



Special Event
SE-2026-004

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	C5V-26C	Jan 7, 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

No Police Resources.

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

There shall be no parking in the Fire Station parking lot or along Anderson Street, and that all open-burning warming hubs must be attended at all times by a responsible adult and comply with open burning regulations.

Issued By:

N/A

Internal Notes - Employee Communication

N/A

Approved Event:

N/A

General Information

Event Location

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

Event Locations

Event is Located throughout downtown proper.

Zoning District

DC - Downtown Center

Event Name

Ice Fest

Event Details

We will have a live sculpting performance and 12 pre-sculpted ice blocks on the sidewalks downtown. We will have 2 warming hubs and propane heaters throughout town.

Date / Hours of Event

Feb 7th 10am-4pm

Date / Hours of Set-up and Tear Down

Set Up: Feb 4-6 DPW to set out cinderblocks; Feb 7 set up at 8 am; Tear down as sculptures melt.

Event Map

[map.pdf](#)

Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

Live carving:

1. State Farm parking lot
2. in front of Verwood apts.
3. in front of the bridge by Wine Social; using cones/tape

Ice blocks will be delivered as early as 2/4-2/6 depending on weather. Coordinating delivery time TBH with ice sculptors.

Ice sculpture placement is TBH based on business purchases

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

Lake Orion Sunrise Rotary 12th Annual Golf Cup Challenge

Coordinating with Another Event?

Yes

If yes, Event Name

Ice Golf Cup Challenge

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

Likely Feb 6, 2027

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

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

This event is held yearly in Lake Orion.

No

Describe above selection

This event is held yearly in Lake Orion

Event Details (continued)

Total estimated attendance each day

100

What parking arrangements will be necessary to accommodate attendance?

Regular Use of Parking Lots

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

DJ During event within volume in accordance with village ordinance

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

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Feb 4- Feb 6

Use of Equipment End (Day / Time)

Feb 8

Barricades/Traffic Cones

Yes

If yes, describe

Use of barricades around live sculpting areas

Temporary Closure Signage

Trash Cans

No	N/A
Electrical Connections	If yes, describe
Yes	Use of outlets on sidewalk streets
Water	If yes, describe
No	N/A
Emergency Fire Equipment, such as ambulance	If yes, describe
Yes	N/A
Other Village Services	If yes, describe
No	N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?	Location(s) of Sign
Yes	General Banner Locations along M24 and the Lumberyard
Sign Dimensions	Sign Sketch Plan
9x3 Banners	Ice Fest 2026 Save the date .png
Location Map	Temporary Display Start
Banner Locations.jpg	Jan 21, 2026
Temporary Display End	Quantity of Temporary Signs
Feb 10, 2026	2

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signature emily dz.PNG](#)

Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured

[signature emily dz.PNG](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Ice Fest HH.pdf](#)

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

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. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough