



Special Event
SE-2026-017

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	TG2-P7A	Jul 29, 2026	Sep 4, 2026	Oct 24, 2026	Oct 23, 2027	--

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
Tracy Woodrum

✉ office@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.

Issued By:

The Fire Department has no issues with this event. There shall be no parking in fire station lot or along Anderson Street.

Internal Notes - Employee Communication

Please see Communication at the end of the application for additional information.

Approved Event:

N/A

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

10/24/26 5pm-10pm

Date / Hours of Set-up and Tear Down

No set up/tear down

Event Map

[2024 Witches Night Map.pdf](#)

[2024 Witches Night Map-page 2.pdf](#)

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

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

No

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

DDA

Status

Not-for-Profit

If Non-Profit, provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

October 26, 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

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.

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

[2024 Witches Night Map FINAL pag...](#)

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

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)

N/A

Use of Equipment End (Day / Time)

N/A

Barricades/Traffic Cones

No

If yes, describe

N/A

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

No

If yes, describe

N/A

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

No

If yes, describe

N/A

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

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[Sign Dimension and Wording.png](#)**Location Map**[Sign Location.jpeg](#)**Temporary Display Start**

Sep 25, 2026

Temporary Display End

Nov 2, 2026

Quantity of Temporary Signs

N/A

N/A

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

[event- insurance.txt](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Witches Night Out HH Agreement.jp...](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
Admin Waive Fee	-\$125.00
Admin Waive Fee	-\$75.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

July 29, 4:12 PM
Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [TG2-P7A]

Balance \$125.00

July 29, 4:13 PM

Your application for a Special Event has been successfully submitted. The reference number for your application is TG2-P7A

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Thank you,

Village of Lake Orion

Kirsten B August 6, 1:06 PM

Good morning Tracy,

Thank you for submitting the Witches Night application; the review process has begun and there are several details that need clarification, please.

1. **Event Date:** Is October 24 (Saturday) correct? It appears that this event was held on a Friday in prior years. Is next year's planned date of October 26 (Tuesday) correct?
2. **Event Locations:** You noted that "some Right-of-Way" areas would be used. Can you please specify those locations?
3. **Event Details:** The application states that "participants will be shuttled between downtown Lake Orion and Oxford with Downtown Express Trolley". Is there a shuttle this year and is Oxford participating?
4. **Event Map:** The map is from 2024. Are there any updates / changes for this year? "2024 Witches Night Map - page 2" is a list of deals and activities from 2024. Is there an update for this as well? It looks like this page was completely removed from last year's application documentation.. I can do the same for this application, if you would like.
5. **Set up and Tear Down:** You noted that tents will be used - when will these be set up and torn down?
6. **Tents:** You indicated that tents will be used but did not include how many or the locations or set up / tear down information. Please update this information.
7. **Applicant Signature & Hold Harmless Agreement:** Since Emily Dziegielewski is no longer with the DDA, please update the application with your own signature as the applicant. We will also need a new Hold Harmless Agreement reflecting this year's event with your signature.
8. **Insurance:** I will add the insurance certificate but please use the copy Lynsey sent for future application.

As this is a DDA event, we will waive the fees.

Dda O September 2, 2:21 PM

1. Yes the 24th is the correct event date. Date of next year is unknown but will likely be the 22nd or 23rd of October.
2. There are no Right of Way areas required.
3. Oxford is also participating. We do not have a trolley any longer.
4. Deals will not be included. We do not have a different map.
5. There will be no tents on village property.
6. There will be no tents on village property.
7. Please find updated signature & hold harmless attached.
8. I did not have a copy at the time of submission. ty.

Tracy Signature for Event Applications only.pdf

Witches Night Hold Harmless.pdf

Kirsten B September 3, 5:08 PM

Hi Tracy,

Thank you for updating the information and clarifying the details.

Based on your update, a **Special Event Permit is not required** since no Right of Way areas (Village property like sidewalks, streets, or parks) will be used. However, please note that if any merchants plan to set up product displays or tents on the sidewalks, they will need a **Right of Way Permit** which is essentially the **Special Event Permit**.

Since you stated "**volunteer-managed fire pits**" on the application, the Fire Marshal will need to review and approve their locations to ensure proper safety measures are in place. Could you please provide a map or a list of where these will be placed?

Thank you!

Dda O September 3, 5:15 PM

Hi Kirsten, We had the promotion committee meeting today and it does not sound like there will be any fire pits for this event this year. Thank you, Tracy

Lynsey B September 10, 9:38 AM

Good morning, Tracy,

Would you be able to send over an updated sign banner? In the banner, Here Lies Lake Orion dates are October 4-5. Please update it to October 3 so it matches the dates for the current year. If I have that information by noon today, I can add Witches Night to Village Council Consent Agenda this coming Monday, September 14, 2026.

Thanks,

Lynsey

Dda O September 10, 9:54 AM

Hi Lynsey, Here you go. Thank you!

October events 2026 m24 banners (54 × 18 in) - here lies-halloween-witches night.pdf

Dda O September 10, 10:34 AM

The Flint St Alley will have a table for check-in from 5-6:30pm.

Lynsey B September 10, 10:36 AM

Got it! Thanks!

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Kirsten Barber

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

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