



November 7, 2024

Erika Leachman, Park Board Secretary
Long Lake Park Board
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-09
2024 Long Lake Holiday Tree Lighting Event
Friday, December 6, 2024 (5:30 pm to 7:30 pm)

Dear Event Organizer:

Your application for a Special Event Permit for the 2024 Long Lake Holiday Tree Lighting Event 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 as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [] A thorough cleanup of Holbrook Park property, including the Warming House, must occur within 2 days of the event date.
- [] If the Warming House is to be used for the event, the event organizer will be required to check out a key for the facility from the City Clerk by appointment in advance. Upon the conclusion of the event, the facility must be locked (check doors on all sides), and the Warming House building key is required to be returned to the City Clerk within 3 days of the event date.
- [] Refreshments may be served; however, no alcoholic beverages may be sold, distributed, or consumed on any Holbrook Park property.
- [] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.

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- [] The location of fire pits to be used in Holbrook Park must receive approval/permission by the Long Lake Fire Chief at least 3 days prior to the start date of the event. Event organizer is responsible to have a fire extinguisher on site at all times when fire pits are in use.
- [] Long Lake Public Works staff will assure lights are hung on the holiday tree and will verify they are in working order prior to the event date. Electric service to power the tree lighting will be provided by the City of Long Lake. The event organizer is responsible to coordinate any additional tree lighting related needs by contacting the Long Lake Public Works Director at 612-237-9520 upon receipt of this Special Event Permit.
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for broadcasting announcements and music over the duration of the event.
- [] The City of Long Lake may not be held responsible for any loss, damage or theft of holiday lighting and/or event related equipment.

Please be advised that by acceptance of Special Event Permit #S2024-09, 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,

A handwritten signature in black ink, appearing to read 'J Moeller', with a stylized, cursive script.

Jeanette Moeller
City Clerk