



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: \$ 125.00
Date Paid: 12/7/23
 Check # 5230
 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 37th Annual Snowball Open

Describe Location or Area of City Where Event Will Take Place on the frozen surface of beautiful Long Lake in the vicinity of Birch's supper club

of Participants Expected to Attend Event Approx 200 at a time - up to 600 total

Describe Any Participation/Entry Fees to be Charged \$35 per person donation to the Lions

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
<u>Saturday</u>	<u>2-3-24</u>	<u>8 AM</u>	<u>5 PM</u>

Event Type (CHECK ALL THAT APPLY)

- Parade
 Festival
 Run/Walk
 Sporting Event
 Block Party
 Private Party
 Other, Explain Charitable Fundraiser

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 LIONS

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Birch's & The Lions

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 Ace American Ins Co Policy Number HDO-648333205

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

Full Name Roger Wayne Adams Daytime Phone 763-360-1709

Alternate Phone N/A Email Address roger.w.adams@mchsi.com

Street Address 1130 Underhill Circle

City, State, Zip Long Lake, MN 55354

Organization Information

Organization Name Orowo Lions Club

Mailing Address P O Box 65

City, State, Zip Long Lake, MN, 55354

Phone 763-360-1709 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 [Signature] Date 12-1-23

****** 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 12/12/23

Fire Department Reviewed By MH/JM Date 12/12/23

Police Department Reviewed By MS/JM Date 12/13/23

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

Date Approved _____ PERMIT # 52023-14

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 12/12/2023

[] Permit Conditions Listed Below:



December 12, 2023

Roger Adams, Event Organizer
Orono Lions Club - Snowball Open
PO Box 65
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-14
Orono Lions Snowball Open 2024 / February 3, 2024

Dear Event Organizer:

Your application for a Special Event Permit for the Orono Lions Snowball Open 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.
- [] 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 five days prior to the event.
- [] It is the responsibility of the sponsor to take into consideration the weather, ice conditions and ice thickness at the time of the event. If any adverse conditions exist that would jeopardize the participants or the staff, the permit holder must cancel this event (or relocate it to a land-based event site), notify City staff, and notify the Hennepin County Sheriff's Office Water Patrol unit.
- [] The Snowball Open event 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.
- [] Written permission from property or business owner(s) for any additional off-site parking locations must be submitted to the City Clerk at least five days prior to the start date of the event.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-14

Orono Lions Snowball Open 2024 / February 3, 2024

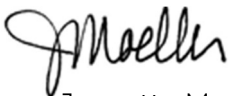
Page 2 of 2

- [] Parking on County Road 112 is prohibited. Event organizer is required to post “no event parking” temporary signage in the Glenmoor Lane residential neighborhood at the entrance to the neighborhood and beyond the residential permit parking only zone; and at the access road to Union Cemetery.
- [] 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 location, as staff is aware event attendees using that parking location are walking on ice to the event site.
- [] The event sponsor will be responsible for any traffic control needed during the event.
- [] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk at least five days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2023-14, 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.

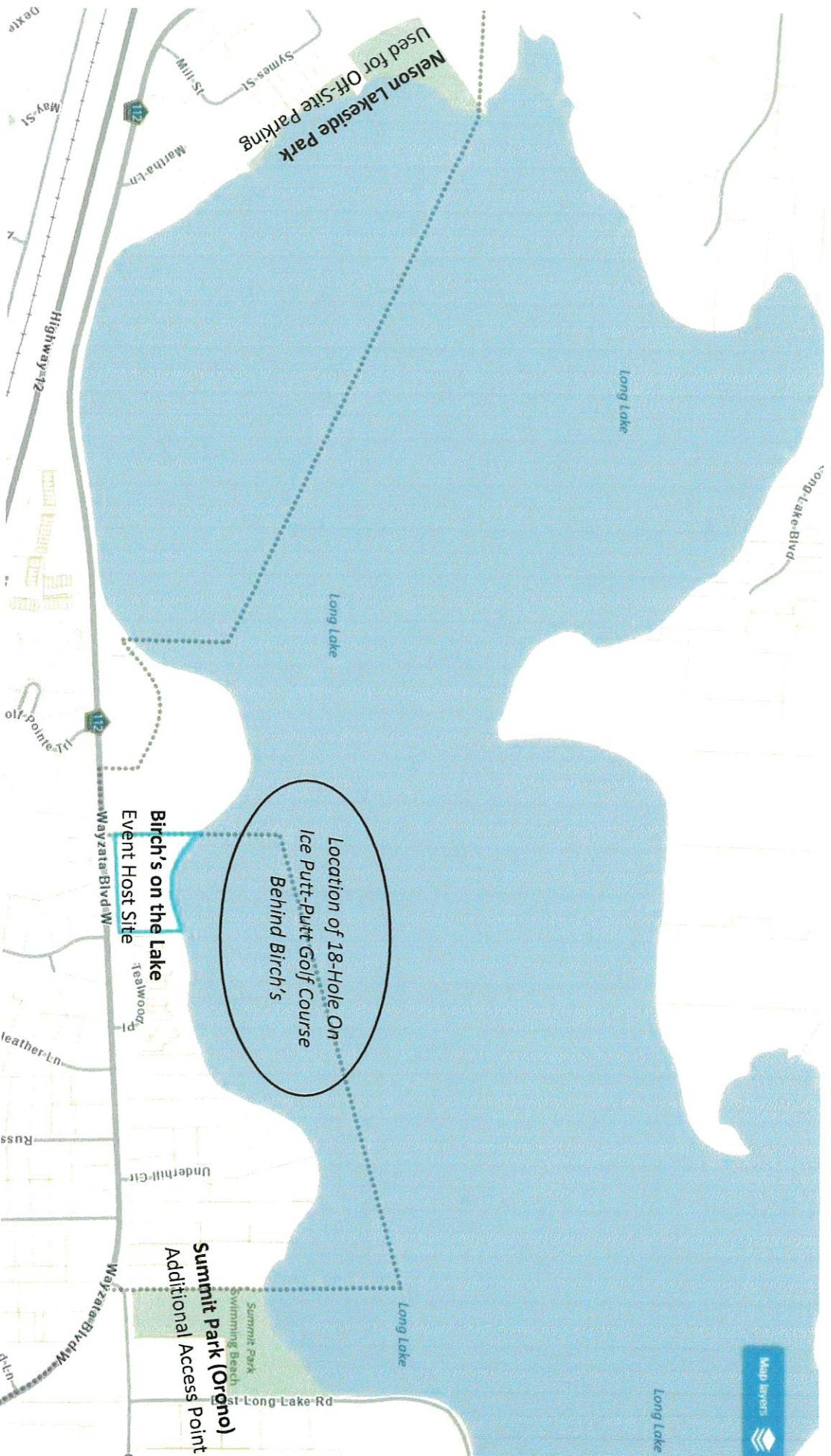
Sincerely,



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.



37th Annual



Snowball

Open

February 3rd, 2024

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

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

Tickets/More Info: www.oronolions.org



BEST SLED CONTEST

Best Sled: \$100
People's Choice: \$50
Coolest Looking: \$50





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/01/2023

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 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 DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams PHONE (A.C. No. Ext): 1-800-316-6705 E-MAIL ADDRESS: lionsclubs@dspins.com	FAX (A.C. No): 847-934-6186
	INSURER(S) AFFORDING COVERAGE	
INSURED Orono Lions Club LONG LAKE Minnesota	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **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	ADDL SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		HDO G48333205	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ISA H10778906	09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Snowball Open Feb 3, 2024

*** City of Long Lake ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER City of Long Lake 450 Virginia Avenue Long Lake Minnesota 55356	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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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 2-3-24 (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 Golf on Ice (event); (ii) that playing golf with a tennis ball 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): Orond Lions Club
Address: P O Box 65 Long Lake MN 55354

Contact Person: Roger Wayne Adams Lion Title

Signature of above contact person: [Handwritten Signature]
!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 1st day of December 2023

Notary Signature: [Handwritten Signature]

Notary Stamp: JEANETTE M. MOELLER Notary Public-Minnesota My Commission Expires Jan. 31, 2028



HENNEPIN COUNTY SHERIFF'S OFFICE

WATER PATROL UNIT
4141 SHORELINE DRIVE
SPRING PARK, MN 55384
PHONE: 612-596-9880

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: 37th Annual Snowball Open

DATE(S) OF EVENT: 2-3-24

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

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.)
ON THE LAKE NEAR BIRCHES SUPPER CLUB - LONG LAKE specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES NO

SPONSORING ORGANIZATION: ORONO LIONS CLUB

CONTACT PERSON: Roger Adams DOB: 7-4-56

DL# T450-203-011-509 EMAIL: roger.w.adams@mchsi.com

ADDRESS: 1130 Underhill Circle, Long Lake, MN 55356

PHONE (MOBILE): 763-360-1709 PHONE (WORK): Same

EVENT WEB ADDRESS: ORONO LIONS .ORG

PROPOSED EVENT ACTIVITIES: golf on the frozen lake using tennis balls

PROPOSED PARKING LOCATION: Birches & Nelson Park

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?
10x10 pop-up style shelters

ESTIMATED ATTENDANCE: (# OF PARTICIPANTS) 600 (# OF SPECTATORS) NA

FISHING TOURNAMENTS MUST PROVIDE THE NUMBER OF BOATS THAT WILL BE ALLOWED TO ENTER THE WATER: NA

WHAT EXTRA/UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED TO THE EVENT AREA? NA

WHAT TYPE & NUMBER OF SAFETY EQUIPMENT (BOAT/ATV/SNOWMOBILE/ETC.) WILL BE PROVIDED BY THE SPONSORING ORGANIZATION FOR SAFETY PURPOSES:

Long Lake Vol Fire Dept staff & emergency vehicles on-site

WOULD YOU LIKE WATER PATROL DEPUTIES/VSD TO BE AT YOUR EVENT? YES NO

IF YES, WATER PATROL DEPUTIES AND/OR VSD PATROL BOATS DO NOT COUNT AS A SAFETY BOAT IF REQUIRED!

IF YES, HOW MANY DEPUTIES DO YOU RECOMMEND, WHY AND WHAT SPECIFIC TIME AND LOCATION?

PLEASE NOTE: IN ORDER TO BE GRANTED A PERMIT FOR YOUR EVENT, THE SPECIFIC GUIDELINES GIVEN WITH YOUR APPLICATION MUST BE FOLLOWED!

12-1-23 Roger W Adams [Signature] Lion

DATE	APPLICANTS SIGNATURE & PRINTED NAME	TITLE
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* The application must be signed.

** The named 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.

