



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: \$ 100.00

Date Paid: 3/31/25

☒ Check # 2389

☐ 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 Temporary Patio at Carbones Long Lake

Describe Location or Area of City Where Event Will Take Place _____

2069 W Wayzata Blvd, Long Lake, MN 55356

of Participants Expected to Attend Event 25 max

Describe Any Participation/Entry Fees to be Charged N/A

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time
	05.01.25		
	09.30.25		

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party

☒ Other, Explain Temporary Patio

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 _____

☐ 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 N/A

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom _____

Carbones

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

N/A

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 Illinois Casualty Policy Number 190975

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

Full Name Neil Heinen Daytime Phone 763.350.8760

Alternate Phone _____ Email Address carboneslonglake@gmail.com

Street Address 2069 W Wayzata Blvd

City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Carbones Long Lake

Mailing Address PO Box 306

City, State, Zip Long Lake, MN 55356

Phone 763.350.8760 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** 3.12.25

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

APPLICATION SUBMITTED WAS: ☒ Complete With Exhibits ☐ Incomplete – Date Completed _____

Review by Department Head or Designee

☒ Public Works Reviewed By _____ Date 4/7/2025

☐ Fire Department Reviewed By ole per 9m Date _____

☐ Police Department Reviewed By _____ Date _____

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

Date Approved _____

PERMIT # 82025-04

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 4/8/2025

☐ Permit Conditions Listed Below:



April 8, 2025

Neil Heinen
Carbone's Pizzeria Long Lake
2069 Wayzata Boulevard W
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-04
Temporary Outdoor Patio – Carbone's Pizzeria Long Lake
Effective May 1, 2025 – September 30, 2025

Dear Applicant:

Your application for a Special Event Permit to permit installation of a Temporary Outdoor Patio for Carbone's Pizzeria Long Lake is hereby approved, subject to the conditions listed below. The Wayzata Police Chief or the Chief's designee, acting on behalf of the City of Long Lake, and Long Lake Fire Chief are each empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the Applicant/Permit Holder or a representative of the Permit Holder.

- [] No modifications may be made to the approved temporary outdoor patio site plan without prior approval of the Fire Chief and Wayzata Police Chief or the Chief's designee. The approved site plan attached to this Permit shows the location of tables (maximum of 5 picnic tables permitted) and seats with calculation of maximum number of customer seating (not to exceed 25 at any time); depicts all entry and exit points; and includes descriptions of temporary fencing materials and possible temporary lighting to be utilized. Patios for alcohol serving establishments must display a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and must show how alcohol will be restricted with a barrier or other means between the temporary outdoor patio and surrounding area.
- [] The temporary patio structure may only be installed consistent with the approved site plan and the Applicant's approved temporary patio narrative submitted with the permit application. The Applicant must call Fire Chief Mike Heiland for inspection of any temporary lighting installations at 952-473-9701 ext. 1.
- [] Security of the temporary outdoor patio shall be the responsibility of the Applicant/Permit Holder.
- [] Patio coverings for customers must be limited to secured umbrellas over dining tables. No permanent covering structures are permitted.
- [] Applicant/Permit Holder shall be responsible for picking up litter within 100 feet of the temporary outdoor patio on a daily basis.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-04

Temporary Outdoor Patio – Carbone's Pizzeria Long Lake / Effective May 1 – September 30, 2025

Page 2 of 2

- [] As the temporary outdoor patio site plan may encroach into an area of City public right-of-way along Shaughnessy Avenue, Applicant must enter into a License and Indemnification Agreement with the City of Long Lake, on a form provided by the City, prior to temporary patio installation.
- [] Signage stating "No Alcohol Allowed Beyond This Point" is required to be posted at any exits from the patio.
- [] A Certificate of Insurance listing the City of Long Lake as an additional insured is required to be submitted prior to temporary patio installation.
- [] This Special Event Permit for a temporary outdoor restaurant patio is effective May 1, 2025 through September 30, 2025. This Permit may be extended if approved in writing by the City Clerk.
- [] Failure to abide by any of the conditions in this Permit may result in permit revocation.

Please be advised that by acceptance of Special Event Permit #S2025-04, the Applicant/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 to you and your business.

Sincerely,



Jeanette Moeller
City Clerk

Barcelona314 Corp DBA Carbone's Pizzeria Long Lake

To: **Mayor –**
Charlie Miner
Council Members –
Jahn Dyvik
Todd Newcomer
Mike Feldmann
Deirdre Kvale

From: Owners -
Sigrid & Neil Heinen

Date: 4/7/2025

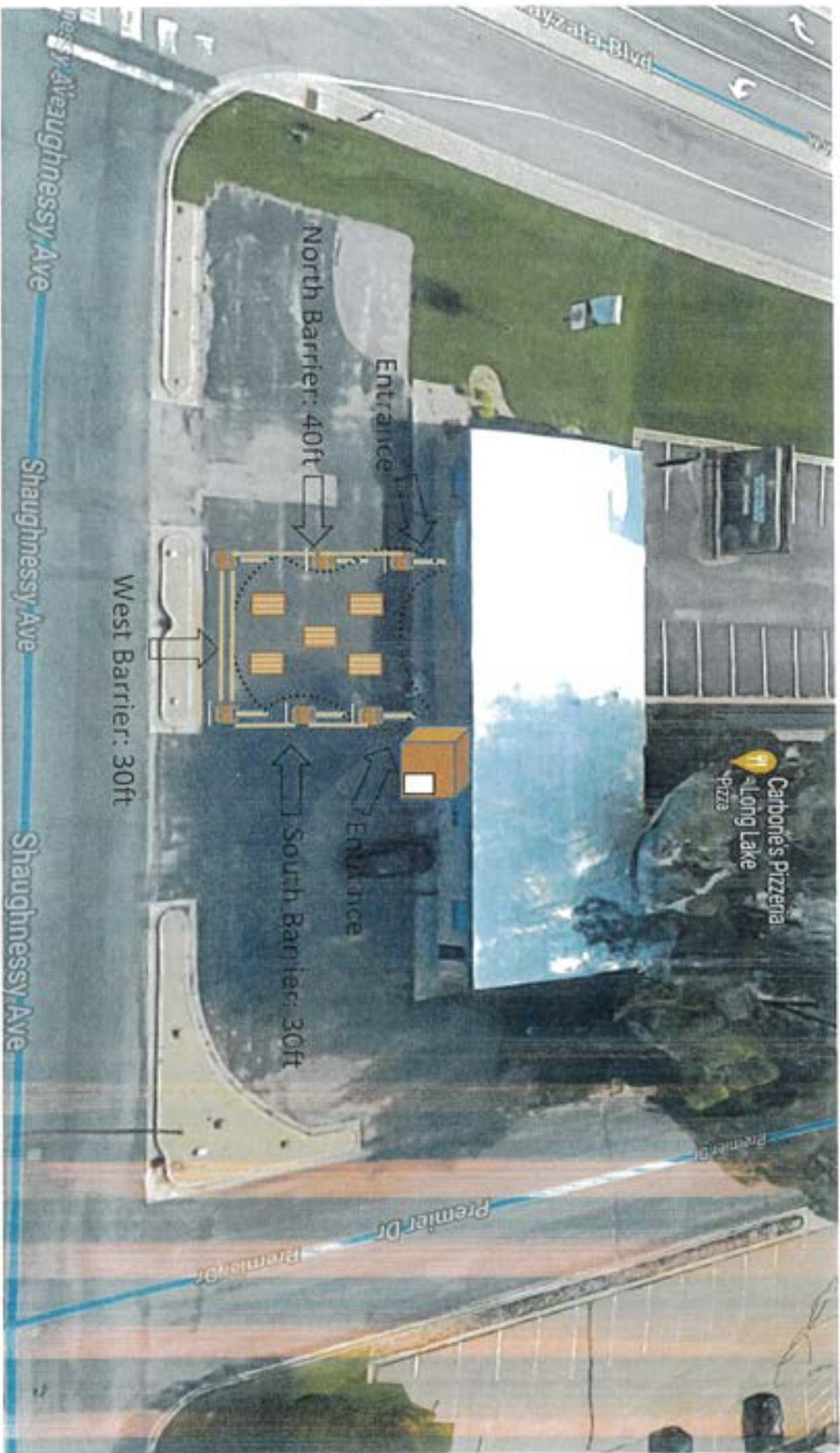
Re: Temporary Patio

Comments:

We are asking for your consideration to set up a temporary enclosed patio in our parking lot on or around 5/1/25. The intention will be to use the patio as long as weather permits. The temporary patio would be identical to years past in size (30' x 40') and amount of patrons (five tables each sitting up to five people). The only change from previous years would be the possibility of setting up string lights around the perimeter.

- Parking will still be accessible from both sides
- Patio area to be contiguous to the building
- Fencing to be comprised of 2x4's to secure a perimeter
- Pedestrian entrances on north and south sides
- Easy access to building for restroom facilities
- 'No Alcohol Past this Point' signs will be posted at both exits

We thank you for your time.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corporate 4 Insurance Agency INC 7220 Metro Boulevard Edina MN 55439-2133	CONTACT NAME: Jim Brakken PHONE (A/C, No, Ext): (952) 893-9218 FAX (A/C, No): (952) 893-9402 E-MAIL ADDRESS: jbrakken@corporatefour.com																					
INSURED Barcelona 314 Corp DBA Carbone's Pizzeria 2069 W Wayzata Blvd Orono MN 55356	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Illinois Casualty Company</td><td>15571</td></tr><tr><td>INSURER B:</td><td>Hartford Casualty Ins. Co.</td><td>29424</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Illinois Casualty Company	15571	INSURER B:	Hartford Casualty Ins. Co.	29424	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES **CERTIFICATE NUMBER:** 25-26 Liquor License **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		BP43974	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	41WECAE7DAM	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability		LL107355	01/01/2025	01/01/2026	Each Common Cause \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liquor Liability Continuous Until Cancelled.

CERTIFICATE HOLDER

CANCELLATION

Long Lake

MN 55356

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CITY OF LONG LAKE

TEMPORARY BUSINESS PREMISES EXPANSION LICENSE AND INDEMNIFICATION AGREEMENT

WHEREAS, the Applicant has sought permission from the City of Long Lake (the "City") to temporarily expand its business premises under a Special Event Permit for a seasonal outdoor temporary patio, and some or all of that expansion will encroach upon City owned property or upon City right-of-way; and

WHEREAS, as a condition of permitting such temporary expansion, the City requires that Applicant indemnify, hold harmless, and defend the City of Long Lake for and against any claims related to the City's approval of such permitting and Applicant's use of the expanded business premises contemplated in the permit, and agree to the full restoration of any City owned property or City right-of-way at Applicant's sole cost upon termination of this temporary authorization.

NOW, THEREFORE, AS CONSIDERATION FOR THE CITY'S APPROVAL OF APPLICANT'S TEMPORARY BUSINESS PREMISES EXPANSION SPECIAL EVENT PERMIT AND TEMPORARY LICENSE, APPLICANT AGREES AS FOLLOWS:

1. Applicant hereby releases the City from any claims for loss or damage to property or any injury to or death of any person arising out of or relating to Applicant's use or occupancy of the temporarily expanded business premises, or the City's grant of permission to temporarily expand said premises. Applicant shall defend, indemnify and hold the City, its directors, employees, agents, contractors, and representatives harmless from and against any and all claims, losses, costs, damages, liens and liabilities, including reasonable attorneys' fees (collectively "Claims"), arising from or related to Applicant's use or occupancy of the temporarily expanded business premises or the City's grant of permission to temporarily expand said premises, pursuant to this Agreement.
2. Applicant shall promptly, and prior to the use or occupancy of any expanded business premises, disclose the obligations contained within this Agreement to its business insurance provider(s).
3. Applicant hereby agrees to promptly, and at its sole cost, restore any portion of City owned property or City right-of-way upon termination or expiration of the rights conferred in the City's temporary license and permit to expand Applicant's business premises. Applicant acknowledges that the City's approval of this expansion of Applicant's business premises is temporary and is subject to termination by the City at any time. Any improvements made by Applicant are made at Applicant's sole cost and risk and no such improvements may permanently alter any City property or right-of-way without the separate, written permission of the City.
4. Applicant shall comply with all provisions of the City-issued permit and license as well as all other applicable provisions of federal, state, and local law.
5. The undersigned hereby certifies that she/he is authorized and empowered to bind the Applicant business to the terms of this Agreement.

I have read, understand and agree to be bound by all the terms contained herein.

APPLICANT: BARCELONA 314 CORP DBA
CARBONE'S PIZZERIA LONG LAKE

Signature: 

Print Name: NEIL HETNEN

Title: OWNER

Date: 4.8.25