



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: \$ 109.00
Date Paid: 8/31/23
 Check # 45176
 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 Gearwestern Half Marathon and 5K

Describe Location or Area of City Where Event Will Take Place Races will start and finish at Gear West. Running on streets and paths.

of Participants Expected to Attend Event 300 runners total

Describe Any Participation/Entry Fees to be Charged Entry fee to be charged to cover cost of putting on race.

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	October 14 th , 2023	7:00 reg. 8:30 first race	Done at 12:00 noon

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 _____
 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 Wayzata Police & Orono Reserves, We will direct the runners.

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Gear West, We try not to restrict traffic.

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

No streets to be closed. We will have volunteers at all road crossings.

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 West Bend Mutual Policy Number A095930

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

Full Name Brian McCollor Daytime Phone 952-473-0377

Alternate Phone 651-757-7892 Email Address speedy@gearwest.com

Street Address 1786 West Wayzata Blvd. Suite B

City, State, Zip Long Lake, MN 55356

Organization Information

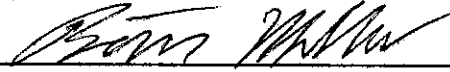
Organization Name Gear West

Mailing Address 1786 Vest Wayzata Blvd. Suite B

City, State, Zip Long Lake MN 55356

Phone 952-473-0377 Fax 952-473-9960

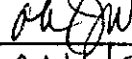
By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.

X Signature of Applicant  **Date** 8/30/23

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

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

Review by Department Head or Designee

<input checked="" type="checkbox"/> Public Works	Reviewed By <u></u>	Date <u>9/6/2023</u>
<input checked="" type="checkbox"/> Fire Department	Reviewed By <u>MF/gm</u>	Date <u>9/6/2023</u>
<input checked="" type="checkbox"/> Police Department	Reviewed By <u>MS/gm</u>	Date <u>9/6/2023</u>

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

Date Approved _____

PERMIT # 82023-11

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 9/7/2023

[] Permit Conditions Listed Below:



September 7, 2023

Brian McCollor, Event Organizer
Gear West Ski and Run
1786 W Wayzata Boulevard, Suite B
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11
Gear Western Country Half Marathon and 5K
Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Dear Event Organizer:

Your application for a Special Event Permit for the Gear Western Country Half Marathon and 5K run and subsequent race party 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 letter or memorandum of the Fire or Police Chief as needed.
- [] It is a condition of this permit that Gear West hire Wayzata Police Department officers on a contractual basis to assist in traffic control at intersections, to be determined by the Chief of Police or his designee. The Event Organizer is 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 race volunteer staff.
- [] Any changes to the final race routes for the half marathon and 5K must be as agreed to in writing and approved by Wayzata Police Chief Marc Schultz or his designee. Proof of approval for any route changes must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [] Event organizer shall provide copy of written documentation from the Hennepin County Transportation Department authorizing the event's use of CSAH 146 (Brown Road) and crossing of CSAH 112 (Wayzata Boulevard W). Copy of documentation from Hennepin County must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [] It is a condition of this Permit that Gear West obtain any permits requested by the City of Orono for use of Orono facilities or roadways.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11

Gear Western Country Half Marathon and 5K/ Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Page 2 of 2

- [] It is a condition of this Permit that Gear West obtain any permits requested by the Minnesota Department of Natural Resources for use of the Luce Line State Trail.
- [] At least 3 days prior to the event date, Event Organizer is required to post temporary signage (minimum of 2 signs) on Gear West property along the Wayzata Boulevard W trail advising public trail users that the half marathon and 5K runs will be held on Saturday, October 14 from 8:00 am to 12:00 noon. This temporary signage must be for public advisory to general trail users – not purposed for event advertising. *Temporary signage must be posted by no later than Wednesday, October 11, and removed immediately following the event.*
- [] Event Organizer will be responsible to assure volunteers wearing traffic safety vests are posted at intersections and business access points along the race route in Long Lake, and to direct participants to off-site parking locations. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse during the run. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [] Event Organizer shall be responsible to provide directional signage along the race routes for participants to follow. Signage must be removed immediately after the event.
- [] Cleanup of event related debris along the race routes must be completed within 24 hours of the end of the race.
- [] Emergency services must be on standby for the race portions of the event. Copy of written correspondence from the LLFD or other emergency services provider confirming that emergency services will be present must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [] Written permission from property or business owner(s) for off-site parking locations to be utilized for the event must be submitted to the City Clerk (may be emailed to jmoeller@longlakemn.gov) *by no later than Wednesday, October 11.*
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for the broadcast of musical entertainment at the Gear West property following the race.
- [] Alcoholic beverages may not be served or consumed at the race party site.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, October 11.*

Please be advised that by acceptance of Special Event Permit #S2023-11, 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.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11

Gear Western Country Half Marathon and 5K/ Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Page 3 of 3

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". The signature is written in a cursive style with a large initial "J" and "M".

Jeanette Moeller, City Clerk

GEAR WESTERN COUNTRY HALF MARATHON & 5K

LONG LAKE  MINNESOTA

BORTON VOLVO

Y'all are invited to saddle up and ride with us at the Gear Western Country Half Marathon and Borton Volvo 5k, a real charming small-town event that's got a big-time feel! Don't let this day of running pass you by, partner. Get your boots in the game and register on the back.

WHEN

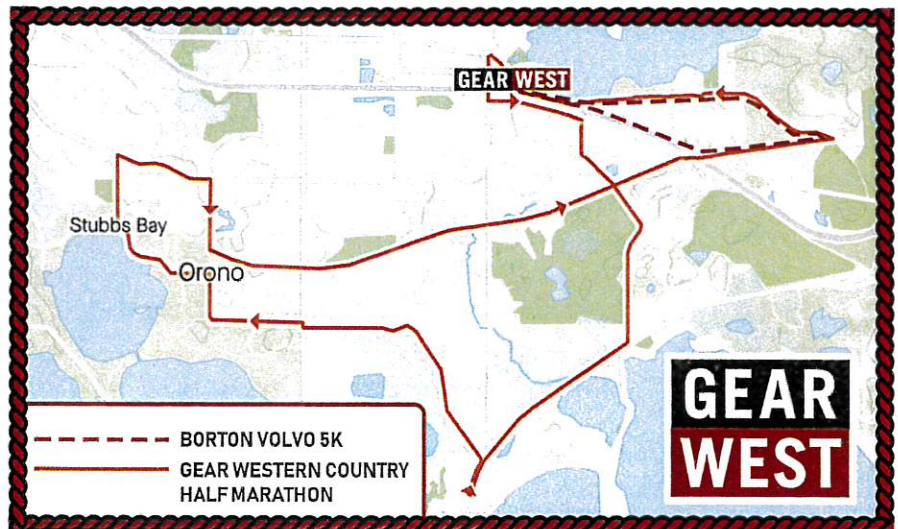
Saturday, October 14, 2023

Gear Western Half
Marathon - 8:30 AM

Borton Volvo 5k - 9:00 AM

WHERE

Gear West Ski and Bike
1786 Wayzata BLVD
Long Lake, MN 55356



Gearwestern Half Marathon 2023

This will be the 12th annual Gearwestern Half Marathon, we plan for 300 runners in the half marathon and 5K. We are excited to be an in person event again this year. We do not close roads and our runners cause very little impact on the local traffic. We will need help with traffic 4 places on the course. At the Start area as well as at the intersection of Brown Rd and Willow Dr, at the Luce Line Trail and Old Crystal Bay Rd and at the Luce Line Trail and Willow. All other corners are at stop signs or controlled intersections, we will have volunteers at all of these places. We also have 5 aid stations along the course to support the runners. Odom Health will have race day medical support in the morning, as well I will be in contact with Long Lake Fire for emergency support. In the previous years of the event we not had any issues with traffic or runners, hopefully we can have a safe and enjoyable event again this year.

Schedule of events -

8:00 Packet pick up

8:30 Half Marathon Start

9:00 5K Start

9:20 – 10:00 5K Finish

10:00 – 11:30 Half Marathon Finish

12:00 Course and Start/Finish clean up.

Please contact me if have questions or concerns at any time as we get closer to the event. We will be following all current Covid-19 guidelines, and as an outdoor event we feel we will be able to hold a safe event. There have been several larger events and overall they have been very safe.

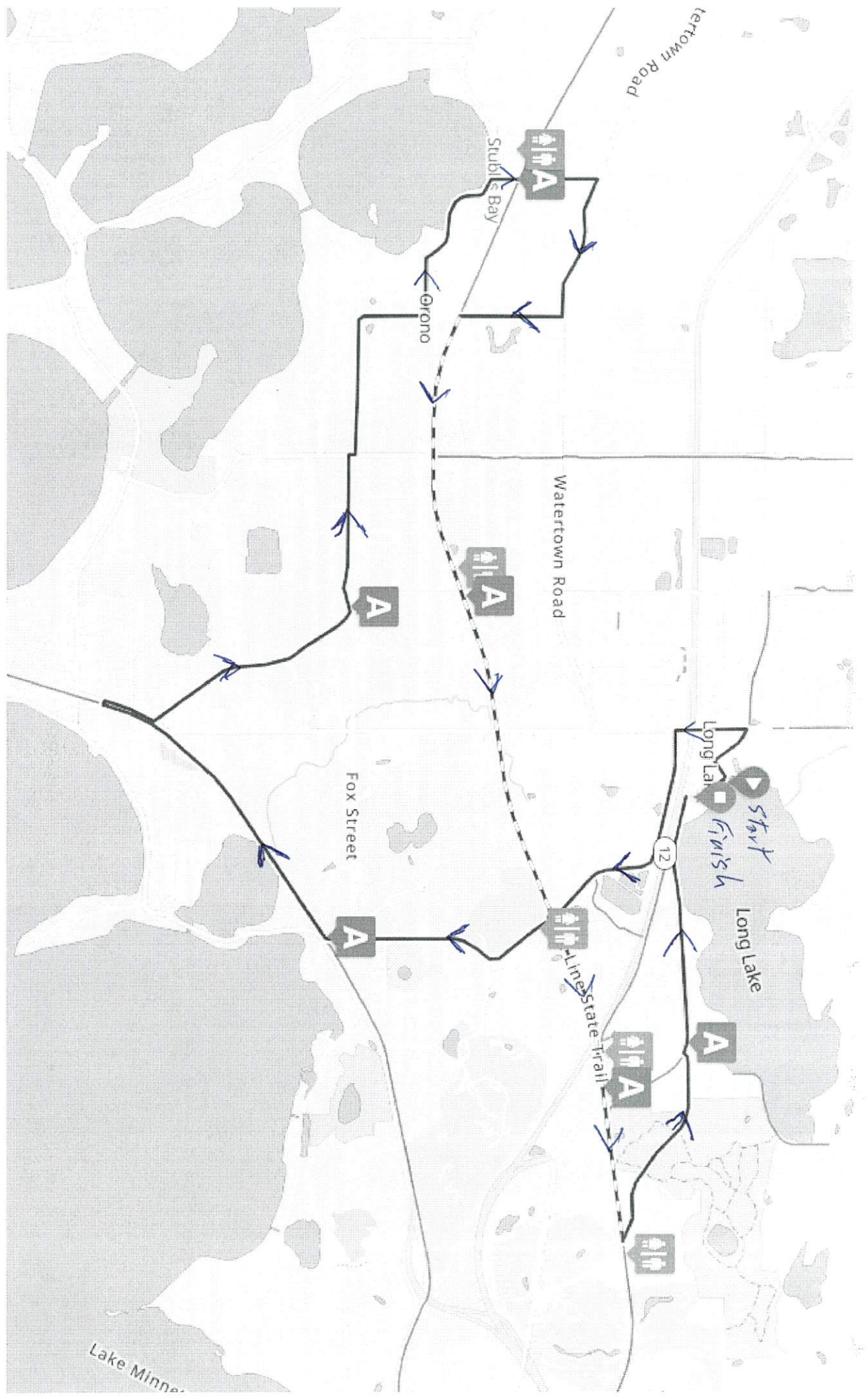
Thank you for your consideration,

Brian "Speedy" McCollor

Gear West Ski and Run

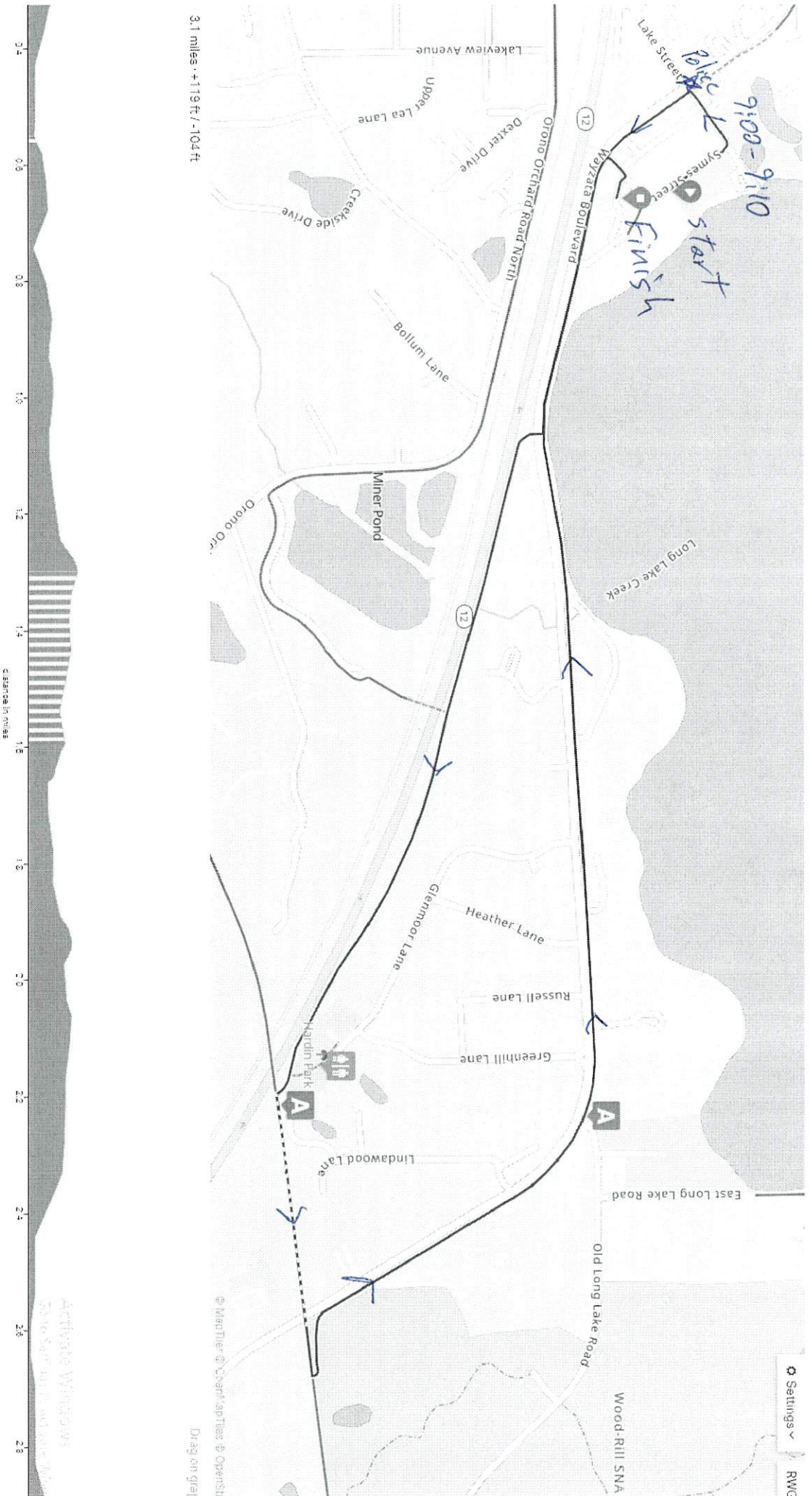
W) 952-473-0377 C) 651-757-7892

HALF MARATHON MAP with aid stations marked
→ Race Start, 8:30 am



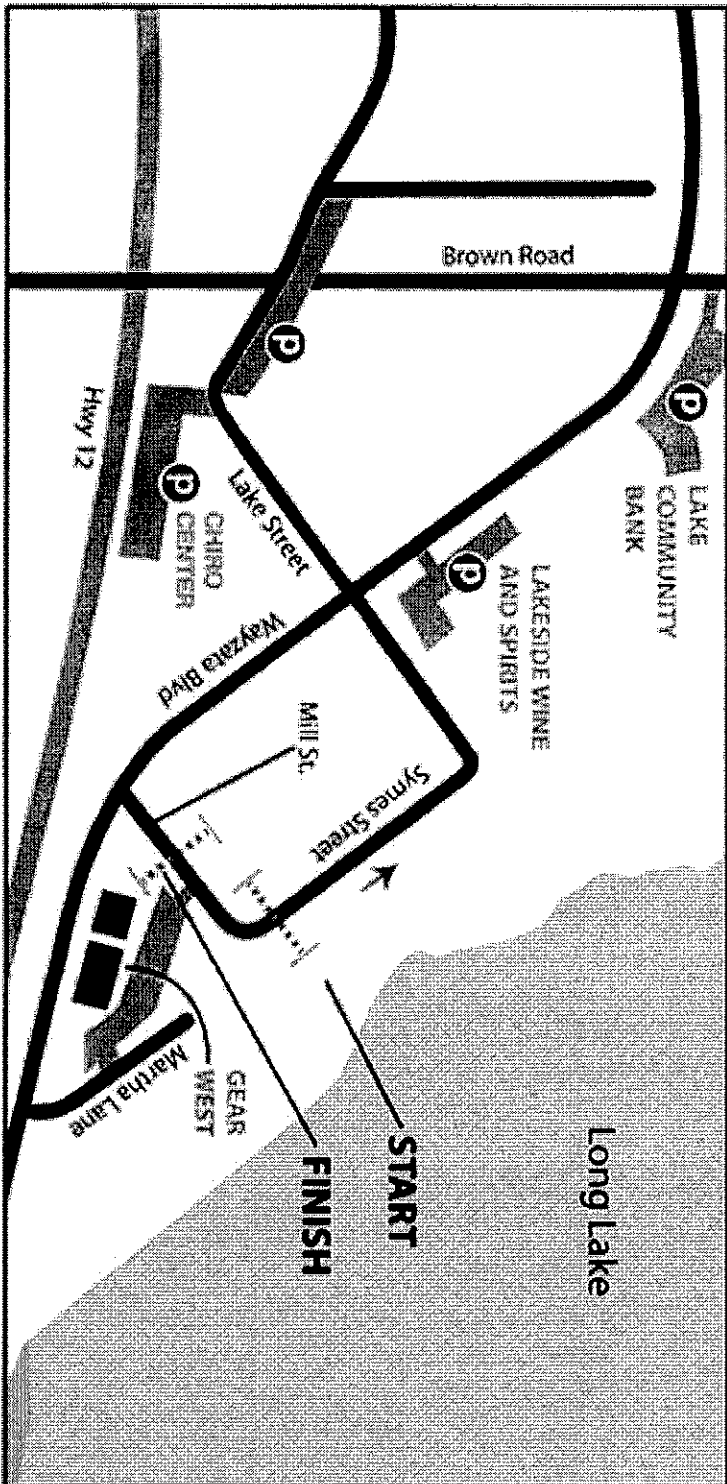
5K Race Course

* Starts at 9:00 am and is complete between 9:45-10:00 am.



Gear Western Street / Finish area, with parking locations noted. Gear West staff will help direct runners to parking areas. Maps of the course including parking are sent to entrants.

PARKING / START AREA





Noise Variance Permit Application

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

Phone / 952.473.6961

- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit applications must be reviewed by staff and presented to City Council for approval and authorization to issue.

Applicant Information (Person Responsible for Duties of Permit Holder)

Organization Name (If Applicable) Gear West Ski & Run

Contact Name Brian "Speedy" McCollor Daytime Phone 952-473-0377

Alternate Phone 651-757-7892 Email Address speedy@gearwest.com

Mailing Address 1786 Wayzata Blvd W, Suite B

City, State, Zip Long Lake, MN 55356

Noise Variance Request

Describe in detail the activity (live music, sound amplification for an event, construction, etc.) requiring a variance from the City's noise ordinance on the lines below:

Use of sound amplification equipment to broadcast race announcements and music during the
Gear Western Half Marathon & 5K event

**** PLEASE LIST ALL DATES AND REQUESTED HOURS FOR PROPOSED NOISE ACTIVITY BELOW ****

Day of Week	Date	Start Time	End Time
Saturday	October 14, 2023	8:00 am	12:00 noon

Applicant Signature

Permit holder is required to have an individual present at all times to monitor sound levels and assure operation within reasonable limits. The applicant / organization acknowledges that the Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Noise Variance Permit at any time for any concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate termination of the noise originally authorized by this permit.

X Signature of Applicant  **Date** 9/5/2023

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

Noise Variance Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date of City Council Approval _____

Conditions of Permit Approval



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2023

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 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).

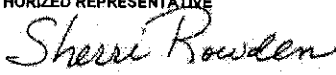
PRODUCER Kaplan Insurance Agency, Inc. 3555 Plymouth Blvd. Suite 118 Plymouth, MN 55447 License #: 40020697	CONTACT NAME: Sherri Rowden PHONE (A/C, No, Ext): (763)746-5000 E-MAIL ADDRESS: Sherri@KaplanInsuranceAgency.com FAX (A/C, No): (763)746-5577													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: West Bend Mutual</td> <td>15350</td> </tr> <tr> <td>INSURER B: West Bend Mutual Insurance Company</td> <td>15350</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: West Bend Mutual	15350	INSURER B: West Bend Mutual Insurance Company	15350	INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: West Bend Mutual	15350													
INSURER B: West Bend Mutual Insurance Company	15350													
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Nordic West, LLC DBA Gear West Inc, The Buckhorn 1786 W Wayzata Blvd Unit B Long Lake, MN 55356-9463														

COVERAGES **CERTIFICATE NUMBER:** 00003990-0 **REVISION NUMBER:** 1

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.

INSURANCE TYPE	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A095930	11/25/2022	11/25/2023	EACH OCCURRENCE \$ 2,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 2,000,000	
							GENERAL AGGREGATE \$ 4,000,000	
							PRODUCTS - COMP/OP AGG \$ 6,000,000	
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A095930	11/25/2022	11/25/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
C	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$	
							AGGREGATE \$	
							\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT \$	
								E.L. DISEASE - EA EMPLOYEE \$
								E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: Gearwestern half marathon and 5K on October 14th

CERTIFICATE HOLDER City of Long Lake 450 Virginia Ave PO Box 606 Long Lake, MN 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  (SAR)
--	---