



Special Event Permit Application

CITY OF LONG LAKE
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356
Phone / 952.473.6961

FOR OFFICE USE ONLY

Amount Due: \$ waived per
Date Paid: Am
[] Check # _____
[] Credit Card _____
[] Cash Receipt # _____
Deposit Required?
[] Yes, Check # _____
[] No

- REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.
- 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 exhibits requested to be considered complete.

Event Name LLFD Annual Red Hot Run 5K

Describe Location or Area of City Where Event Will Take Place LLFD Station 1

of Participants Expected to Attend Event 200 \$30

Describe Any Participation/Entry Fees to be Charged ~~\$1000~~ race fee for any 5K participants, free for family/spectators

Event Dates/Times Proposed

**** List all Event Dates/Times Below ****

Day of Week	Date	Start Time	End Time
Saturday	July 27, 24	8:00	12:00

Event Type (CHECK ALL THAT APPLY)

[] Parade [] Festival Run/Walk [] Sporting Event [] Block Party [] Private Party
[] Other, Explain _____

Event Includes (CHECK ALL THAT APPLY)

[] Liquor Service [] Food Service [] Bingo/Raffles [] Live Music Amplified Audio
[] Animals Pedestrians/Runners [] Bicycles [] Floats [] Motor Vehicles, # Expected _____
 Other Vehicles, Explain ALL fire apparatuses will be dispersed on course
[] Games, Amusement Devices or Carnival Equipment, Describe _____

Will Parking for Event Exceed On Site Parking Facilities Available?

[] Yes, WRITTEN PERMISSION FROM AREA PROPERTY OWNERS ALLOWING USE OF THEIR PROPERTY FOR PARKING IS ATTACHED
 No

Traffic Control Personnel Provided by Whom LLFD

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom
Barricades & traffic cones by City of Long Lake

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

only Willow Dr. for the beginning of race
Police & fire will direct traffic.

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 **must be submitted at least 10 days prior to the event start date.** Amount of insurance required is \$1,000,000.

Name of Insurance Carrier USI Insurance Services Policy Number CMG10005745


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

Full Name Adam Hayden Daytime Phone 612.619.9136
Alternate Phone _____ Email Address adam.hayden@longlakefire.org
Street Address 340 Willow Dr.
City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Long Lake Fire Department Relief Association
Mailing Address 340 Willow Dr.
City, State, Zip Long Lake, MN 55356
Phone 952.473.9701 Fax _____

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  **Date** 7/9/24

****** FOR CITY USE ONLY ******

APPLICATION SUBMITTED WAS: Complete With Exhibits [] Incomplete - Date Completed _____

Review by Department Head or Designee

Public Works Reviewed By SD/JM Date 7/10/2024
 Fire Department Reviewed By MH/JM Date " "
 Police Department Reviewed By MS/JM Date " "

Special Event Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date Approved _____ **PERMIT #** S2024-06

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 7/10/2024
[] Permit Conditions Listed Below:



July 10, 2024

Adam Hayden, Event Organizer
Long Lake Fire Department
340 Willow Drive N
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-06
2024 LLFD Red Hot Run 5K
Saturday, July 27, 2024 (8:00 am to 12:00 noon)

Dear Event Organizer(s):

Your application for a Special Event Permit for the 2024 LLFD Red Hot Run 5K 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 Long Lake 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 of the Fire or Police Chief as needed.
- [] The event organizer(s) are required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to arrange for Police assistance as needed during the event and to work with 5K volunteer staff.
- [] The event organizer(s) are required to contact Long Lake Public Works Director Sean Diercks at 612-237-9520 to arrange for temporary use of barricades if needed for the event.
- [] Any changes to the 5K route must be as agreed to in writing and approved by Wayzata Police Chief Marc Schultz or his designee prior to the event date. Proof of agreement must be submitted to the City Clerk by *no later than Wednesday, July 24*.
- [] It is a condition of this Permit that the event organizer obtain any permits requested by the City of Orono for use of Orono facilities or roadways.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-06

2024 LLFD Red Hot Run 5K / Saturday, July 27, 2024 (8:00 am to 12:00 noon)

Page 2 of 2

- [] Event organizer(s) will be responsible to assure volunteers wearing traffic safety vests are posted at intersections along the run route. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [] Event organizer(s) shall be responsible to provide directional signage along the race route for participants to follow. ***Spray painting any markings on City streets is prohibited.***
- [] Cleanup of event related debris along the run route must be completed within 24 hours of the end of the race.
- [] Emergency medical services must be on standby for the race.

Please be advised that by acceptance of Special Event Permit #S2024-06, the 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, and best wishes for a successful event.

Sincerely,



Jeanette Moeller
City Clerk

Willow Dr.

Front Parking



Finish

Fire Station

Vendors →

X X X X

Food Trucks

Kids Bounce House

Kids Obstacle Course

○ ○ ○ ○
 ○ ○ ○ ○
 ○ ○ ○ ○
 Kids Waiting
 Area

Plant Parking

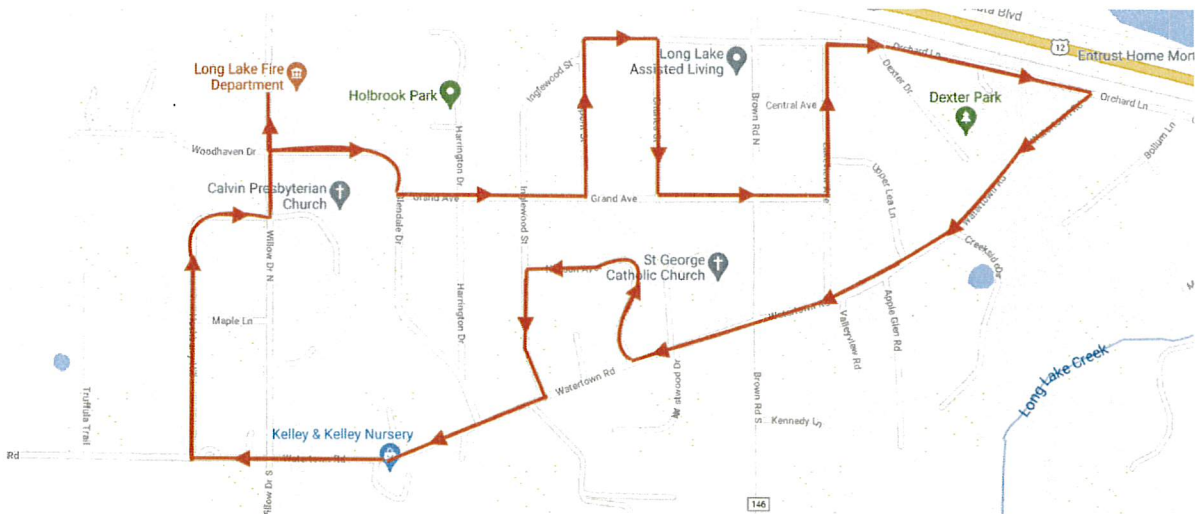
~~Plant~~





Hello Long Lake Neighbor,

On behalf of the Long Lake Fire Department Relief Association, we stopped by today to inform you that your home is once again on the beloved LLFD Red Hot Run 5K route! This year's 5K will take place on Saturday July 27th beginning at 9AM. If you are home and available, we encourage you to come out and cheer the runners on. Even a homemade sign makes it more festive and memorable for the runners! We appreciate your cooperation and hope this doesn't inconvenience you. We anticipate all runners to be off the course by 10AM. Below you will find the route of the 5K and if you are interested in running yourself, it's not too late to sign up at www.LLFDRedHotRun.com. If you have any questions or concerns, please contact Adam Hayden at 612-619-9136.



Thank You,

LLFD Red Hot Run 5K Committee



LLFD Red Hot Run 5K 2024 Schedule of Events:

Same day registration begins at 8AM

Red Hot Run 5K begins at 9AM

Vendor booths and water splash pad and kids obstacle course behind fire house will be available all throughout the event.

Event ends at 12PM



LLFD RED HOT RUN

JULY 27, 2024



REGISTER YOURSELF TODAY!

\$25 EARLY BIRD SPECIAL

