



Certifications and Signatures

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. Advertisement must include note that the advertisement is pending Village Approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the 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.

Signature of Sponsoring Organization's Agent *

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8/12/25