



## 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: \$ 100.00  
Date Paid: 8/19/26  
☒ Check # 2946  
☐ 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 Gear Western Half Marathon and 5K

Describe Location or Area of City Where Event Will Take Place start and finish at Gear West. Course map attached

# of Participants Expected to Attend Event 300

Describe Any Participation/Entry Fees to be Charged Entry fees are collected to cover costs of putting on the race

### Event Dates/Times Proposed

| ** List all Event Dates/Times Below ** |                          |                                |            |
|----------------------------------------|--------------------------|--------------------------------|------------|
| Day of Week                            | Date                     | Start Time                     | End Time   |
| Saturday                               | October 10 <sup>th</sup> | 8:30 am <sup>race</sup> start  | 12:00 noon |
|                                        |                          |                                |            |
|                                        |                          | * Packet pickup begins earlier |            |

### Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☒ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party  
☐ Other, Describe \_\_\_\_\_

### 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? Wayzata and Orono Police and reserves

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

Gear West

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

No roads are closed for this event

**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 West Bend Policy Number 15350

**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@gearvest.com  
 Street Address 1786 West Wayzata Blvd  
 City / State / Zip Long Lake, MN 55356

**Organization Information**

Organization Name Gear West  
 Mailing Address 1786 West Wayzata Blvd  
 City / State / Zip Long Lake, MN 55356  
 Phone 952-473-0377 Email Address speedy@gearwest.com

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 8/18/2026

**\*\*\*\* 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**

|                                                       |                          |                       |
|-------------------------------------------------------|--------------------------|-----------------------|
| <input checked="" type="checkbox"/> Public Works      | Staff Initials <u>SD</u> | Date <u>8/27/2026</u> |
| <input checked="" type="checkbox"/> Fire Department   | Staff Initials <u>MT</u> | Date <u>8/27/2026</u> |
| <input checked="" type="checkbox"/> Police Department | Staff Initials <u>JB</u> | Date <u>8/27/2026</u> |

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

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_ PERMIT #S 2026-13

**Conditions of Permit Approval**

[ ] Permit Conditions Detailed in Attached Letter Dated 8/26/2026  
 [ ] Permit Conditions Listed Below:



August 26, 2026

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 #S2026-13**  
Gear Western Country Half Marathon and 5K  
Saturday, October 10, 2026 (7:00 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 post-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 Shoreline 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 her designee. The Event Organizer is required to contact Wayzata Police Chief Jamie Baker 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 or her designee. Proof of approval for any route changes must be submitted to the City Clerk *by no later than Wednesday, October 7.*
- [ ] 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 7.*

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-13**

*Gear Western Country Half Marathon and 5K / Saturday, October 10, 2026 (7:00 am to 12:00 noon)*

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- [ ] 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.
- [ ] 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 10 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 7, 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.
- [ ] 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](mailto:jmoeller@longlakemn.gov)) *by no later than Wednesday, October 7.*
- [ ] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for the broadcast of music and/or announcements 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 7.*

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-13**

*Gear Western Country Half Marathon and 5K / Saturday, October 10, 2026 (7:00 am to 12:00 noon)*

*Page 3 of 3*

Please be advised that by acceptance of Special Event Permit #S2026-13, 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,

A handwritten signature in black ink, appearing to read "J Moeller", written in a cursive style.

Jeanette Moeller, City Clerk

## **Gear Western Country Half Marathon & 5K 2026**

This will be the 15<sup>th</sup> annual Gear Western Half Marathon, and we're planning for 300 runners in the half marathon and 5K combined, scheduled to be held on Saturday, October 10, 2026. We do not close roads and our runners cause very little impact on local traffic. We'll need help with traffic in 4 places on the course - at the Start area, at the intersection of Brown Road and Willow Drive, at the Luce Line Trail and Old Crystal Bay Road, and at the Luce Line Trail and Willow Drive. All other corners are at stop signs or controlled intersections, and 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. In the previous 14 years of the event, we have not had any issues with traffic or runners, and we look forward to having a safe and enjoyable event again this year.

### **Schedule of Events**

- 8:00 am Packet pickup
- 8:30 am Half Marathon Start
- 9 00 am 5K Start
- 9:20-10 00 am 5K Finish
- 9 45 -11:30 am Half Marathon Finish
- 12:00 Course and Start/Finish cleanup

Post-race refreshments and award announcements will happen at Gear West.

Please contact me if you have questions or concerns at any time and as we get closer to the event. We are very appreciative of the community support that we have received over the years we've been fortunate to hold this event.

Thank you for your consideration,

Brian "Speedy" McCollor

Gear West Ski and Run

W) 952-473-0377

C) 651-757-7892

# GEAR WESTERN COUNTRY HALF MARATHON & 5K

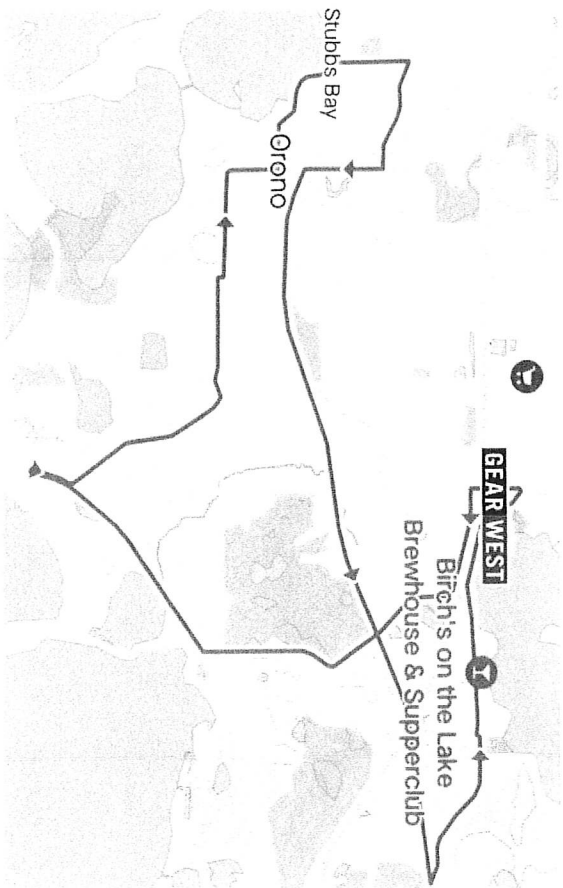
LONG LAKE MINNESOTA

BORTON VOLVO

You 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 10, 2026  
GW Half Marathon - 8:30 AM  
Borton Volvo 5k - 9:00 AM

**WHERE:**  
Gear West Ski and Bike  
1786 Wayzata Blvd  
Long Lake, MN 55356



## REGISTRATION

REGISTER ONLINE



NAME: \_\_\_\_\_ M / F \_\_\_\_\_  
PHONE: \_\_\_\_\_ DOB: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

### GEAR WESTERN COUNTRY HALF MARATHON

### BORTON VOLVO 5K

☐ \$39.44 Register before 6.30 ☐ \$28.74 Register before 6.30  
☐ \$44.99 Register within 6.30-8.30 ☐ \$34.99 Register within 6.30-8.30  
☐ \$49.99 Register within 8.31-10.09 ☐ \$39.99 Register within 8.31-10.09  
☐ \$25 Optional Sweat Shirt ☐ \$25 Optional Sweat Shirt

OPTIONAL SHIRT. SIZE: ☐ S ☐ M ☐ L ☐ XL

GROUPS OF 10+ MORE CONTACT COREY@GEARWEST.COM FOR PERKS

Waiver and Release: I assume all risks, known and unknown, associated with participating in this event, and release Gear West Ski & Run, Inc. and all sponsors and/or workers associated with this race. This release and waiver extends to all cases of every kind or nature, in addition, includes but not limited to the cities of Long Lake and Orono. Applicant participation will only be accepted with a signature. If participant is under 18 years of age, a parent or guardian signature is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or guardian if under 18 years of age: \_\_\_\_\_

Date: \_\_\_\_\_

THANK YOU TO OUR SPONSORS

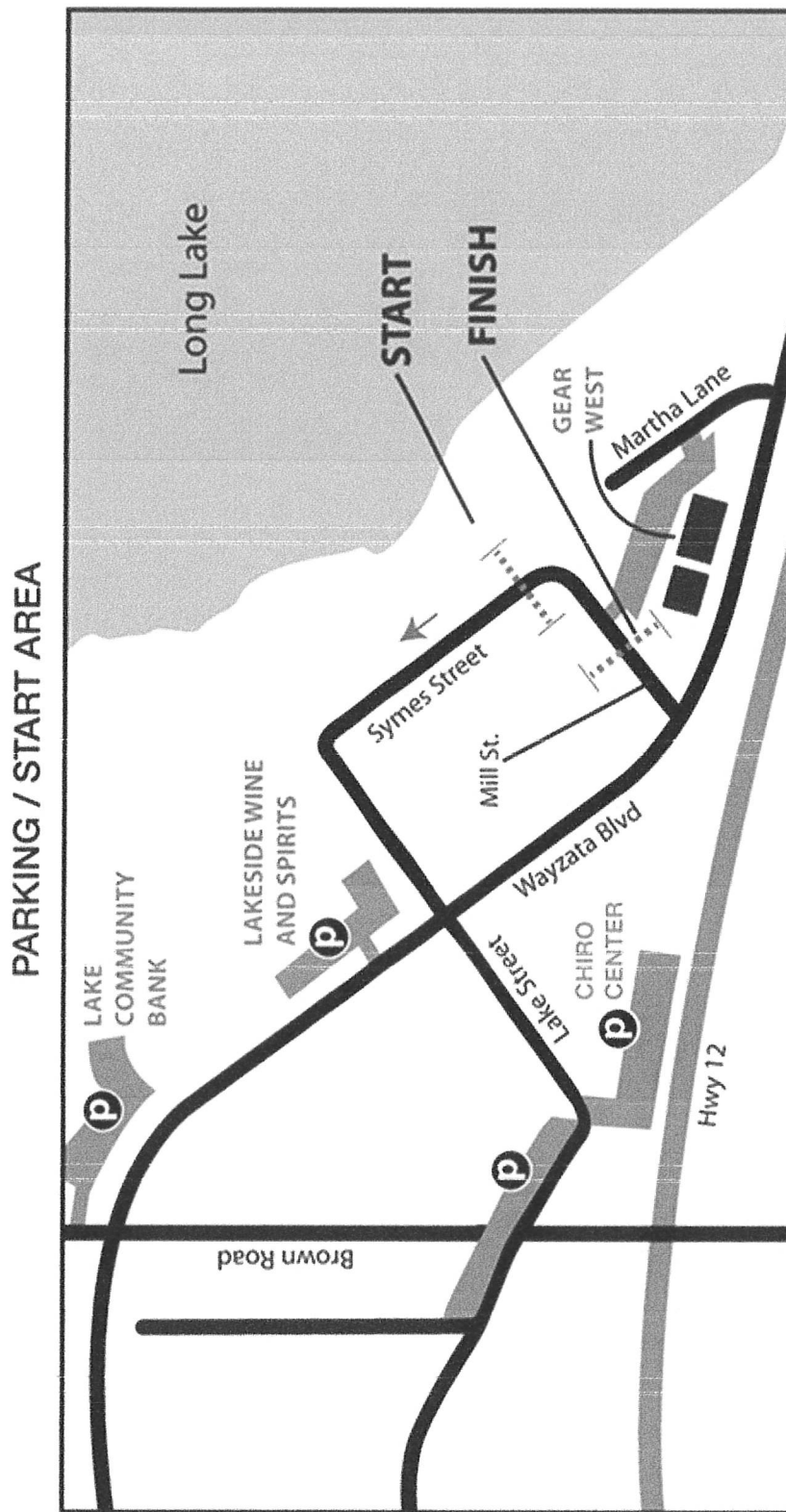


Borton Volvo  
Dedicated to Excellence Since 1957



ODOM

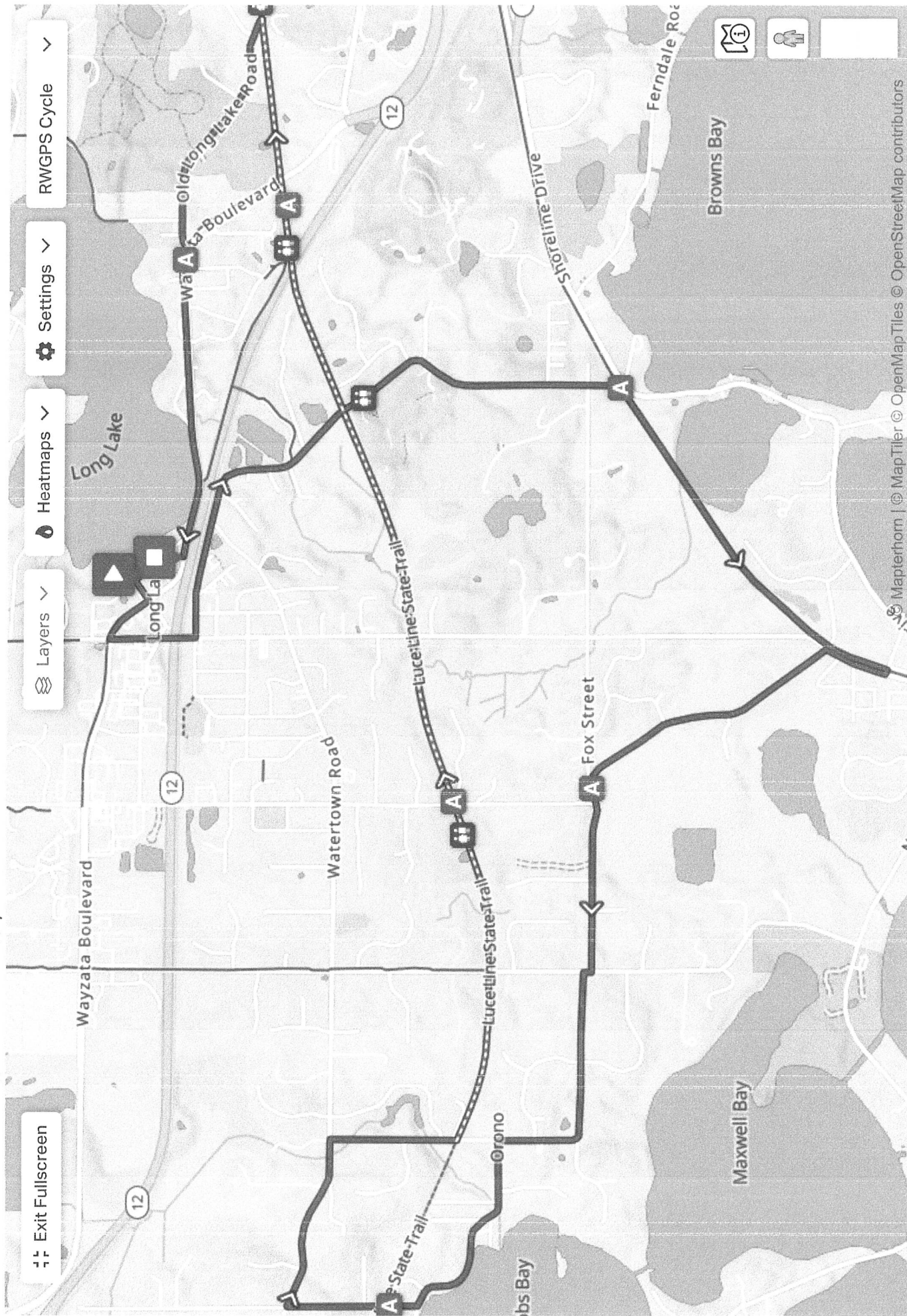
HEALTH & WELLNESS





Sign up

# HALF MARATHON MAP

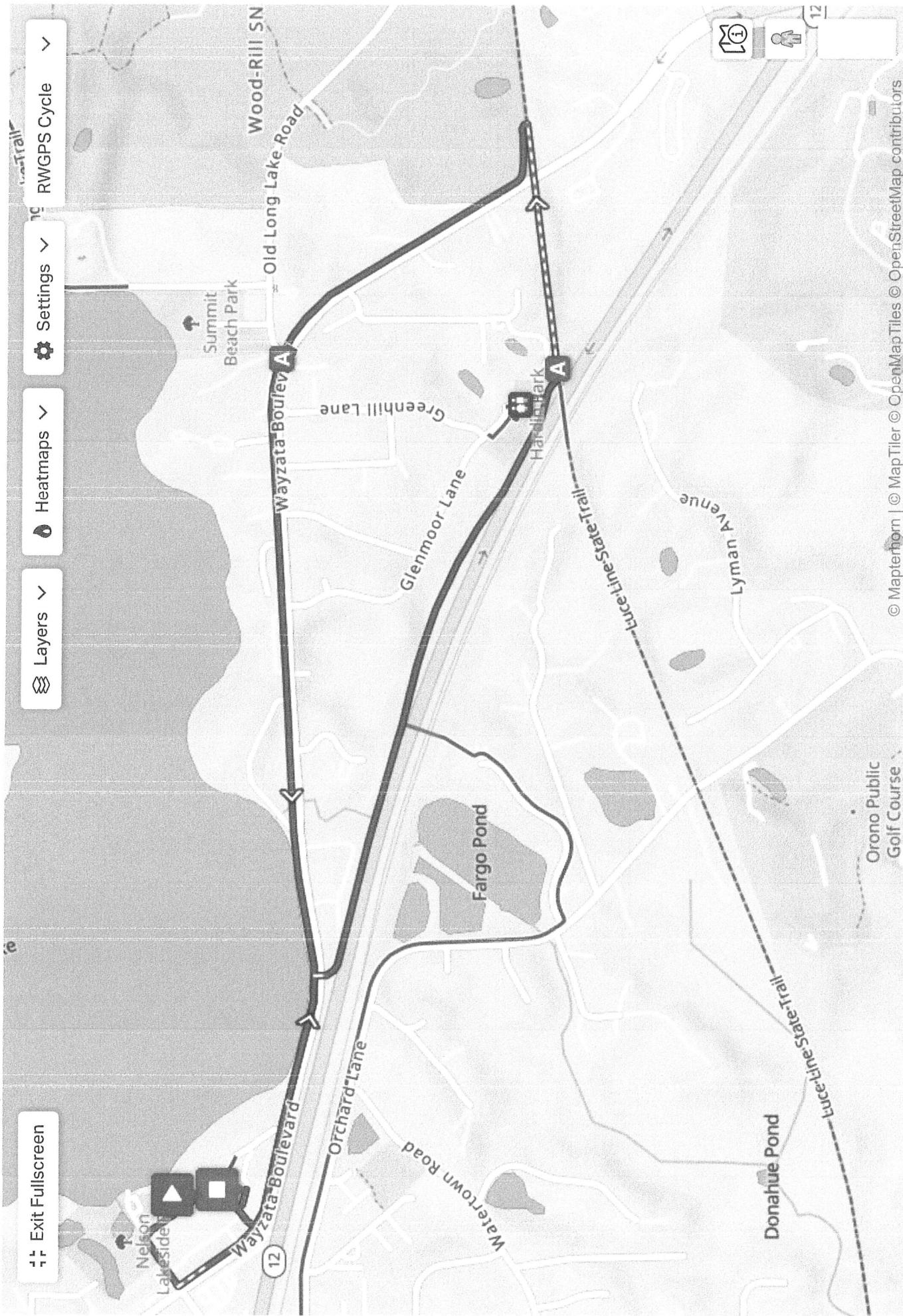




Sign up



5k map





## Noise Variance Permit Application

### CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

PERMIT APPLICATIONS MAY  
BE EMAILED TO:

jmoeller@longlakemn.gov

- Complete this permit application form and submit to City Hall **at least 45 days prior to the requested 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)

Contact Person / Applicant Name Brian "Speedy" McCollor

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

Organization Name Gear West Ski & Run

Mailing Address 1786 Wayzata Boulevard 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 Country Half Marathon & 5K event

### \*\* List All Dates and Requested Hours for Proposed Noise Activity Below \*\*

| Day of Week | Date             | Start Time | End Time   |
|-------------|------------------|------------|------------|
| Saturday    | October 10, 2026 | 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 OK per JM Date 8/26/2026

### \*\*\* THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY \*\*\*

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

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_

Conditions of Permit Approval \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_