



# 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: \$ 150.00  
Date Paid: 12/15/25  
 Check # 3013  
 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 Orono Lions 39th Annual Snowball Open  
Describe Location or Area of City Where Event Will Take Place Ice golf on the frozen lake  
in the area north of Birch's Supperclub  
# of Participants Expected to Attend Event Approximately 200 participants at a time  
Describe Any Participation/Entry Fees to be Charged \$35/participant donation to the  
Orono Lions Club

### Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	1-31-26	8 AM	5 pm

### Event Type (CHECK ALL THAT APPLY)

Parade    Festival    Run/Walk    Sporting Event    Block Party    Private Party  
 Other, Describe Golf on the ice using tennis balls

### 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 the event exceed on site parking facilities available?

Yes, written permission from area property owners allowing use of their property for parking is attached.  
 No

Who will be providing traffic control personnel? Lions + Birch's

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)?  
Lions + Birch's

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 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 Accord West Bend Policy Number CL2512581726

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

Full Name Harrison Steele Smith Daytime Phone 952-567-0062

Alternate Phone \_\_\_\_\_ Email Address Harrison@rentspace.com

Street Address 6327 Cambridge St.

City / State / Zip MPIS, MN 55416

**Organization Information**

Organization Name Orono Lions

Mailing Address PO Box 65

City / State / Zip Long Lake MN 55356

Phone \_\_\_\_\_ Email Address oronolions.org

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 [Signature] Date 12-9-25

**\*\*\*\* 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 12/23/25

Fire Department Staff Initials MA Date 12/22/25

Police Department Staff Initials JB Date 12/22/25

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

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_ PERMIT #S 2026-01

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 12/22/2025

[ ] Permit Conditions Listed Below:



December 22, 2025

Harrison Smith  
Orono Lions Club  
PO Box 65  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-01**  
Snowball Open 2026  
Saturday, January 31, 2026 / 8:00 am – 5:00 pm (Tee Times = 10:00 am – 2:00 pm)

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for the Orono Lions Club's 'Snowball Open 2026' 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.
- [ ] Proof of approval from the Hennepin County Sheriff's Water Patrol for the on-ice golf tournament and any other Snowball Open activities utilizing Long Lake must be submitted to the City Clerk at least 5 days prior to the start of the event.
- [ ] It is the responsibility of the 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 participants or the staff, the sponsor must cancel this event (or relocate it to a land-based site) and notify the Hennepin County Sheriff's Water Patrol and City staff.
- [ ] The Snowball Open plan is for the event to be hosted on Birch's on the Lake restaurant property, and on-ice on Long Lake in the vicinity of the restaurant; with the Nelson Lakeside Park parking lot to be utilized for auxiliary off-site event parking only.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-01**

***Snowball Open 2026***

Saturday, January 31, 2026 / 8:00 am – 5:00 pm (Tee Times = 10:00 am – 2:00 pm)

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- [ ] Parking on County Road 112 is prohibited. Event organizer is required to post “no event parking” temporary signage at the access road to Union Cemetery and at the entrance to the Glenmoor Lane residential neighborhood prior to the start of the event. Failure to post the required signage may result in permit revocation.
- [ ] Written permission (may be submitted by email) from property or business owner(s) for any additional off-site parking locations must be submitted to the City Clerk at least 5 days prior to the start date of the event. It is a requirement of this Permit that shuttling service be available between the event site at Birch’s on the Lake and any designated off-site parking locations. Shuttling service is not required from the Nelson Lakeside Park parking location, as staff is aware event attendees using that parking are walking across the lake ice to the event site.
- [ ] The permit holder and Orono Lions Club sponsoring organization are responsible for any traffic control needed during the event.
- [ ] The Shoreline Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable. To arrange for inspection of any portable heating devices, please contact the Fire Chief at 612-270-6659.
- [ ] Cleanup of any event related debris or refuse left on Long Lake must be completed within 2 days of the end of the event. Any trees brought out to the ice for the event are requested to be removed from the lake within 1 week of the end of the event, and in all circumstances are required to be removed prior to significant melting of lake ice.
- [ ] A Certificate of General Liability Insurance must be submitted to the City Clerk at least 5 days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2026-01, 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.

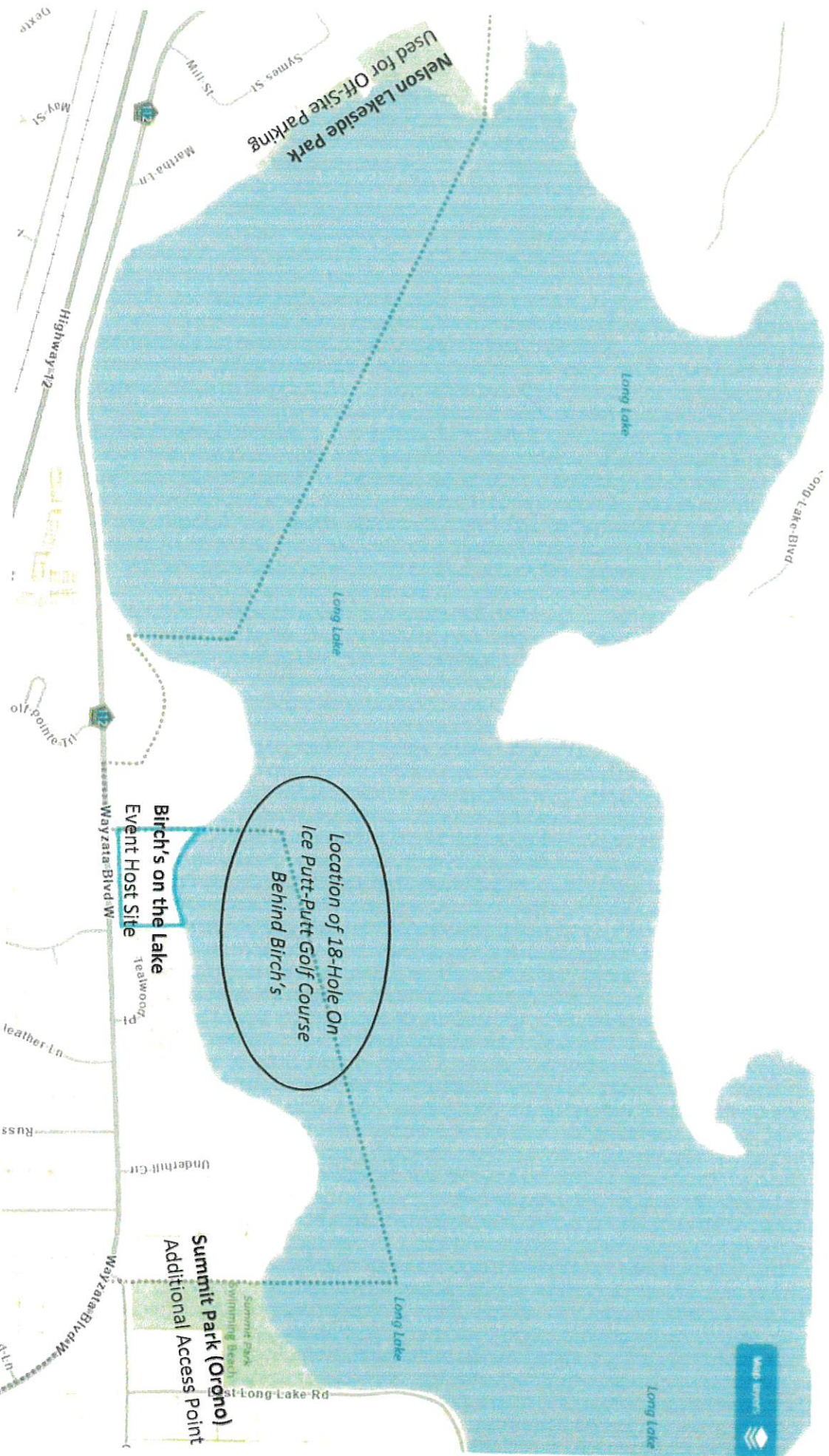
Sincerely,



Jeanette Moeller  
City Clerk

## Snowball Open – Event Map

Groups/participants register for tee times scheduled between 10:00 am and 2:00 pm to play an on ice 18-hole putt putt style golf course using tennis balls on the frozen lake. Fee for attendees is \$25 for online advance purchase, or \$35.00 if registering the day of the event. 10' x 10' tents are placed on ice in various locations for tee boxes. Tee boxes or the registration tent may be sponsored by businesses/organizations. Tee boxes feature a variety of food, beverages, fire pits, activities, and prizes.





*Orono Lions 39th Annual*  
**Snowball**  
*Open*

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**January 31st, 2026**

18 Holes of Ice Golf on Long Lake  
*in front of Birch's on the Lake*

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**Brunch 9 AM | Tee Times: 10 AM - 2 PM | Live Music 3 - 5PM**  
**\$35 at the door (\$25 advanced online)**

**Tickets/More Info: [www.oronolions.org](http://www.oronolions.org)**



# Orono Lions Snowball Open

January 31<sup>st</sup> 2026 10:00 am to 2:00 pm 39<sup>th</sup> Annual



**BIRCH'S**  
**ON THE LAKE**  
BREWHOUSE & SUPPERCLUB



## TEE BOX / REGISTRATION TENT SPONSORSHIP FORM

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

As you may already know, the Snowball Open is the primary fundraising event for the Orono Lions. The proceeds from this event support the various community projects sponsored by the Lions. The projects range from support for the students in our local school system, funding special requests for our partners in public safety, plus many other Community Support Projects.

### Donation for Sponsoring a **TEE BOX** is \$250.00.

**This includes: 4 Sponsor Passes, 10'x10' Tent with 3 sides, Table, 2 Chairs, fire pit & wood.**

You will have a great opportunity to promote your business and meet every player who attends.

The Event starts at 10am. Last tee time is at 2pm. Please stay set up until the last group of golfers finishes.

Allow enough time to set up your decorations before 9:30 am. You can access the lake via Summit Beach.

Your assigned tent will have a tee box marker with your name on it. Firewood will be supplied all day.

Your staff will need an Official Snowball Open Button to be on the ice. If you need help, ask any Lion Member.

Check Box

Sign me up for a Tee Box Sponsor: Enclosed \$250.00

### Donation for Sponsoring the **REGISTRATION TENT** is \$300.00.

Bonus Value \$350.00 golf tickets plus Free Advertising Dollars to promote your company name.

**This includes: 10 Golf Passes for "Green Fees" to Golf the Event.**

You can hand them out to Family, Friends, Co-Workers, or Clients.

**Plus "YOUR COMPANY NAME" on Poster in Registration Tent**

Check Box

Sign me up for a Tent Sponsor: Enclosed \$300.00

Contact any Lion Member for more information or contact:

Roger Adams c: 763-360-1709 Bradley Hansen c: 612-965-0153 Scott Stabeck c: 612-747-5863

**Make checks payable to:**

Orono Lions - PO Box 65 - Long Lake, MN 55356

*Thank you again for your support.*





HENNEPIN COUNTY SHERIFF'S OFFICE  
WATER PATROL UNIT  
4141 SHORELINE DRIVE  
SPRING PARK, MN 55384  
PHONE: 612-596-9880

[sheriff.waterpatrol@hennepin.us](mailto:sheriff.waterpatrol@hennepin.us)

### SPECIAL EVENT PERMIT APPLICATION

THE FOLLOWING INFORMATION IS NECESSARY TO INSURE THE PROPER AND ACCURATE ISSUANCE OF YOUR PERMIT. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN THE FORM TO OUR OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT VIA EMAIL OR STANDARD MAIL.

#### PLEASE PRINT OR TYPE

NAME OF EVENT: Orono Lions Snowball Open

DATE(S) OF EVENT: January 31<sup>st</sup>, 2026

TIME(S) OF EVENT: 8 AM to 5 PM

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.) on the frozen lake in the area north of Birch's Superclub Specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES  NO

SPONSORING ORGANIZATION: Orono Lions

CONTACT PERSON: Harrison Smith DOB: 02-17-90

DL# A561-080-564-912 EMAIL: Harrison@rentSpace.com

ADDRESS: 6327 Cambridge St. MPLS. MN - 55416

PHONE (MOBILE): 952-567-0062 PHONE (WORK): 952-929-8025

EVENT WEB ADDRESS: OronoLions.org

PROPOSED EVENT ACTIVITIES: Golfing on the frozen lake with tennis balls

PROPOSED PARKING LOCATION: Birch's, the Cemetery, + Pelson Beach

PRIZES TO BE ISSUED: None

WILL ALCOHOLIC BEVERAGES BE SOLD? YES  NO

WILL FOOD BE SOLD? YES  NO  IF YES, WHAT TYPE OF FOODS: \_\_\_\_\_

WHAT (IF ANY) STRUCTURES DO YOU INTEND TO PLACE ON THE WATER/ICE?

Temporary 10x10 E2-up style shelters





HENNEPIN COUNTY SHERIFF'S OFFICE WATER PATROL UNIT SPECIAL EVENT LIABILITY RELEASE

This is a legally binding instrument and the provisions herein are subject to enforcement in court. Consultation with legal counsel is strongly recommended prior to signing this document.

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the Snowball Open (event) on Jan 31, 2025 (date) shall execute a written agreement acknowledging and agreeing with, at least, the following (i) that Organization is responsible for administering, managing, directing, sponsoring and over-seeing the ICE Golf (event); (ii) that playing golf with tennis balls on ice (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

Organization shall defend, indemnify and hold free and harmless the County of Hennepin, its present and former officials, officers, agents, volunteers and employees from any and all liability, assertions of liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, which in any manner arise or be alleged to arise directly or indirectly from any and all activities connected directly or proximately with the event(s) referenced in the accompanying special event permit application filed on behalf of said Organization.

ISSUANCE OF A PERMIT UNDER MINNESOTA STATUTES §86B.121 DOES NOT MAKE HENNEPIN COUNTY LIABLE FOR ANY INJURY OCCURRING AT THE EVENT. The undersigned forever relinquishes and effectively waives any and all rights, defenses and claims whatsoever assertable by the Organization in any action by the County of Hennepin to enforce the provisions herein.

The undersigned attests that he/she fully understands the above and declares that he/she is authorized to legally bind Organization to the provisions herein. The Organization shall, upon request by HCSO, submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirm the signatory's authority to sign and bind Organization as set forth herein. Please PRINT or TYPE

Organization Name (must match application): Orono Lions
Address: P O Box 65 Longlake MN 55356
City State ZIP
Contact Person: Harrison Smith Lions member
Print Name Title
Signature of above contact person: [Handwritten Signature]

!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 12th day of December 2025.

Notary Signature: [Handwritten Signature]

Notary Stamp: Susan Bergstralh Notary Public Minnesota My Commission Expires 01/31/2030

