



Special Event
SE-2026-014

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Lora Hogan	LWQ-P37	Apr 16, 2026	--	Oct 4, 2026	--	--

Applicant Information

APPLICANT

Lora Hogan

✉ Lora.Hogan@lok12.org

☎ (248) 895-8501



495 E Scripps Rd #Leadership HOCO parade,
Lake Orion, MI 48360

📍 Same as mailing address

Agent

AGENT

Lora Hogan

✉ lora.hogan@lok12.org

☎ (248) 894-8501

📍 495 E Scripps Rd, Lake Orion , MI 48360

📍 Same as mailing address

Internal

Conditions

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.

****Pursuant to Village of Lake Orion Council Resolution No. 2025-006, "A Resolution Establishing a Policy for the Waiver of Village Fees and Charges for Programs and Services," this event qualifies for a waiver of all applicable Village fees associated with the permitted activity. ****

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.

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

Issued By: 

N/A

Internal Notes - Employee Communication

Missing items:

- 1) Signature of the sponsoring organization's agent (signed in the office on 7/24/2026 -LBlough)
- 2) Certificate of Insurance (Per applicant on 7/22/2026, Andrea Curtis will provide this to the Village. Shannon Hojna provided copy on 7/23/2026 -LBlough)
- 3) Proof of non-profit status (can waive this because they are part of LOCS - LBlough)
- 4) Only one tent to be used and placed in front of Hanson's? (Confirmed with applicant on 7/22/2026 that it is only 1 tent. -LBlough)
- 5) Completed and signed Hold Harmless Agreement (RECEIVED on 6/2/2026)

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Left applicant a voicemail on 7/21/2026 to give us a call back so we can provide a detailed explanation on what else is missing for their event. -LBlough on 7/21/2026

Approved Event: 

N/A

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## General Information

### Event Location

► **Florence St, Flint St, Broadway St, Elizabeth St**  
Lake Orion, MI 48362



### Event Locations

Streets of Lake Orion (Florence Street, Flint Street, Broadway Street, Elizabeth Street)

### Zoning District

MU - Mixed Use

### Event Name

Lake Orion High School Homecoming Parade

### Event Details

On Sunday October 4th, we will host the 2026 HOCO parade in downtown Lake Orion.

**Date / Hours of Event**

10/04/26 from 3:30 PM to 4:30 PM

**Date / Hours of Set-up and Tear Down**

Set-up starts on 10/04/26 at 2:00 PM, tear down on 10/12/2025 at 5:00 PM

**Event Map**

[2024 HOCO parade.PNG](#)

[2024 Parade.PNG](#)

**Street Closures and / or Parking Lot closures necessary?**

Yes

**If yes, how many days?**

1

**If yes, describe**

We will need to have the same set up as last year. Street closures on Florence Street, Flint Street, Broadway Street, Elizabeth Street/Lapeer Street. Please see attached parade route.

**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

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**Event Details****Type of Event**

Group

**Status**

Non-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**

N/A

**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**

Annual HOCO parade for Lake Orion High School

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

No

**Describe above selection**

Always at LO Downtown

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## Event Details (continued)

**Total estimated attendance each day**

1000+

**What parking arrangements will be necessary to accommodate attendance?**

Public Parking in the village and downtown

### Parking Plan

**How will trash be handled?**

There will be no trash, no candies would be thrown to parade goers.

**Is amplification of music or speakers planned or anticipated?**

Yes

**If yes, describe**

A parade announcer would be using mic between 3:00 PM and 4:00 PM.

**Will tents be used?**

Yes

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

In front of HANSON'S store

**Portable restrooms**

No

**If yes, number of portable restrooms and location**

N/A

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## 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

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## 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**

Yes

**If yes, describe**

See map for closure of streets

**Temporary Closure Signage**

Yes

**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**

**If yes, describe**

No

N/A

**Use of Police Services**

**If yes, describe**

Yes

Will coordinate with Officer near to date of event.

**Other Village Services**

**If yes, describe**

Yes

Will need the police to help with traffic

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## Municipal Equipment

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## Event Signs

**Will this event include the use of signs?**

**Location(s) of Sign**

No

N/A

**Sign Dimensions**

**Sign Sketch Plan**

NA

**Location Map**

**Temporary Display Start**

**Temporary Display End**

**Quantity of Temporary Signs**

N/A

**OLD\_Quantity of Temporary Signs** 

N/A

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## Certifications and Signatures

**Signature of Sponsoring Organization's Agent**

[ldw logo.JPG](#)

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

[hold\\_harmless\\_agreement.pdf](#)

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# Hold Harmless Agreement

## Hold Harmless Agreement

[ldw logo.JPG](#)

### Fees

|                              |               |
|------------------------------|---------------|
| Application Fee              | \$25.00       |
| Special Event - Right Of Way | \$75.00       |
| Application Sign Fee         | \$0.00        |
| Admin Waive Fee              | -\$100.00     |
| <b>TOTAL</b>                 | <b>\$0.00</b> |
| <b>PAID</b>                  | <b>\$0.00</b> |
| <b>BALANCE DUE</b>           | <b>\$0.00</b> |

### Communication

**Kirsten B** May 22, 4:20 PM

Hello Ms. Hogan,

I am assisting Lynsey with the Homecoming Parade Special event permit. During the review process, I noticed some missing pieces of information. If you would please complete or provide the following documents at your convenience, we can proceed with the review process. District Administration may be able to assist with several of these items.

First, we need a signature of the sponsoring organization's agent - this could be your signature if the school district allows.

Second, a Certificate of Insurance naming the Village of Lake Orion as certificate holder and additional insured must be provided.

Third, please provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation.

Fourth, will only one tent be used and placed in front of Hanson's Running or will there be additional tents throughout the parade route?

Finally, we need a completed and signed Hold Harmless Agreement. You can find a copy of that document here:

<https://www.lakeorion.org/media/491>

I'm sure this is a busy time of year for you so my apologies for adding to that. Once this information is received, we can proceed with moving this application along for proper review with each department involved.

If you have any questions or concerns, please let me know; thank you.

Kirsten B.

**Lora H** June 2, 12:06 PM

Village of LO Parade Hold Harmless Agreement (1).pdf

**Lora H** June 2, 12:07 PM

Attached is the HOLD HARMELSS for the Parade in October for the LOCS Homecoming Parade.

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## Workflow

### 1. Payment - COMPLETED

Assignee: Lynsey Blough

### 2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

### 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