



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: \$ waived in exchange for city entry
Date Paid: _____
 Check # _____
 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 50th ANNUAL CORN DAYS PARADE

Describe Location or Area of City Where Event Will Take Place Parade staging on Willow Drive, Parade on Watertown Rd → Brown Rd → Grand Ave

of Participants Expected to Attend Event 50 parade entrants

Describe Any Participation/Entry Fees to be Charged \$50 Chamber Members / \$75 General / \$100 Non-Chamber Businesses / \$225 Political Candidates

Event Dates/Times Proposed

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

| Day of Week | Date | Start Time | End Time |
|-------------|-----------|-----------------------------------|----------|
| Saturday | 8/10/2024 | 11:00 am line up 12:00 a start | 1:30 pm |
| | | | |
| | | | |

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 50
 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 Local PD (Wayzata)

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Long Lake Public Works

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

Watertown Rd, Brown Rd, Grand Ave

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 (TO BE SUPPLIED) Policy Number _____

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

Full Name Marty Schneider Daytime Phone 612-237-3843

Alternate Phone _____ Email Address _____

Street Address PO Box 662

City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Long Lake Area Chamber of Commerce

Mailing Address PO Box 662

City, State, Zip Long Lake, MN 55356

Phone 612-237-3843 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 MARTY SCHNEIDER Date 6-5-2024

****** 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>SD/gm</u> | Date <u>6/6/24</u> |
| <input checked="" type="checkbox"/> Fire Department | Reviewed By <u>MH/gm</u> | Date <u>6/5/24</u> |
| <input checked="" type="checkbox"/> Police Department | Reviewed By <u>MS/gm</u> | Date <u>6/5/24</u> |

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

Date Approved _____ PERMIT # S2024-04

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 6/5/24
[] Permit Conditions Listed Below:



June 6, 2024

Marty Schneider, Event Organizer
Long Lake Area Chamber of Commerce
PO Box 662
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-04
50th Annual Corn Days Parade / Saturday, August 10, 2024

Dear Event Organizer:

Your application for a Special Event Permit for the 50th Annual Corn Days Parade 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.

[] Event Organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 or his designee to discuss event preparation, to arrange for Police assistance as may be needed during the event, and to work with Corn Days Parade volunteer staff.

[] Consistent with the map submitted by the event organizer, the Parade route must be as follows:

Assembly/staging area to be located along Willow Drive south of Hackberry Park in Orono to Long Lake Fire Station 1. From Willow Drive, route will travel east on Watertown Road to Brown Road N, north on Brown Road N to Grand Avenue, and west on Grand Avenue to parade end at Glendale Drive.

[] Persons from the Long Lake Area Chamber of Commerce or the Parade volunteer committee must be present at the end of the Parade route on Glendale Drive to alternately direct every other parade unit toward either Watertown Road or Willow Drive to help in the dispersal of units at the end of the Parade.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-04

50th Annual Corn Days Parade / Saturday, August 10, 2024

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- [] Parade participation must be limited to approximately 50 units. All units and vehicles will be small enough to make all turns without having to back up at corners. No semi-trucks will be allowed. Slow moving units must be staged at the rear of the Parade.
- [] The Long Lake Public Works (LLPW) Department will make barricades available the day before the event or earlier. Event organizer is responsible to coordinate placement with the Wayzata Police and LLPW Departments.
- [] Applicant will be responsible to post "NO PARKING – TOW ZONE" on all streets included in the parade route - both sides of Watertown Road, Brown Road N, and Grand Avenue; and to post "NO PARKING – TOW ZONE" signage on one side of the following streets east of the parade route – Central Avenue, Grand Avenue, Lakeview Avenue, Upper Lea Lane, Valley View Road, and Watertown Road.
- [] Permission or any required permitting must be obtained from the City of Orono for use of Willow Drive in Orono. If approved by the City of Orono's Police Chief, the event organizer is encouraged to place barricades to close the parade staging area on Willow Drive to traffic for the duration of the staging process only. Once the staging process is complete, any Willow Drive barricades should be removed as quickly as possible.
- [] Cleanup of event related debris along the assembly/staging area and parade route must be completed within 24 hours of the end of the parade.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, August 7.*

Please be advised that by acceptance of Special Event Permit #S2024-04, 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



CORN DAYS PARADE MAP

The annual Corn Days Parade is sponsored by the Long Lake Area Chamber of Commerce.



Parade line-up / staging begins at 11:00 am on Willow Drive (near intersection with Watertown Road), and the Parade starts promptly at 12:00 noon.





Annual Corn Days Parade

Saturday, August 10, 2024

Begins at 12:00 Noon – Parade Lineup at 11:00 AM

Sponsored by the Long Lake Area Chamber of Commerce



Parade Entry Fees

General Participants - \$75.00 Chamber Members - \$50.00

Non-Chamber Businesses - \$100.00 Political Candidates - \$225.00

Event Organizer: Contact Marty Schneider at martyexplore@msn.com or by phone at 612-237-3843.

Entry Deadline: Tuesday, August 6, 2024

PLEASE RETURN ENTRY FORM WITH PAYMENT TO:

Long Lake Area Chamber of Commerce
PO Box 662
Long Lake, MN 55356

Name of Organization _____

Email (Required) _____

Primary Contact Name _____

Phone # (Required) _____

Type of Entry Unit/Vehicle _____

Length of Unit _____

Special Considerations _____

Brief Announcement _____

We / I _____ waive any liability responsibility and hold harmless the Long Lake Area Chamber of Commerce, the Corn Days Parade Committee, the Church of St. George and any related members, affiliates, volunteers and/or vendors for any injury or damages sustained in conjunction with participation in the Corn Days Parade.

Authorized Signature _____ Date _____

Your completed form and enclosed fee hold your placement in the Parade. We will email you with the Parade lineup numbers the week of the Parade.