



# Special Event Permit

CITY OF LONG LAKE  
450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356  
City Hall Phone / 952-473-6961

Date Issued \_\_\_\_\_

PERMIT APPLICATIONS MAY  
BE EMAILED TO:  
jmoeller@longlakemn.gov

Permit applications **will not be  
considered complete** unless  
accompanied by required  
exhibits.

### FOR OFFICE USE ONLY

Amount Due: \$ \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Credit Card  
 Cash Receipt # \_\_\_\_\_

**ATTENTION** - Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date**. Permit application must be accompanied by all required exhibits and the permit fee (see page 3 of this application) to be considered complete.

Event Name MN Strong Photoshoot & Fundraiser

Describe Location or Area of City Where Event Will Take Place \_\_\_\_\_

Based out of Nelson Lakeside Park and on-ice on Long Lake

# of Participants Expected to Attend Event 75-200

Describe Any Participation/Entry Fees to be Charged A minimum \$25.00 at-will donation will be required.

Proceeds will benefit local families impacted by immigration separation.

### Event Dates/Times Proposed

<b>** List all Event Dates/Times Below **</b>			
<i>Day of Week</i>	<i>Date</i>	<i>Start Time</i>	<i>End Time</i>
Saturday	2/7/2026	10:00 am, though attendees may arrive closer to 10:30 am	No later than 1:00 pm

### Event Type (CHECK ALL THAT APPLY)

Parade     Festival     Run/Walk     Sporting Event     Block Party     Private Party

Other, Describe Photoshoot and fundraiser - attendees will assemble on ice to form the lettering 'MN Strong' and/or possibly a heart shape, with a drone taking photos from above. Participants will be offered a digital copy of the photo.

### Event Includes (CHECK ALL THAT APPLY)

Liquor Service     Food Service     Bingo/Raffles     Live Music     Amplified Audio     Megaphone

Animals     Pedestrians/Runners     Bicycles     Floats     Motor Vehicles, # Expected \_\_\_\_\_

Other Vehicles, Explain \_\_\_\_\_

Games, Amusement Devices or Carnival Equipment, Describe \_\_\_\_\_

Will parking for the event exceed on site parking facilities available?

Yes, written permission from area property owners allowing use of their property for parking is attached. WILL BE PROVIDED

No

Who will be providing traffic control personnel? Event organizer if needed, dependent upon attendance #.

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)? \_\_\_\_\_

### Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)

No streets would be closed.

**Site Map and Detailed Description of Event Required**

A DETAILED SITE MAP OF THE EVENT AREA AND DETAILED EVENT DESCRIPTION NARRATIVE **MUST BOTH BE ATTACHED TO THIS APPLICATION.** The Site Map should show locations of food and beverage vendors (noting controlled entry to any alcoholic beverage service areas), where activities will be taking place, and where any temporary infrastructure such as tents or bandstand facilities will be installed.

**Insurance Carrier for Event**

A Certificate of Insurance naming the City of Long Lake as an additional insured is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. Amount of insurance required is \$1,000,000.

Name of Insurance Carrier N/A Policy Number \_\_\_\_\_

**Chairperson, Event Manager, or Director (Person Responsible for Duties of Permit Holder)**

Full Name Kelly Grady Daytime Phone 763-218-8788

Alternate Phone \_\_\_\_\_ Email Address kellyincommunity@gmail.com

Street Address 271 Greenhill Lane

City / State / Zip Long Lake, MN 55356

**Organization Information**

Organization Name N/A

Mailing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

*By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.*

**X Signature of Applicant** Kelly Grady **Date** 1/29/2026

**\*\*\*\* THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY \*\*\*\***

APPLICATION SUBMITTED WAS -  Complete With Exhibits  Incomplete – Date Completed \_\_\_\_\_

Damage Deposit Submitted (IF APPLICABLE) -  Not Applicable  Amount = \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Review by Department Head or Designee**

Public Works Staff Initials SD Date 1/30/2026

Fire Department Staff Initials oh Date \_\_\_\_\_

Police Department Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature - Special Event Permit Issued By \_\_\_\_\_ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_ **PERMIT #S** 2026-02

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 1/29/2026

Permit Conditions Listed Below:

\_\_\_\_\_  
\_\_\_\_\_



January 29, 2026

Kelly Grady  
271 Greenhill Lane  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-02**  
MN Strong Photoshoot & Fundraiser  
Saturday, February 7, 2026 / 10:00 am – 1:00 pm

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for the MN Strong Photoshoot & Fundraiser is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [ ] The Shoreline Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [ ] The event organizer/permit holder must apply and receive approval for any permit required by Hennepin County Sheriff's Water Patrol for the activities utilizing Long Lake, and must assure the event complies with all ice thickness, group massing, and other safety related guidelines or permit conditions. Any permit required by Hennepin County Sheriff's Water Patrol must be approved and issued prior to the event date, with a copy provided to the City Clerk.
- [ ] It is the responsibility of the event organizer/permit holder to take into consideration the weather, ice conditions and ice thickness in advance of the event date. If any adverse conditions exist that would jeopardize the safety of any event participants or attendees, the event organizer must cancel this event and notify City staff.
- [ ] The plan is for the event to be hosted on-ice on Long Lake and based out of Nelson Lakeside Park. It is a requirement of permit issuance that the public launch and public access area remain free and clear of any traffic or obstruction at all times. The event's activities will not be permitted to interfere with the general public's use of the lake.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-02**

***MN Strong Photoshoot & Fundraiser***

Saturday, February 7, 2026 / 10:00 am – 1:00 pm

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- [ ] With event attendance potentially exceeding 100 individuals, written permission (may be submitted by email) from property or business owner(s) for additional off-site parking locations must be submitted to the City Clerk by 12:00 noon on Friday, February 6.
- [ ] The event organizer/permit holder is responsible for any traffic control needed during the event.
- [ ] Cleanup of any event related debris or refuse left on Long Lake or on Nelson Lakeside Park property must be completed immediately following the event.

Please be advised that by acceptance of Special Event Permit #S2026-02, the event organizer/permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

Thank you in advance for your cooperation.

Sincerely,



Jeanette Moeller  
City Clerk