



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

EVENT PERMIT APPLICATION

**** ATTN: APPLICATION NEEDS TO BE TURNED IN 120 DAYS PRIOR TO EVENT ****

Date of Application:		Date Application Fee Paid:	
Sponsoring Organization's Legal Name: Lake Orion Lions Club			
Phone 248-975-6378		Fax	
Email contact@lakeorionlions.org		Website www.lakeorionlions.org	
Sponsoring Organization's Agent Name: Chris Ophus Dan Hartwell			
Phone 248-891-5886 810-766-3862		Fax	
Email 644docs@gmail.com dan17278@gmail.com		Website	
Event Name: Lake Orion Lions club Jubilee			
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) Carnival Eastside of town and beer tent at Children's Park parking lot			
Date/Hours of Event: 6/19 Thursday 5pm-12am; 6/20 Friday 12pm-12am; 6/21 Saturday 12pm-12am; Sunday 6/22 12pm-6pm			
Date/Hours of Set-up and Tear Down: 6/18 Wednesday 6am-5pm setup; 6/23 Sunday 6pm-10pm teardown			
Event Location and Boundaries			

Event Location and Boundaries
See attached map
<i>include an event Map which clearly shows the locations for each activity during the event, including, but not limited to the following:</i>
<ul style="list-style-type: none">• Tent locations• Parking / loading areas• Food / drink stations• Streets and parking lots to be closed• Walk / run routes• Anticipated staffing• Loading locations• Polta John locations and number• Trash/dumpster• Event staff parking
Will street closures and/or Parkins Lot closures be necessary: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe, Including: date and time of closures, set up 5Schedule and take down schedule, and time you will need the parking lot for deliveries. Anderson: Front Street to Shadbolt Flint Street: Broadway to Slater Children's Park lot: Thursday through Sunday only Public parking lot: Anderson & Front St Private lot southwest corner Flint & Anderson st

Coordinating with Another Event:	If Yes, Event Name
YES () NO (X)	
Event Name/Details:	

Event Information
Type of Event {Sn definitions attached to Information page} () Villa1e Operated () DOA () Individual {) Co-Sponsored (X) Group
Indicate Status (X) Non-Profit• () Not-for-Profit () For-Profit
<i>•If the event Is sponsor by a Non-Profit please provide proof of non-profit status.</i>



Annual Event: Is this event expected to occur next year? <input checked="" type="checkbox"/> Yes () No If Yes, you can reserve a date for next year with this application. To reserve dates for consideration for next year please provide the next year's specific dates. Event Application Form will need to be filled out for each year's event. 6/25 through 6/28
Is this event a Fund raiser? <input checked="" type="checkbox"/> Yes () No If YES, indicate beneficiary information: Lake Orion Lions Club
Is this the first time the event is being held in the Village of Lake Orion? () Yes <input checked="" type="checkbox"/> No Describe: Event held in the Village for over 30 years
Was this event previously held outside the Village of Lake Orion? <input checked="" type="checkbox"/> Yes () No Describe: Only when the streets were under construction
Total estimated attendance each day 3500
What parking arrangements will be necessary to accommodate attendance? Describe: NOTE: For events over 100 people, you must submit a parking plan.
How will trash be handled? Describe: We will have a dumpster near Children's Park and trash cans/bags throughout village to be emptied by LOLC as needed.



Is amplification of music or speakers planned or anticipated? ☒) Yes () No
If yes, describe, including the dates and times and the maximum limit and amplification:

Beer tent live bands Friday and Saturday, 8pm-1am

Will tents be used: ☒) Yes () No
If yes, indicate number of tents, use of each, location and size:

Beer tent, 40x80 and 30x50 in Children's Park parking lot

Portable restrooms: ☒) Yes () No
If yes, number of portable restrooms and location:

10-Childrens Park lot; 1-Broadway/Flint; 1-Anderson/Shadbolt; 1-Flint/Front; 1-Flint/slater

Will alcoholic beverages be served: ☒) Yes () No
If yes, describe:

Beer Tent on Friday and Saturday

Is liquor license issued by the State of Michigan? ☒) Yes () No?
If yes, whose name is the license issued to:

Lake Orion Lions Club

Copy of License must be submitted to the Village within 15 days of the Event.

Will food and beverages be sold: ☒) Yes () No
If yes, describe:

Skerbeck Entertainment carnival food

All food vendors must be approved by the Oakland County Health Departments. No permit is necessary where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.

Will merchandise be sold: () Yes (X) No
If yes, describe:

WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?

Electrical Connections: ☒ Yes ☐ No

If yes, describe:

Both power distribution panels at Children's Park lot

Water: ☒ Yes ☐ No

If yes, describe:

Fire plugs at Front/Anderson and at Flint/Broadway

Barricades and/or Traffic cones: ☒ Yes ☐ No

If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Do you have need of emergency fire equipment, such as ambulance? ☐ Yes ☒ No

If yes, describe:

Other Village services: ☐ Yes ☒ No

If yes, describe:

EVENT SIGNS

Will this event include the use of signs? ☐ Yes ☒ No

If yes, complete the "Temporary SIGN PERMIT APPLICATION".

CERTIFICATIONS AND SIGNATURES

I understand and agree on behalf of the sponsor that the following must be provided 30 days prior to the event:

- A. A Certificate of Insurance in the amount of \$1,000,000 liability insurance and \$1,000,000 aggregate insurance must be provided which names the Village of Lake Orion as an additionally insured party on the policy. (See Insurance Certificate on "Required Documents for a Special Permit Sheet".)
- B. Event sponsors are required to sign a Hold Harmless Agreement form.
- C. Event sponsor is required to contact the Orion Township Fire Department at least one week prior to the event to set up a time for inspections prior to the event.
- D. All food vendors must be approved by the Oakland County Health Department.
- E. The approval of this Special Event may include additional requirements/and or limitations, based on the Village's review of this application.
- F. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the Village and will promptly pay any bill for Village services which may be rendered.
- G. If the event is serving alcohol, a copy of the liquor license issued by the State of Michigan shall be provided to the Village prior to the event.
- H. The Event contact persons list complete with cell phone numbers and email addresses shall be provided to the Village at least one week prior to the event.
- I. Advertising of the event is not recommended prior to approval of the Event Permit. Advertising prior to the approval of the permit does not guarantee the event **will be** approved as advertised. Advertisement must include note that the advertisement is **pending Village** approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special Event Permit, affirm the above understandings and agree that my sponsoring Organization will comply with the Village Special Event Policy, the terms of the Written Confirmation of approval and all other Village requirements, ordinance and other laws which apply to this Special Event.

5-8-2025

Date



Signature of Sponsoring Organization's Agent

Chris Ophus

Print Name



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

TEMPORARY USE OF VILLAGE RIGHT-OF-WAY (PROPERTY, STREETS AND SIDEWALKS)

APPLICANT INFORMATION

Applicant Name: Chris Ophus Dan Hartwell Business Name: Lake Orion Lions Club
Applicant Phone #: 248-891-5886 810-766-3862 Address: PO Box 955
Applicant E-Mail: 644docs@gmail.com City, State, Zip: Lake Orion, MI 483
dan17278@gmail.com

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance ☒ Business Sale/Event ☐ Utility Installation
Briefly Describe Use/Project Activity: Lake Orion Lions Club Jubilee (carnival and beer tent)

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Flint/Broadway and one block each way E. Flint St (Broadway St. to Slater St.)
Children's Park parking lot N. + S Anderson St.
Public parking lot at Flint/Anderson Front St. to E Shadbottoms
Temporary Use of Right-of-Way Begins - Day: 6/18 Time: 6am
Temporary Use of Right-of-Way Ends - Day: 6/22 Time: 10pm

ADDITIONAL REQUIRED INFORMATION

Please place your initials next to the items in the applicable column to acknowledge that all items are included with your application.

Required for Special Event Applications	Required for General Obstruction of Public ROW Only
<input checked="" type="checkbox"/> Anticipated Attendance	<input type="checkbox"/> Sketch of Project Area
<input checked="" type="checkbox"/> Event Map	<input type="checkbox"/> Hold Harmless Agreement
<input checked="" type="checkbox"/> Hold Harmless Agreement	<input type="checkbox"/> Barrier Plan/ Safe Route Plan
<input type="checkbox"/> License Agreement (if applicable - to be approved by Village Council)	Additional Items for Excavation / Construction on Public Property
<input checked="" type="checkbox"/> Parking Plan	<input type="checkbox"/> Application Fee
<input type="checkbox"/> Sign Application (if applicable)	<input type="checkbox"/> Insurance Certificate
<input checked="" type="checkbox"/> Insurance Certificate	<input type="checkbox"/> Copy of License
<input type="checkbox"/> Approvals from all applicable outside agencies	<input type="checkbox"/> \$1,000 Escrow Deposit
	<input type="checkbox"/> Construction Detail
	<input type="checkbox"/> Soil Erosion Sedimentation Control

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I **will be** Hable for damage done to any street or sidewalk and that I must fully cooperate with all Village departments. Failure to cooperate may lead to Immediate revocation of this permit by the **Village** of Lake Orlon.

Signature of Applicant: Chris J. Mc Date: 5-8-2025

• • • Be Completed by Village Administration • • •

APPROVAL/ COMMENTS 8V

Police Chief: _____ Date: _____

Special Events: Condition of approval Is that the applicant must **make all arrangements for barricades** and detour signs at least one week prior to event. When Flint Street Is closed, temporary STOP stans must be Installed on both eastbound and westbound Shadbolt at Anderson Street and any other locations that the Police Chief deems necessary.

Fire Chief: _____ Date: _____

DPW Director: _____ Date: _____

Village Council: _____ Date: _____

OR

Village Manager: _____ Date: _____

Conditions of Approval: _____



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

Department of Licensing and Regulatory Affairs

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Under administrative rule R 436.1433, the licensee shall ensure that all profits derived from the sale of alcoholic beverages are retained by the licensee. All alcoholic beverages purchased by the licensee for the event must be purchased from authorized sellers under administrative rule R 436.582. The Commission orders the licensee to take all necessary actions to ensure the health, safety, and welfare of all guests.

BUSINESS ID: 285491

LAKE ORION LIONS CLUB CHARITIES, INC.

LICENSE SUBTYPE
Beer & Wine Only

LICENSE NUMBER
L-000491907

PERMITS

EVENT INFORMATION

CHILDREN'S PARK - PARKING LOT
165 S BROADWAY

LAKE ORION, MI 48361
OAKLAND County

CONDITIONS / PROVISOS

SALES & CONSUMPTION TO BE CONTAINED IN 100' x 160' AREA ENCLOSED BY FENCING.

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

The signatures are written over a circular stamp that reads 'STATE OF MICHIGAN LIQUOR CONTROL COMMISSION'.

LICENSEE(S) SIGNATURE(S)

The signature is written over a horizontal line.

Valid: Jun 20, 2025 to Jun 21, 2025 - 12:00 PM to 1:00 AM

SPECIAL LICENSE



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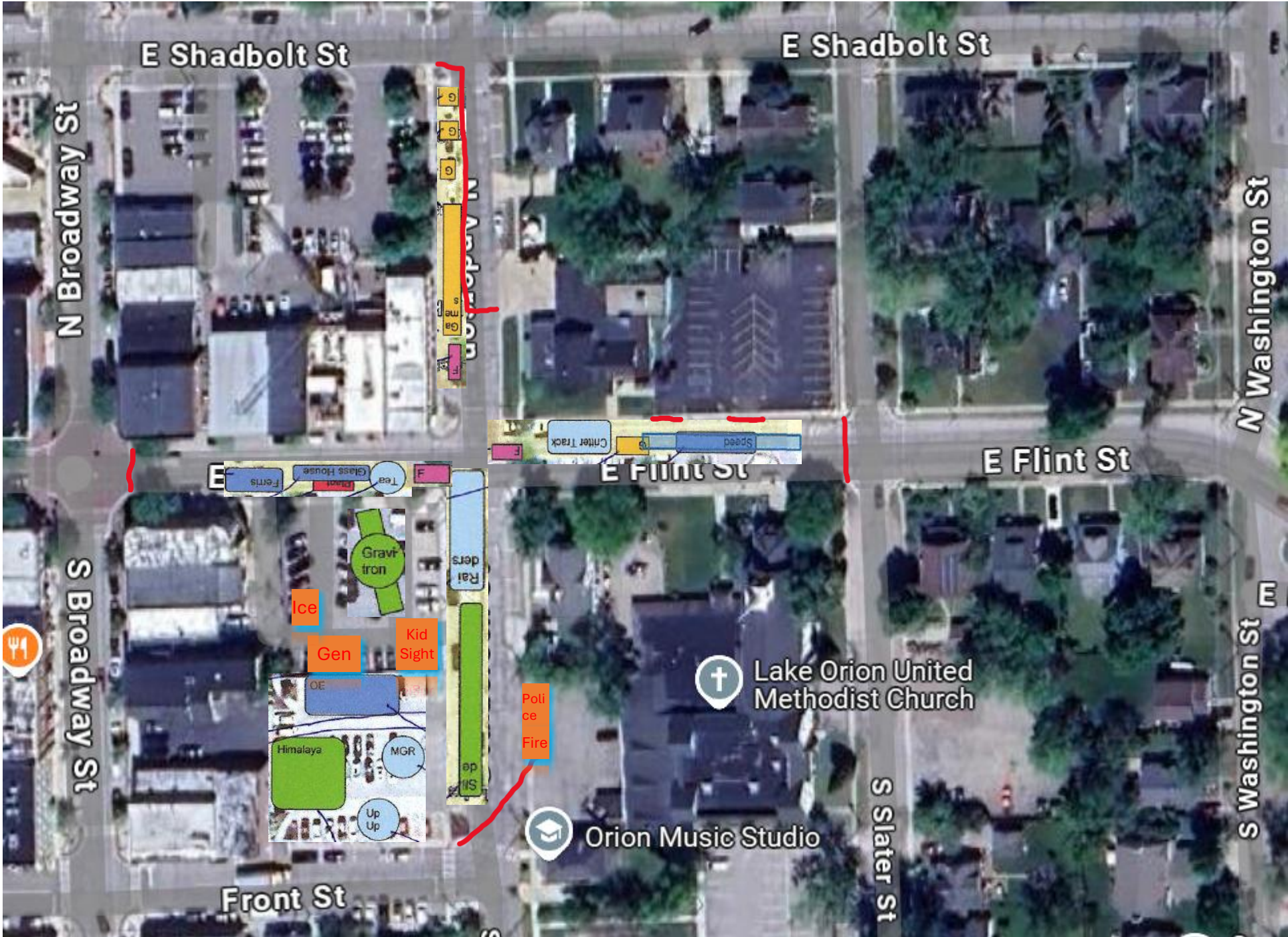
LICENSEE(S) SIGNATURE(S)

The signature is written over a horizontal line.

Valid: Jun 21, 2025 to Jun 22, 2025 - 12:00 PM to 1:00 AM

SPECIAL LICENSE

2025



2024

