



Special Event
SE-2026-015

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Tracy Woodrum	JJF-X85	Jun 10, 2026	--	Aug 14, 2026	--	--

Applicant Information

APPLICANT
Tracy Woodrum

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Agent

AGENT
Janet Bloom

✉ bloom@downtownlakeorion.org

☎ (248) 693-9472

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Internal

Conditions

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.

The Fire Department has no issues with this event. There shall be no parking along Anderson St. or in Fire Station lot.

Issued By:

N/A

Internal Notes - Employee Communication

A-frame sign design is not submitted yet. -LBlough on 6/12/2026.

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Spoke with Tracy over the phone regarding the submitted banner, which contained outdated information from last year, and the missing A-frame design. I informed her that since she has other deadlines to meet, we can place the event on the July 13 Consent Agenda instead. She appreciated the flexibility. -LBlough on 6/16/2026

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Janet submitted the remaining pending documentation, and she requested to keep the item on the June 22, 2026, Consent Agenda. -LBlough on 6/16/2026

Approved Event: 

N/A

General Information

Event Location

▶ **165 S BROADWAY ST**
LAKE ORION, MI 48362



Event Locations

Children's Park and gazebo

Zoning District

DC - Downtown Center

Event Name

Outdoor Movie Night (Teens) (Kids)

Event Details

Outdoor Movie Nights for Teens on Aug. 14 and Kids on Sept. 18. We will have free popcorn, kids/teen activities, self station, teens will have Little Caesars pizza, beverages, chalk art activities, movie screen, music prior to movie.

Date / Hours of Event

Teens Aug. 14 (6:30-10 pm)/Kids Sep. 18 (6-9:30 pm)

Date / Hours of Set-up and Tear Down

Teens Aug. 14 (setup 5:30/10:30pm)/Kids Sep. 18 (5:00-10 pm)

Event Map

[Outdoor Movie Night map kids-teens...](#)

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)

Gazebo Rental?

N/A

Yes

Gazebo Rental Type

Others

Gazebo Rental Date/Time

Teens Aug. 14 (setup 5:30/10:30pm)/Kids Sep. 18 (5:30-10 pm)

Gazebo Hour

10

Coordinating Event Details

We will use volunteers and staff for setup and teardown. Little Caesars will set up a booth with hot bags to give a free slice to Teens at Teen Outdoor Movie Night.

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

Aug. 13 - Teens Night/ Sept. 17 - Kids Night

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

The Lake Orion DDA will work to cover the cost of the event, plus its marketing and advertising.

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

No

Describe above selection

This is an annual event.

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

No

Describe above selection

The Lake Orion DDA hosts its events within the DDA district.

Event Details (continued)

Total estimated attendance each day

100

What parking arrangements will be necessary to accommodate attendance?

Patrons walk to event, plus use available lots, street parking and The Lumber Yard at Paint Creek will be used for additional parking.

Parking Plan

How will trash be handled?

The trash cans on property currently work for the load capacity at the event. If additional are needed, cardboard trash cans will be deployed with bags put in Village dumpster at end of event.

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

August 14 (Teen Night) - 6:30 pm - 10 pm (music, then switches to movie)

September 18 (Kids Night) - 6-9:30 pm (music, then switches to movie)

Amplification will not exceed village ordinance.

Will tents be used?

No

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

At this time, we use tables/chairs, but if a sponsor chooses to use a tent, we would like to give them that opportunity.

Portable restrooms

Yes

If yes, number of portable restrooms and location

One handicap portajohn sits seasonally between the Children's Park bridge and the Horseshoe Pits. The Fire Station public restrooms will be available during regular operating hours.

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

No

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

The food will not be sold but we will offer free popcorn onsite each day and Little Caesars will be passing out a free slice of pizza for Teen night. We will contact OCHD regarding these offerings.

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

No

Trash Cans

No

Electrical Connections

Yes

If yes, describe

Power at the Gazebo to be on.; Also, need one streetlight by movie screen to be turned off manually to view movie. See DPW for instructions.

Water

If yes, describe

No N/A

Emergency Fire Equipment, such as ambulance **If yes, describe**

No N/A

Use of Police Services

No

If yes, describe

If an officer available, we always encourage them to walk through event as goodwill.

Other Village Services **If yes, describe**

No N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

banner - by Autozone on M-24

a-frames - by Children's Park Bridge, by Ed's Costume, by Wine Social

gazebo signage - event signage and sponsor signage

Sign Sketch Plan is last year's version of the M-24 banner. We anticipate it to be similar.

Sign Dimensions

banner - by Autozone on M-24 (9 ft. wide x 3 ft. tall)

a-frames - by Children's Park Bridge, by Ed's Costume, by Wine Social (2 ft. wide x 3 ft. tall)

gazebo signage - event signage and sponsor signage (4 ft. wide x 1 ft. tall)

Sign Sketch Plan

[Fall events outdoor movie and downt...](#)

Location Map

[Outdoor Movie Night signage map ki...](#)

Temporary Display Start

Jul 31, 2026

Temporary Display End

Sep 28, 2026

Quantity of Temporary Signs

4

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures**Signature of Sponsoring Organization's Agent**[ec9ced39-a2ff-419a-a053-cdcfea6d...](#)**Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured**[Memo - insurance for portal.doc](#)**Hold Harmless Agreement****Hold Harmless Agreement**[Hold Harmless outdoor movie - need...](#)**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$300.00
Gazebo Rental Fee	\$350.00
Electricity Use	\$50.00
Admin Waive Fee	-\$775.00
Admin Waive Fee	-\$50.00

TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Lynsey B June 10, 5:12 PM
Hi Tracy,

Let me know if you get this message.

Thanks,
Lynsey

Lynsey B June 10, 5:15 PM
How about this one?

Lynsey B June 10, 5:20 PM
Can you access the event application now?

Lynsey B June 11, 11:24 AM
Did this work, Tracy?

Lynsey B June 11, 11:42 AM
Hi Tracy,

You should be able to view this now and attach additional documents for the event. Please confirm by responding here and attach the completed Hold Harmless Agreement.

Thanks!

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. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough