



Charter Township of Orion Clerk's Office

2525 Joslyn Rd., Lake Orion, MI 48360
Phone (248) 391-0304, ext. 4001 • Fax (248) 391-9984

Application for a License to Conduct an Outdoor Assembly

Please submit completed application to the Clerk's office at least sixty (60) days prior to the date of the proposed assembly.

Date: _____

Fee: \$100.00*

1. Name: _____ Age: _____

2. Residence: _____

3. Mailing Address: _____

4. Attach a statement regarding kind, character or type of assembly, including the address, legal description and proof of ownership of the site at which the proposed assembly is to be conducted. Also include a map or maps of the overall site.

5. Submit a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:

- A. Police and fire protection
- B. Food and water supply and facilities
- C. Health and sanitation facilities
- D. Medical facilities and services including emergency vehicles and equipment
- E. Vehicle access and parking facilities
- F. Camping and trailer facilities
- G. Illumination facilities
- H. Communications facilities
- I. Noise control and abatement
- J. Facilities for cleanup and waste disposal
- K. Insurance and bonding arrangements

6. Date(s) and hours when the proposed assembly is to be conducted:

7. Estimate of the maximum number of attendants expected at the assembly each day:

8. Evidence of admission which will be used and of the method to be used for accounting purposes:

Signature of Applicant

* Fee may be waived – See Ordinance 29, Section 4,B.

Distribution List (Office Use Only):

- Board Approval
- Sheriff Department
- Fire Department
- Building Department



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Notice to Applicant

The following list is only to be used as a guideline **with the understanding that each request must be reviewed by the Fire Department** to determine if special circumstances will require additional safety precautions.

IT IS THE RESPONSIBILITY OF THE APPLICANT/PETITIONER TO CONTACT THE FIRE MARSHAL AT (248) 391-0304, EXT. 2003, REGARDING THE FOLLOWING REQUIREMENTS.

Requirements for Tents, Special Amusement Structure or Temporary Structures

Temporary Structures that will be erected for 180 days or less must comply with:

1. The Michigan Building Code 2015
Chapter 1, Section 107
Chapter 31, Section 3103
2. The International Fire Code 2015
Chapter 31

Special Amusement Buildings must comply with:

1. The Michigan Building Code 2015
Chapter 1, Section 107
Chapter 4, Section 411
Chapter 31, Sections 3102, 3103 and 3104
2. The International Fire Code 2015
Chapter 31

Tents, Canopies or Membranes that will be erected for 180 days or less must comply with:

1. The Michigan Building Code 2015
Chapter 31, Section 3103
2. The International Fire Code 2015
Chapter 31

Some, or all, of the above structures may be required to meet the following conditions before the Fire Department will be able to give approval:

- A. Flame-resistant treatment
- B. Anchorage requirements
- C. Exit lighting and Emergency lighting
- D. Means of exiting
- E. Standby power
- F. Fire protection systems such as portable fire extinguishers and/or fire suppression systems
- G. Occupant load factors.
- H. Fire warning systems such as horn/strobe lights that automatically activate when an emergency situation is detected.