



## **Village of Lake Orion**

21 E. Church Street Lake  
Orion, Michigan 48362 Tel  
248.693.8391 Fax  
248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

### **REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT AND EVENT APPROVAL PROCEDURE**

**The following lists all documents required for a complete submittal of a Special Event Permit application.**

#### **Special Events Permit**

To initiate the special event application process, event organizers must complete and sign a Special Events Permit Form. The application must include a brief description and purpose of the event, the dates and times of the event, including setup and clean-up dates, and a complete listing of contact information for the event organizer. The contact person listed will serve as the emergency contact for the event. The contact person listed must be present at the event. If not, another emergency contact person must be named.

#### **Event Map**

The application form must be accompanied by an event map. The map must clearly show the location(s) for each activity during the event.

#### **Hold Harmless Agreement**

A Hold Harmless Agreement is included with the application form and must be completed, signed, and returned as part of the application package. The Hold Harmless Agreement form must include TWO witness names and signatures in addition to the applicant's name and signature.

#### **Insurance Certificate**

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. In addition, an event sponsor shall be required to provide a valid certificate of insurance naming the Village of Lake Orion as an additionally insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event, including set up and tear down, and the Village's address, listed as:

**Village of Lake Orion  
21 E. Church St.  
Lake Orion MI 48362**

**Based on the nature of the event the applicant may be required to provide additional insurance.**

#### **License Agreement (if applicable)**

A License Agreement approved by Village Council is required for all events.

### **Temporary Sign Application (If applicable)**

Special events that will be erecting temporary signage before or during the event must complete a Sign Permit Application. Sign regulations including exempt signage as well as temporary sign regulations are listed in Chapter 155 of the Village of Lake Orion Code of Ordinances found on the Village of Lake Orion Website at [www.lakeorion.org](http://www.lakeorion.org). The permit application can be found here on the Village's website. Signage may have separate fees associated with it.

### **Request to Use Village Equipment (If applicable)**

Special events that will require street closures or the use of other Village equipment must complete a Request to Use Village Equipment Form.

### **Pre-Application Meeting**

Prior to submitting your Event Application Form, you will be required to set up a meeting with the Village Administration including representatives from the DPW, Fire Department, and Police Department to review your event. Please contact the Village Offices at (248) 693-8391 extension 105 or at [events@lakeorion.org](mailto:events@lakeorion.org) to set up an appointment.

## **EVENT APPROVAL PROCESS**

### **Village Administration Internal Review**

Complete Application package should be submitted in person or mailed to Village Hall located at 21 E. Church St. or via electronic mail to the Village Office at [events@lakeorion.org](mailto:events@lakeorion.org). Event applications shall be submitted 120 days in advance of your event date. Event review will not move forward until such time as all required documents for the event have been submitted.

Upon receiving complete application packages, the Village administration will begin their review. The Police Chief, Director of DPW, Orion Township Fire Marshall, and Orion Township Building Official (as needed), DDA Executive Director and Events Committee Members will be notified of the event and asked to review the application package. The applicant will be notified of any additional items required for approval.

### **Village Council Approval**

All events as require Village Council approval prior to the start of the event. The Village Council meets twice a month, typically on the second and fourth Mondays of each month. The applicant will be notified when their application will be placed on the Village Council agenda. The Village Council may approve, approve with conditions, deny, or table the special event request.

### **Preparation for Event**

Upon approval, the applicant will be required to work with applicable Village departments to ensure the success of their event. For example, this may require working with the Police Department for requested road closures and public safety measures.



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### **EVENT PERMIT APPLICATION**

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

Date of Application:6/24/24	Date Application Fee Paid:
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Sponsoring Organization's Legal Name: Lake Orion Leadership Class-Lake Orion High School	
Phone 248-895-8501	Fax
Email Leadership@lok12org	Website
Sponsoring Organization's Agent Name: Lori Hogan - advisor	
Phone 248-895-8501	Fax
Email Lora.hogan@lok12.org	Website
Event Name: Lake Orion High School Homecoming Parade 2024	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) Lake Orion HS students will arrive to set up at 2PM Closure of Flint/Broadway at 3:15 for a 3:30 start No Parking on the street for viewers to see parade.	
Date/Hours of Event:  Sunday, October 6, 2024, 3:30 start time	
Date/Hours of Set-up and Tear Down:  Set up begins at Blanche Sims Elementary School at 2 pm for a 3:30 start time	

### Event Location and Boundaries

Blanche Sims Elementary School Florence Street  
Flint to Broadway  
Broadway to Church

**Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:**

- Tent locations - Hansens Running
- 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 Trash on sidewalks
- Event staff parking

Will street closures and/or Parking Lot closures be necessary:    ☒ Yes    ☐ No

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.

Closure at 3 pm for Flint/Broadway

Coordinating with Another Event:

YES

☒ NO

If Yes, Event Name

Event Name/Details:

### Event Information

Type of Event *(See definitions attached to information page)*

☐ Village Operated    ☐ DDA    ☐ Individual    ☐ Co-Sponsored    ☐ Group

**Indicate Status**

☒ 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 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  
1000+ Spectators

What parking arrangements will be necessary to accommodate attendance?  
Describe:  
Community members will park at Blanche Sims Elementary School

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

How will trash be handled?  
Describe:

Will contact DPW for a Plan

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:

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

1 Tent at Hansens Running Store with Speakers

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

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

Pop & snacks on street

***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 ☐ No  
If yes, describe:

LOHS items from WDBC

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

Electrical Connections: ( ) Yes ( X ) No

If yes, describe:

Water: ( ) Yes ( X ) No

If yes, describe:

Barricades and/or Traffic cones: ( X ) Yes ( ) No

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

Do you have a need of emergency fire equipment, such as ambulance? ( ) Yes ( X ) No

If yes, describe:

Other Village services: ( X ) Yes ( ) No

If yes, describe:

Old Police Car as needed

**EVENT SIGNS**

Will this event include the use of signs? ( ) Yes ( X ) No

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

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### **CERTIFICATIONS AND SIGNATURES**

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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. The advertisement must include a 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.

\_\_\_\_\_  
6/24/24

Date

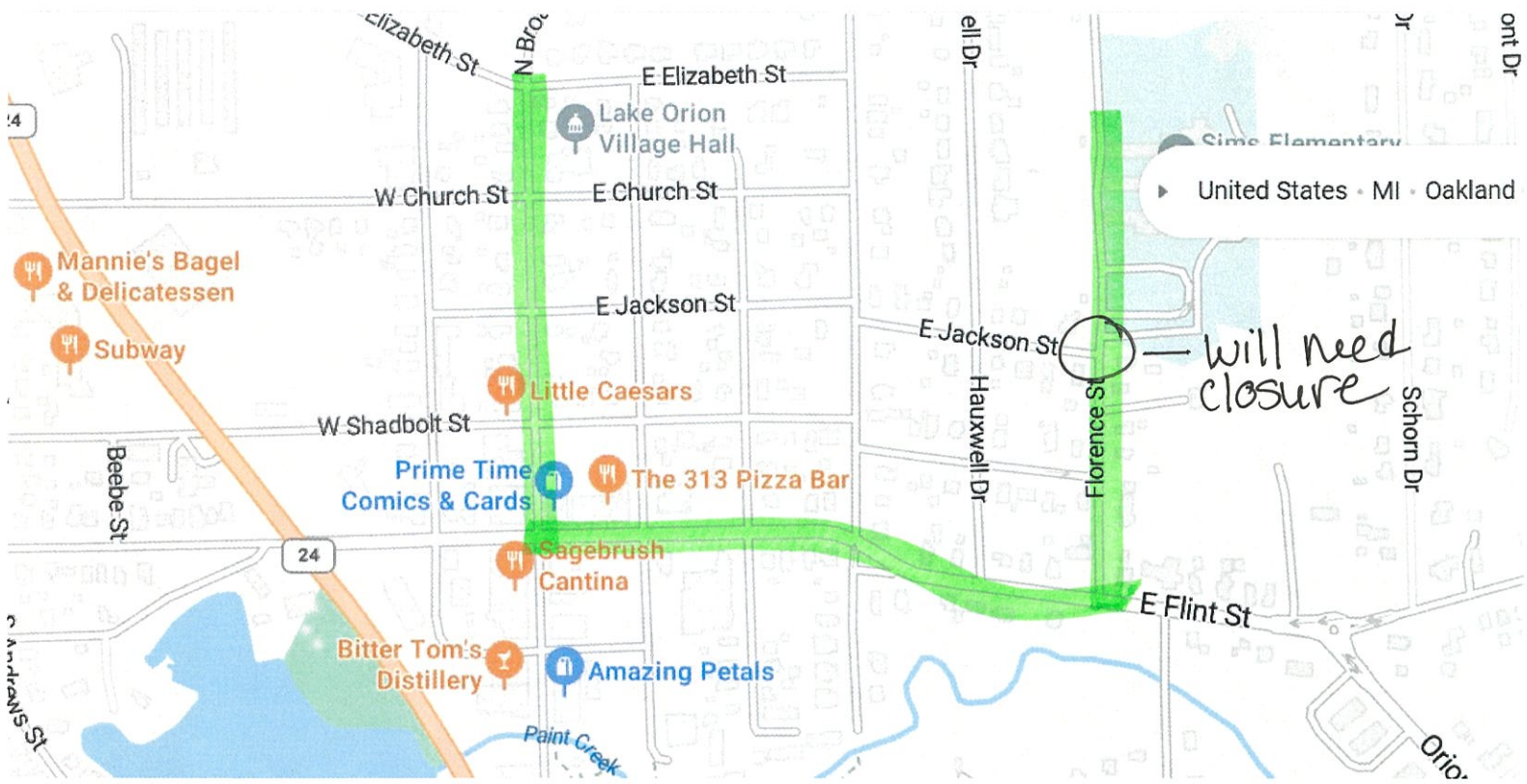
L Hogan

Signature of Sponsoring Organization's Agent

Lora Hogan LOHS

Print Name





2024 20HS Parade Rt.



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### HOLD HARMLESS AGREEMENT

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

Lake Orion 24 Hoco Parade 8/24 10/6/24  
Activity/Event Dates and Time  
Parade Route 2024  
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.

Lara Hogan  
Applicant/Property Owner/Contractor Signature\*\*

Lara Hogan  
Applicant/Property Owner/Contractor Printed Name

8/24/24  
Date

Michael Donnellon  
Witness One Signature \*\*\*

Michael Donnellon  
Witness One Printed Name

Corry A. Haddad  
Witness Two Signature \*\*\*

Corry A. HADDAD  
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 COVERAGE

PRODUCER

**SET SEG**

1520 Earl Avenue  
East Lansing, MI 48823

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

MEMBER

**Lake Orion Community Schools**

315 N Lapeer St |  
Lake Orion, MI 48362

**A** MASB-SEG Property/Casualty Pool, Inc.

THIS IS TO CERTIFY THAT THE COVERAGE REFERENCE NUMBER OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE COVERAGE REFERENCE NUMBER 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 COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE REFERENCE NUMBERS.

CO LTR	TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> [X] Comprehensive Form [X] Premises/Operations [X] Products/Completed Operations [X] Broad Form Property Damage [X] Personal Injury	PC-63230-2025-01	10/6/2024	10/6/2024	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	\$3,000,000
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	\$3,000,000
<b>A</b>	<b>EXCESS LIABILITY</b> [X] General Liability [X] Automobile Liability [X] Garage Liability	PC-63230-2025-01	10/6/2024	10/6/2024	OCCURRENCE	\$15,000,000
					ANNUAL AGGREGATE	\$15,000,000

**CERTIFICATE HOLDER**

Village of lake Orion  
21 E Church St |  
Lake Orion, MI 48362

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE REFERENCE NUMBERS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Katie Lehman  
PROPERTY/CASUALTY DEPARTMENT

{9/18/2024}



### 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 Lake Orion Leadership Class-Lake Orion High School ("Licensee"), whose address is 495 E Scripps Road, Lake Orion, MI, 48360, for the use by Licensee of the Village parks and public roads identified on the attached LOHS Homecoming Parade fall 2024 event application and collectively referred to as the "Premises".

#### RECITALS:

A. Licensee requested Village Council approval to allow use of the Premises for the LOHS Homecoming Parade to be held on Sunday, October 06, 2024 (the "Event").

B. On September <sup>18, 23</sup> 2024, 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. Licensees assume all risk of such suspension and hereby waive and release 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 to this event.*** The sale of alcohol by Licensee, shall be in strict compliance with the required Michigan Liquor Control Commission (MLLC) license Licensee must obtain, with any violation of any condition or requirement of that license being grounds for the immediate revocation of this License for that Premises by the Village Police Chief or Manager. Licensees shall provide copies of all MLLC licenses, bonds and other documents related to such alcohol sales.

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

\_\_\_\_\_  
Jerry Narsh, Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sonja Stout, Village Clerk-Treasurer

Lake Orion Leadership Class-Lake Orion High School  
Lora Hogan-Advisor

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Its:



## Village of Lake Orion

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### REQUEST TO USE OF VILLAGE EQUIPMENT

#### APPLICANT INFORMATION

Applicant Name: Lora Hagan Business Name: LOCS  
Address: 495 E. Scripps Rd City, State, Zip: LO MI 48360  
Applicant Phone #: 248-895-8501 Applicant E-Mail: lora.hagan@LoK12.org

#### EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: LOHS Hoco Parade 2024

Use of Equipment Begins – Day: 10/6/24 Time: 3:00

Use of Equipment Ends – Day: \_\_\_\_\_ Time: 4:30

#### EQUIPMENT TO BE USED Please describe in detail below

☒ Barricades ☒ Temporary closure signage ☐ Trash cans ☐ Other

Close parade Rt. at 3pm for 3:30 start

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 damaged or missed property at actual cost plus 20% for administrative costs.

Signature of Applicant: [Signature] Date: 6/24/24

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

#### Issued:

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Returned:

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff: \_\_\_\_\_ Signature: \_\_\_\_\_

## **EQUIPMENT USAGE PROVISIONS**

In an effort to minimize loss of equipment or to avoid subjecting people or agencies to potential accusations, the Village is requiring all equipment such as barricades, cones, or fire hydrants to be signed out prior to usage (effective March 15, 1999).

### **For street and parking lot closures:**

The Lake Orion Police Department and Department of Public Works will review the application and decide if the proper equipment (barricades/cones/etc.) was requested and will make changes to the application as necessary.

### **Use of fire hydrants:**

Fire hydrant reducers/hose spigot will be installed on the proper hydrant by the Department of Public Works. The hydrant will be turned on upon installation. In no case shall the hydrant be tampered with. The DPW reserves the right to place a meter on all spigots to monitor water use and bill usage accordingly in the Village sees fit.

### **General guidelines:**

- Equipment will be delivered on site by the Department of Public Works. Locations and site map will be provided by the Police Department in the case of street/parking lot closures. The PD will be in charge of properly closing street and parking lots on the day of the event.
- The applicant will sign a release accepting responsibility for the property at the time of application.
- When the event or activity is complete, the Department of Public Works will pick up the equipment and give a proper accounting to Village Administration at which time the DPW will sign the release form indicating the date and time the property was returned. The applicant may request a copy of the completed release form for their records.
- All equipment will be picked up and returned to inventory by the Department of Public Works on the first business day following the event.
- The applicant will be responsible for any damaged or missing property and will be invoiced for same with payment due upon receipt of invoice.



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

#### APPLICANT INFORMATION

Applicant Name: Lori Hogan Business Name: Lake Orion Leadership  
Applicant Phone #: 248-895-8501 Address: 495 E. Scripps Road  
Applicant E-Mail: lori.hogan@lork12.org City, State, Zip: MI 48360

#### TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: ☐ Building Maintenance ☐ Business Sale/Event ☒ Parade ☐ Utility Installation  
Briefly Describe Use/Project Activity: LOCS 24 Hoco Parade

#### RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Parade Route  
Temporary Use of Right-of-Way Begins – Day: Sunday Oct 6, 2024 Time: 3:00pm  
Temporary Use of Right-of-Way Ends – Day: \_\_\_\_\_ Time: 4:30pm

#### 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 type="checkbox"/> Anticipated Attendance	<input type="checkbox"/> Sketch of Project Area
<input type="checkbox"/> Event Map	<input type="checkbox"/> Hold Harmless Agreement
<input 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 type="checkbox"/> Parking Plan	<input type="checkbox"/> Application Fee
<input type="checkbox"/> Sign Application (if applicable)	<input type="checkbox"/> Insurance Certificate
<input 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 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.

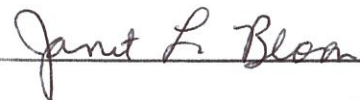
Signature of Applicant:  Date: 8/10/24/24

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

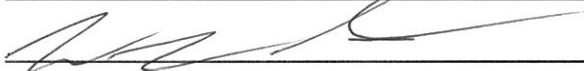
APPROVAL / COMMENTS BY

Police Chief:  Date: 9/12/24

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.

DDA  Date: 9/12/24

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

DPW Director:  Date: 9-18-24

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

August 29, 2024

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

RE: Homecoming Parade\_2024

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Lake Orion Homecoming Parade, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. The parade route shall follow the approved map that was submitted with application.
3. Anderson and Front Streets shall remain open.

*John Pender*

John Pender, Assistant Fire Chief  
Orion Township Fire Department