



Special Event
SE-2026-002

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires
LAKE ORION LIONS CLUB	TXW-OCW	Aug 12, 2025	Oct 28, 2025	Jun 25, 2026	Jun 24, 2027

Identifier
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Applicant Information

APPLICANT
LAKE ORION LIONS CLUB

✉ rtbrodeur@gmail.com

☎ (248) 975-6378

📄 PO BOX 255, LAKE ORION, MI 48361

📍 *Same as mailing address*

Agent

AGENT
Dan Hartwell

✉ dan17278@gmail.com

☎ (810) 766-3862

📄 PO BOX 255, LAKE ORION, MI 48369

📍 *Same as mailing address*

Internal

Conditions

Alcohol:

The event organizer is responsible for ensuring that no alcoholic beverages are served or provided to individuals under the age of 21. Adequate measures must be in place to verify the age of all individuals being served alcohol, in compliance with Michigan Liquor Control Commission regulations.

Licensing shall be obtained as required by the Michigan Liquor Control Commission and the Lake Orion Police Department at the appropriate time of application.

Beer Tent:

The event holder shall be solely responsible for providing adequate security and staffing for the beer tent.

Police Reimbursement:

The applicant shall be responsible for reimbursing the Village for all police resources and related ancillary costs dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be

billed for the actual costs incurred. This includes, but is not limited to, staffing of the event, time spent on event planning, coordination meetings, site inspections, and setup.

At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee. Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided.

Pre-Planning Meeting with Chief of Police:

A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources.

To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

Vendors:

A list of all approved vendors conducting sales within the event shall be provided to the Police Department if applicable.

Fire Administration would like to have a meeting with all council members to discuss application as soon as possible.

The Fire Department is not able to approve event as submitted. Please see attached documents.

Issued By: 

N/A

Internal Notes - Employee Communication 

Village Council directed Administration to forward the event application to the appropriate departments for review, with final approval contingent upon all requirements being met. The motion was carried on August 25, 2025.

Applicant will submit the Certificate of Insurance, Liquor Liability Insurance, Liquor License closer to the event. - LBlough on 9/3/2025.

Lions confirmed on 10/6/2025 that they are holding the main event back on Broadway. - LBlough

Approved Event: 

N/A

General Information

Event Location

▶ **24 N BROADWAY ST**
LAKE ORION, MI 48362-3100



Event Locations

FLINT ST FROM LAPEER ST TO ANDERSON
BROADWAY FROM SHADBOLT TO FRONT
CHILDRENS PARK PARKING LOT
PUBLIC LOT @ ANDERSON & FRONT

Zoning District

N/A

Event Name

Lake Orion Lions Club Jubilee

Event Details

CARNIVAL DOWNTOWN AND BEER TENT LOCATED IN THE CHILDREN PARKING LOT

Date / Hours of Event

6/25 Thursday 5pm-10pm; 6/26 Friday 12pm-12am; 6/27 Saturday 12pm-12am; Sunday 6/28 12pm-6pm

Date / Hours of Set-up and Tear Down

6/24 WEDNESDAY 6AM-10PM; 6/28 SUNDAY 6PM-12AM

Event Map

[jubilee layout.jpg](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

5

If yes, describe

THE FOLLOWING AREAS WOULD NEED TO BE CLOSED FOR THE FOLLOWING DATES AND TIMES 6/24/26
6AM - 6/28/26 12AM

FLINT ST FROM LAPEER ST TO ANDERSON
BROADWAY FROM SHADBOLT TO FRONT
CHILDRENS PARK PARKING LOT
PUBLIC LOT @ ANDERSON & FRONT

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

Event Details

Type of Event

Individual

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

6/24/27 - 6/27/27

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

LAKE ORION LIONS CLUB TO USE THE FUNDS TO HELP IN THE COMMUNITY

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

THIS EVENT HAS BEEN HELD FOR OVER 30 YEARS

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

Yes

Describe above selection

WHEN THE ROADS WERE UNDER CONSTRUCTION

Event Details (continued)

Total estimated attendance each day

3000

What parking arrangements will be necessary to accommodate attendance?

UTILIZATION OF public parking areas as they have used in the past

Parking Plan

How will trash be handled?

A DUMPSTER WILL BE BROUGHT IN AT OUR EXPENSES AND WE COLLECT TRASH

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

THE BEER TENT WILL HAVE BANDS ON FRIDAY AND SATURDAY 8PM-12AM BOTH NIGHTS MAXIMUM VOLUME CAN ONLY BE DESCRIBED AS A RESPECTABLE VOLUME

Will tents be used?

Yes

If yes, indicate number of tents, use of each, location and size

2 TENTS ARE USED IN CHILDRENS PARK PARKING LOT FOR THE BEER TENT AND ARE SHOWN ON THE MAP

Portable restrooms

Yes

If yes, number of portable restrooms and location

14 TOTAL

10 - CHILDRENS PARK PARKINGLOT

1 - FLINT & LAPEER

1 - FLINT & ANDERSON

1 - BROADWAY & FRONT

1 - BROADWAY & SHADBOLT

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

Yes

If yes, describe

beer tent only Friday and Saturday 5pm -12am

Is liquor license issued by the State of Michigan?

Yes

If yes, whose name is the license issued to

lake Orion lions club charities

Copy of License

Will food and beverages be sold?

Yes

If yes, describe

carnival brings food trucks/trailers

Will merchandise be sold?

Yes

If yes, describe

carnival items only

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

6/24/26 at 6am

Use of Equipment End (Day / Time)

6/28/26 at 12:00am (midnight)

Barricades/Traffic Cones

Yes

If yes, describe

N/A

Temporary Closure Signage

Yes

Trash Cans

No

Electrical Connections

Yes

If yes, describe

all outlet usage at children's park parking lot

Water

Yes

If yes, describe

fire hydrant hook up in town as well as at children's park

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Other Village Services

Yes

If yes, describe

detour signs

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

N/A

Sign Dimensions

Sign Sketch Plan

N/A

Location Map

Temporary Display Start

Temporary Display End

Quantity of Temporary Signs

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signed copy certifications.pdf](#)

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

Hold Harmless Agreement

Hold Harmless Agreement

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

09/03/2025	Payment	Check	\$100.00
Receipt #52065. Received check in the mail on 9/3/2025.			

Communication

Lynsey B September 3, 1:43 PM

Hi Mr. Hartwell,

We just received the two check payments in the mail today for the 2025 Jubilee invoice for Use of Village Equipment and the 2026 Jubilee Special Event Application Fee (Right-of-Way)—thank you for sending those!

For 2026, will the LIONS be reverting back to placing most rides on Broadway instead of Anderson Street? We just want to confirm that this is what you intend to submit.

Also, the event map file that was submitted appears very small when zoomed out and does not include street names. Could you provide an updated version with the street names labeled?

Thanks!

Receipt No. 52064 for Invoice to Use Village Equipment.pdf

Receipt No. 52065 for ROW.pdf

Lynsey B October 1, 9:33 AM

Good morning, Mr. Hartwell,

Do the Lions intend to have the main event back on Broadway St again? Just double-checking.

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

