



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: \$ 100.00

Date Paid: 8/26/2024

☐ 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 Birch's on the Lake Fun Run Event - 5k and 10k fun run / walk course

Describe Location or Area of City Where Event Will Take Place Starts and ends at Birch's on the Lake Brewhouse - 1310 Wayzata Blvd, Long Lake, MN 55356

of Participants Expected to Attend Event 100-150 participants

Describe Any Participation/Entry Fees to be Charged Participants are charged a \$35-\$45 entry fee, proceeds to nonprofit

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time
Sunday	9/22/24	11am	12:30pm

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 Volunteers will be stationed along route to help direct runners.

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom n/a

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

n/a- no need for street closure; participants will not be blockading the movement of cars/traffic

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 Evanston Insurance Company Policy Number 3DS5474-M3263905

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

Full Name Morgan Jappe Daytime Phone 612-791-6553

Alternate Phone _____ Email Address morgan@breweryrunningseries.com

Street Address 1138 Marshall Ave

City, State, Zip St Paul, MN 55104

Organization Information

Organization Name Apple Adventure Racing, LLC / dba Brewery Running Series

Mailing Address 6674 Cortlawn Cir

City, State, Zip Golden Valley, MN 55426

Phone 612-791-6553 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 Morgan Jappe **Date** 07-29-24

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

APPLICATION SUBMITTED WAS: ☒ Complete With Exhibits ☐ Incomplete – Date Completed _____

Review by Department Head or Designee

☒ Public Works Reviewed By SD/JM Date 8/27/2024

☒ Fire Department Reviewed By MH/JM Date 8/26/2024

☒ Police Department Reviewed By MS/JM Date 8/26/2024

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

Date Approved _____ **PERMIT #** S2024-07

Conditions of Permit Approval

☐ Permit Conditions Detailed in Attached Letter Dated 8/26/2024

☐ Permit Conditions Listed Below:



August 26, 2024

Morgan Jappe, Event Organizer
Apple Adventure Racing LLC
6674 Cortlawn Circle S
Golden Valley, MN 55426

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-07

Birch's on the Lake Fun Run 5K and 10K
Sunday, September 22, 2024 / 11:00 am – 12:30 pm

Dear Event Organizer:

Your application for a Special Event Permit for the Birch's on the Lake Fun Run 5K and 10K 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.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, September 18.*
- [] The 5K and 10 K run routes must be consistent with the route maps submitted as part of the Special Event Permit application. Both the 5K and 10K runs will follow an out and back route departing from Birch's on the Lake heading east via the trail adjacent to Wayzata Boulevard W/CSAH 112, connecting to the Luce Line Trail, running on the Luce Line Trail, and then returning in reverse.
- [] The event description indicates that beer will be served at the finish line of the event. Beer may only be distributed at Birch's on the Lake property – no beer may be distributed on any public trail, right-of-way, or roadway. Event participants/attendees may only consume beer on Birch's on the Lake property, and alcoholic beverages are not permitted to leave Birch's on the Lake property at any time.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-07

Birch's on the Lake Fun Run 5K and 10K - Sunday, September 22, 2024

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- [] Participants in the Birch's on the Lake Fun Run 5K and 10K must run on the trails provided and may not utilize Wayzata Boulevard W/CSAH 112 to pass other participants or for any purpose. Runners are to obey all traffic laws and any applicable signage. The event organizer will be responsible for communicating this to event participants. The event organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to arrange for any Police assistance the Police Chief (or his designee) deems necessary for the event, particularly for the 10K run route which is proposed to cross County Road 101, and for monitoring beer service at the finish line. Event organizer will be responsible to direct and supervise runners and participants throughout the run route, with personnel utilizing traffic safety vests and/or flags while at their posts.
- [] At least 3 days prior to the event date, event organizer is required to post temporary signage (minimum of 2 signs) on Birch's on the Lake property along the trail advising public trail users that 5K and 10K runs will be held on Sunday, September 22 from 11:00 am to 12:30 pm. This temporary signage must be for public advisory to general trail users, and not purposed for event advertising. *Temporary signage must be posted by no later than September 19, 2024, and removed promptly following the event.*
- [] Cleanup of any event related debris along the 5K and 10K run routes must be completed immediately after both runs are complete.
- [] Any parking on Wayzata Boulevard W/CSAH 112 is prohibited. If the event host site (Birch's on the Lake, 1310 W Wayzata Boulevard) parking lot becomes full, it is a condition of this permit that an overflow parking site be provided, with shuttle or valet service employed between the host site and overflow parking site. Said overflow parking site must be privately owned property, with parking to be permitted by permission of the property owner. Neither Nelson Lakeside Park, nor any Long Lake public streets or park property, may be used for overflow parking purposes.

Please be advised that by acceptance of Special Event Permit #S2024-07, the event organizer/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,

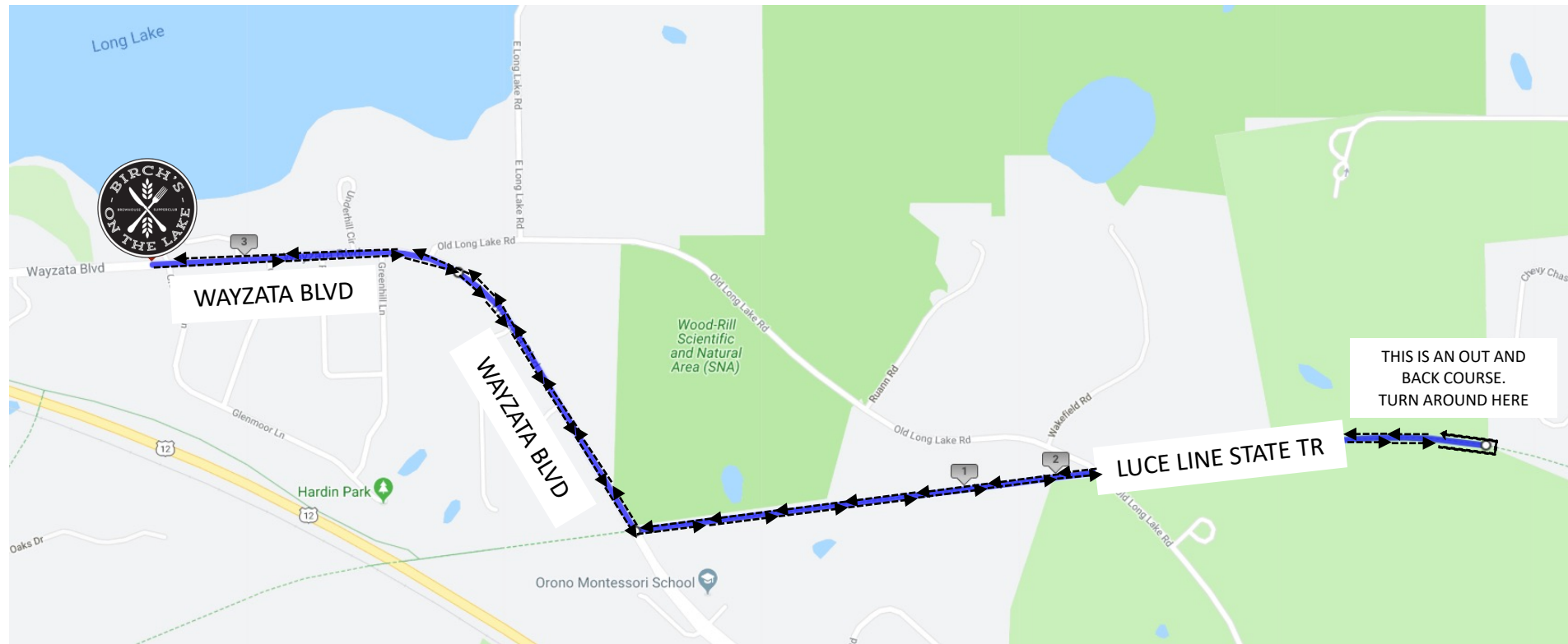


Jeanette Moeller
City Clerk

THE COURSE @ BIRCH'S ON THE LAKE



5K COURSE



- YOUR 5k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!

THE COURSE @ BIRCH'S ON THE LAKE



10K COURSE



- YOUR 10k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!



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).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com
INSURED Apple Adventure Racing, LLC dba Brewery Running Series c/o Morgan Jappe 6674 Cortlawn Cir S Minneapolis MN 55426	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company 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 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 <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	3DS5474-M3263905	SEE BELOW 12:01 AM	SEE BELOW 12:01 AM	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					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 listed below is named as additional insured per attached MEGL 2217 01 19 for the following dates: 09/22/2024, 09/28/2024, 09/29/2024, 10/05/2024, 10/06/2024, 10/12/2024, 10/19/2024, 10/26/2024, 11/02/2024, 11/09/2024, 12/07/2024 & 12/14/2024. Attendance: 3000, Event Type: Fun Run. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13.

CERTIFICATE HOLDER**CANCELLATION**

City of Long Lake 450 Virginia Avenue Long Lake MN 55356	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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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.