



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: 2/4/2025	Date Application Fee Paid: 2/4/2025
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Sponsoring Organization's Legal Name: SONS OF THE AMERICAN LEGION SQUADRON #233	
Phone 248-425-1383	Fax
Email	Website

Sponsoring Organization's Agent Name: ROBERT GRITZINGER, SQUADRON 233 COMMANDER	
Phone 248-425-1383	Fax
Email BGRITZINGER@GMAIL.COM	Website

Event Name: ER CHILDREN'S EAST EGG HUNT
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Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) CANDY FILLED PLASTIC EGGS PLACED IN PARK FOR CHILDREN TO FIND, UNDER ADULT SUPERVISION

Date/Hours of Event: SATURDAY, APRIL 19, 2025 11:00 AM

Date/Hours of Set-up and Tear Down: SATURDAY, APRIL 19, 2025 10:00 AM SET UP SATURDAY, APRIL 19, 2025 11:30 AM TEAR DOWN
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Event Location and Boundaries <div style="font-size: 1.2em; margin-top: 10px;">CHILDRENS PARK</div>
<p>Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:</p> <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 • Porta john locations and number • Trash/dumpster • Event staff parking
<p>Will street closures and/or Parking Lot closures be necessary: () Yes (X) No</p> <p>If yes, describe, including: date and time of closures, setup schedule and take down schedule, and time you will need the parking lot for deliveries.</p>

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

Event Information
Type of Event <i>(See definitions attached to information page)</i> () Village Operated () DDA () Individual () Co-Sponsored (X) Group
Indicate Status (X) Non-Profit* () Not-for-Profit () For-Profit

****If the event is sponsored by a Non-Profit please provide proof of non-profit status.***

Annual Event: Is this event expected to occur next year? ☒ 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.

Is this event a Fund raiser? () Yes ☒ No
If YES, indicate beneficiary information:

Is this the first time the event is being held in the Village of Lake Orion? () Yes ☒ No
Describe:

Was this event previously held outside the Village of Lake Orion? () Yes ☒ No
Describe:

Total estimated attendance each day

100 CHILDREN AND PARENTS

What parking arrangements will be necessary to accommodate attendance?
Describe:

NONE

NOTE: For events over 100 people, you must submit a parking plan.

How will trash be handled?

Describe:

CLEAN UP BY SONS OF THE AMERICA LEGION VOLUNTEERS

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

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

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

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

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

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

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

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:

Water: () Yes ☒ No
If yes, describe:

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 sponsoring event 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 billing 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 of the event 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.

Date

2/4/25

Signature of Sponsoring Organization's Agent



ROBERT GRITZINGER
Print Name

PARKING
AREA



PAINT CREEK

NOT USED



CREEK

NOT USED

CREEK BLOCKED BY CAUTION TAPE



FENCE

BROADWAY

SONS OF THE AMERICAN LEGION - CHILDREN'S EASTER EGG HUNT



Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of the granting by the Village of Lake Orion to permit/allow *

CHILDREN'S EASTER EGG HUNT

SATURDAY, APRIL 19, 2025 10:00 AM - 11:30 AM

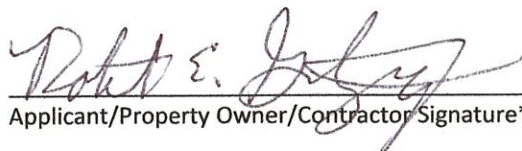
Activity/Event

Dates and Time

CHILDREN'S PARK

General Description of Location


as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the Village of Lake Orion, and all of its officers, officials, agents and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the Village of Lake Orion and/or its officers, officials, agents and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the Village of Lake Orion to the undersigned.


Applicant/Property Owner/Contractor Signature**

ROBERT GRITZINGER

Applicant/Property Owner/Contractor Printed Name

2/4/25
Date


Witness One Signature ***

LYNSEY BLOUGH

Witness One Printed Name


Witness Two Signature ***

BARBARA A RICE

Witness Two Printed Name

* Applicant MUST provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.

** If the activity is obstructing public right-of-way for work on private property, the property owner or contractor MUST provide their signature.

*** The signatures from two (2) witnesses are required.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Great Lakes Partners Insurance Services
223 West Grand River Ave #1
Howell MI 48843

CONTACT NAME: Natalie Miller
PHONE (A/C, No, Ext): 248-698-7600 FAX (A/C, No): 248-698-7634
E-MAIL ADDRESS: nmiller@acrisure.com

INSURED
American Legion Charlton Polan Post 233
164 S Broadway St
Lake Orion MI 48362

AMERLEG-29

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Michigan Millers Mutual Insurance Company	14508
INSURER B:	Accident Fund National Insurance Company	12305
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1625777312

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			C0508972	1/8/2025	1/8/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			C0508972	1/8/2025	1/8/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	100120773	1/8/2025	1/8/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			C0508972	1/8/2025	1/8/2026	Liquor Occurrence 1,000,000 Liquor Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Village of Lake Orion is named additional insured with respect to general liability.

CERTIFICATE HOLDER**CANCELLATION**

Village of Lake Orion
21 East Church Street
Lake Orion MI 48362-3212

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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LICENSE AGREEMENT

This License Agreement ("Agreement"), made and entered into on the date it has been fully signed, is between the Village of Lake Orion, a Michigan Municipal Corporation ("Village"), whose address is 21 East Church Street, Lake Orion, Michigan 48362, and Robert Gritzinger of Sons of the American Legion Squadron #233 ("Licensee"), whose address is 164 S Broadway Street, Lake Orion, MI, 48362, for the use by Licensee of the Village park identified on the attached Children's Easter Egg Hunt Event Map and collectively referred to as the "Premises".

RECITALS:

- A. Licensee requested Village Council approval to allow use of the Premises for the Children's Easter Egg Hunt Event to be held on Saturday, April 19, 2025 (the "Event").
- B. On February 24, 2025, the Village Council conditionally approved Licensee's request subject to this License Agreement being signed and complied with.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Grant of License. For and in consideration of the benefits to the Village of the Event the Village hereby grants a revocable license to Licensee to use the Premises for the Event subject to and in accordance with all the terms and conditions of this Agreement.
2. Event Locations, Activities and Costs. The Event shall be limited to the Premises and activities on those Premises as disclosed to the Village Council. Except as otherwise approved by the Village Council, all cost and expenses of the Event on the Premises shall be borne solely by Licensee.
3. Use of Premises. Except for restricted areas, all Premises shall be open to the general public. The use rights granted in this Agreement are nonexclusive and may be suspended at any time by the Village for any public purpose or public health, safety and welfare reason, including Public Works, Police and/or Fire Department needs and operations. Licensee assumes all risk of such suspension and hereby waives and releases the Village from any claims for such damage.
4. Maintenance. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.
5. Alcohol Sales. *Not Applicable for this event.*
6. Indemnification. Licensee shall defend, pay on behalf of, indemnify and hold harmless the Village, its elected and appointed officials, employees and volunteers, and other persons working on behalf of the Village, from and against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this Agreement and the use of the Premises for the Event. The Village shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this Agreement or relating to the Improvements.

7. Insurance. Licensee shall secure and maintain liability insurance for all Premises in the minimum amount of \$ 1,000,000.00 and naming the Village and its officials and employees as an additional insured and certificate holder on those policies with proof of such insurance being provided to the Village prior to the event.

VILLAGE OF LAKE ORION

Date

Teresa Rutt, Council President

Date

Sonja Stout, Village Clerk/Treasurer

2/11/25

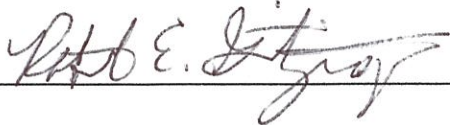
Date

Robert Gritzinger

Robert Gritzinger, Sons of American Legion #233

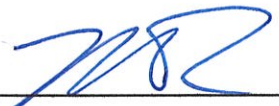
Required for Special Event Applications	Required for General Obstruction of Public ROW Only
____ Anticipated Attendance	____ Sketch of Project Area
____ Event Map	____ Hold Harmless Agreement
____ Hold Harmless Agreement	____ Barrier Plan/ Safe Route Plan
____ License Agreement (if applicable - to be approved by Village Council)	Additional Items for Excavation / Construction on Public Property
____ Parking Plan	____ Application Fee
____ Sign Application (if applicable)	____ Insurance Certificate
____ Insurance Certificate	____ Copy of License
____ Approvals from all applicable outside agencies	____ \$1,000 Escrow Deposit
	____ Construction Detail
	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 liable 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 Orion.

Signature of Applicant:  Date: 2/4/25


*** To Be Completed by Village Administration ***

APPROVAL / COMMENTS BY

Police Chief:  Date: 2-10-25

Special Events: Condition of approval is that the applicant must make arrangements for barricades and detour signs at least one week prior to event. When Flint Street is closed, temporary STOP signs 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: 2-10-2025

Village Council: _____ Date: _____

OR

Village Manager: _____ Date: _____

Conditions of Approval: _____



Charter Township of Orion

3365 Gregory Rd., Lake Orion MI 48359
www.oriontownship.org

Fire Department

Phone: (248) 391-0304, ext. 2000

Fax: (248) 309-6993

February 11, 2025

Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

RE: Easter Egg Hunt in Children's Park, 2025

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Children's Easter Egg Hunt 2025, be approved with the following condition.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department

VILLAGE OF LAKE ORION
21 E CHURCH
LAKE ORION, MI 48362-3287
United States
Phone : (248) 693-8391

Received From: SONS OF THE AMERICAN LEGION
233

Date: 02/04/2025 Time: 1:51:18 PM
Receipt: 0000048202
Cashier: BLOUGHL

SPECIAL EVENT: CHILDREN'S EASTER EGG
HUNT

ITEM REFERENCE	AMOUNT

APPL FEE APPLICATION FEE	
1 @ 25	\$25.00
UTSPROW UTIL PLAN SPECIAL EVENT ROW	
1 @ 75	\$75.00

TOTAL	\$100.00
 CHECK 2538	 \$100.00
Total Tendered:	\$100.00
 Change:	 \$0.00