



# 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: \$ 107.00

Date Paid: 1/10/25

☒ Check # 2091

☐ 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** Super Sunday Fat Tire Ride 2025

**Describe Location or Area of City Where Event Will Take Place** On Long Lake behind Birch's restaurant

**# of Participants Expected to Attend Event** 30-40

**Describe Any Participation/Entry Fees to be Charged** \$20 entry fee

### Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Sunday	Feb 9, 2025	10AM	12:00PM

### Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☒ Sporting Event ☐ Block Party ☐ Private Party

☐ Other, Explain Fat Bike ride on Long Lake

### 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** NA

**Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom** NA

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

NA

**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 Brett Lovaas Daytime Phone 612-203-4599

Alternate Phone 952-473-0377 Email Address brett@gearwest.com

Street Address 1786 W. Wayzata Blvd

City, State, Zip Long Lake, MN 55356

**Organization Information**

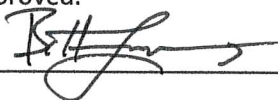
Organization Name Gear West

Mailing Address 1786 W. Wayzata Blvd

City, State, Zip Long Lake, MN 55356

Phone 952-473-0377 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**  **Date** 12-30-24


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

APPLICATION SUBMITTED WAS: ☒ Complete With Exhibits [ ] Incomplete – Date Completed \_\_\_\_\_

**Review by Department Head or Designee**

☒ Public Works Reviewed By SD /  Date 1/14/25

☒ Fire Department Reviewed By MH /  Date 1/14/25

☒ Police Department Reviewed By JB /  Date 1/14/25

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

Date Approved \_\_\_\_\_

**PERMIT #** 52025-02

**Conditions of Permit Approval**

☒ Permit Conditions Detailed in Attached Letter Dated 1/14/2025

[ ] Permit Conditions Listed Below:

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January 14, 2025

Brett Lovaas  
Gear West  
1786 Wayzata Boulevard W  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-02**  
Super Sunday Fat Tire Ride  
Sunday, February 9, 2025 / 10:00 am – 12:00 noon

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for the 'Super Sunday Fat Tire Ride' 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 Super Sunday Fat Tire Ride to utilize 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 and notify the Hennepin County Sheriff's Water Patrol and City staff.
- [ ] 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 prior to the start of the event. Failure to post the required signage may result in permit revocation.



**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-02**

***Super Sunday Fat Tire Ride***

Sunday, February 9, 2025 / 10:00 am – 12:00 noon

Page 2 of 2

- [ ] 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.
- [ ] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.
- [ ] Cleanup of any event related debris left along the bike course on Long Lake must be completed within 24 hours of the end of the event.
- [ ] 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 #S2025-02, 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', with a stylized, cursive script.

Jeanette Moeller  
City Clerk

### **Gear West & Birch's Super Sunday Fat Bike Ride**

This event is our annual Fat Bike Ride on Long Lake. Participants must pre-register on [www.gearwest.com](http://www.gearwest.com). The event will be held on Sunday Feb 9, 2025. Participants will park and check in at Gear West between 9-10AM. They will then head to Birch's and go down to the lake for the start of the ride (10AM). They will ride a designated route on the lake (<sup>EAST</sup>~~West~~ half of the lake as to not interfere where most ice fishermen set up). There will be 2 groups going at the same time. One group will ride 45 minutes the other 60 minutes. Everything should be wrapped up around 12pm.



**GEAR  
WEST**

# **SUPER SUNDAY FAT TIRE RIDE**

SPONSORED BY GEAR WEST & BIRCH'S ON THE LAKE

**SUNDAY, FEBRUARY 9TH  
SUPER BOWL SUNDAY**

9:00 AM CHECK-IN AT GEAR WEST

10:00 AM START FOR THE 60 MIN LONG RIDE OR 45 MIN SHORT RIDE

**SIGN UP ONLINE AT [GEARWEST.COM](http://GEARWEST.COM)**

**\$25 REGISTRATION FEE INCLUDES TRAIL PREP,  
\$10 GEAR WEST GIFT CERTIFICATE & FREE BIRCH'S BEER TICKET**

WARM UP IN THE BREWHOUSE AFTER YOUR RIDE - FULL MENU AVAILABLE.

SWING BY GEAR WEST TO USE YOUR COUPON, CLAIM ANY WINNINGS OR JUST CHECK THINGS OUT!











# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/29/2024

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).

<b>PRODUCER</b> <b>Kaplan Insurance Agency, Inc.</b> <b>3555 Plymouth Blvd. Suite 118</b> <b>Plymouth, MN 55447</b> <b>License #: 40020697</b>	<b>CONTACT NAME:</b> Wendy Erchull <b>PHONE (A/C, No, Ext):</b> (763)746-5000 <b>FAX (A/C, No):</b> (763)746-5577 <b>E-MAIL ADDRESS:</b> Wendy.Erchull@KaplanInsuranceAgency.com																					
<b>INSURED</b> <b>Gear West Inc</b> <b>1786 W Wayzata Blvd</b> <b>Unit B</b> <b>Long Lake, MN 55356-9463</b>	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>West Bend Mutual</td><td>15350</td></tr><tr><td>INSURER B:</td><td>West Bend Mutual Insurance Company</td><td>15350</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></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:		
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INSURER F:																						

**COVERAGES****CERTIFICATE NUMBER:** 00003990-1352003**REVISION NUMBER:** 4

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> 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"/> PROJECT <input type="checkbox"/> LOC OTHER:			A095930	11/25/2023	11/25/2024	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input 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	11/25/2023	11/25/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			A095930	11/25/2023	11/25/2024	EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				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)

**CERTIFICATE HOLDER****CANCELLATION**

**BankVista - Commercial**  
**P.O. Box 338**  
**Sartell, MN 56377**

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

(WLE)





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: Super Sunday Fat Tire Ride

DATE(S) OF EVENT: Feb 9, 2025

TIME(S) OF EVENT: 9am - 12pm

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.)

Long Lake (behind Birch's restaurant)

Specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES ☒ NO ☐

SPONSORING ORGANIZATION: Gear West & Birch's on the Lake Restaurant

CONTACT PERSON: Brett Lovaas DOB: 9-14-1974

DL# F216-018-002-409 EMAIL: brett@gearwest.com

ADDRESS: 1786 W. Wayzata Blvd

PHONE (MOBILE): 612-203-4599 PHONE (WORK): 952-473-0377

EVENT WEB ADDRESS: www.gearwest.com

PROPOSED EVENT ACTIVITIES: Fat Tire bike ride on East half of Long Lake

PROPOSED PARKING LOCATION: Gear West

PRIZES TO BE ISSUED: NA

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?

orange cones, small cardboard signs to mark route



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 Super Sunday Fat Ride (event) on Feb 9, 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 Fat Ride (event); (ii) that Riding A Fat Bike (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): GEAR WEST

Address 1786 W. WAYZATA BLVD LONG LAKE MN 55356  
City State ZIP

Contact Person: BRETT LOVAAAS BIKE STORE MANAGER  
Print Name Title

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

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 3rd day of January 2025.  
Month, Year

Notary Signature: [Signature]

Notary Stamp:

