forth in Resolution No. 2025-027.

#### Village Manager Signature

#### Internal Notes - Employee Communication

N/A

### General Information

#### Event Location

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

#### Event Locations

Evergreen Cemetery

#### Zoning District

MU - Mixed Use

**Event Name**

Here Lies Lake Orion Cemetery Tour

**Event Details**

Paid ticket holders (max 30 per tour, tour every hour) will meet inside Evergreen Cemetery for a historical tour with a volunteer guide. The guide will walk them along the pathways (lighting provided) to visit the graves of some prominent deceased Lake Orion residents and tell their stories. There will be displays at each grave site with photos and stories. THIS IS NOT A HAUNTED ATTRACTION.

**Date / Hours of Event**

October 4th-5th Ticketed event at 4:00pm, 5:00pm, and 6:00pm

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

Set up: Oct. 4 at 12 pm Tear down: Oct. 5 at 9pm

**Event Map****Street Closures and / or Parking Lot closures necessary?**

No

**If yes, how many days?**

2

**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**

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**

October 3/4 2026

**If this event a Fund raiser?**

Yes

**If YES, indicate beneficiary information**

Fundraiser for Lake Orion Historical Society

**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

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**Event Details (continued)**

**Total estimated attendance each day**

90

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

Will be using 425 parking lot, as all businesses are closed Saturday

**Parking Plan**

**How will trash be handled?**

regular use of trash bins

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

Yes

**If yes, describe**

Guide will have a personal microphone on their person. Should not be very loud, only tour group should be able to hear it.

**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

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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**

**Will food and beverages be sold?**

No

**If yes, describe**

N/A

**Will merchandise be sold?**

Yes

**If yes, describe**

LO Historical Society might be selling merchandise

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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

**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

**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
<b>TOTAL</b>	<b>\$100.00</b>
<b>PAID</b>	<b>\$100.00</b>

BALANCE DUE

\$0.00

## Transaction Log

08/14/2025	Payment	Other	\$100.00
Credit card payment made by the DDA in the office on 8/14/2025. Receipt #51892.			

## Communication

**Office D** August 6, 4:17 PM

Event will be held at Evergreen Cemetery. There was no option to select this on the drop menu.

**Lynsey B** August 14, 11:45 AM

Since this is a ticketed event and fund raiser, fees needed to be paid by the Historical Society. As stated in Village Council Resolution No. 2023-031 Section 2C. Please see attached for reference. Thanks!

[Resolution 2023-031 Waiving of Fees and Charges.pdf](#)

**Office D** August 14, 2:30 PM

Here Lies LO Hold Harmless Agreement

[Here Lies LO 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