



# 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: \$ N/A

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 Holiday Tree Lighting Ceremony

Describe Location or Area of City Where Event Will Take Place Holbrook Park

# of Participants Expected to Attend Event Estimated 90-75 people

Describe Any Participation/Entry Fees to be Charged Free to the Public

### Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Friday	December 8	5:30 pm	7:30 pm

### Event Type (CHECK ALL THAT APPLY)

- Parade   
 Festival   
 Run/Walk   
 Sporting Event   
 Block Party   
 Private Party  
 Other, Explain Community event to kick off holidays

### 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 N/A

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

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

N/A

**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 \_\_\_\_\_ Policy Number \_\_\_\_\_

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

Full Name Thomas Jayce Daytime Phone 952-956-2732

Alternate Phone \_\_\_\_\_ Email Address jayceboxx789@gmail.com

Street Address 1200 W. Wayzata Blvd

City, State, Zip Long Lake, MN 55356

**Organization Information**


Organization Name Long Lake Park Board

Mailing Address 450 Virginia Avenue, PO Box 606

City, State, Zip Long Lake, MN 55356

Phone 952-473-6961 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 11/17/2023

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

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

**Review by Department Head or Designee**

Public Works Reviewed By SD/gm Date 11/15/2023

Fire Department Reviewed By MH/gm Date 11/16/2023

Police Department Reviewed By MS/gm Date 11/14/2023

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

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

PERMIT # S2023-12

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 11/16/2023

[ ] Permit Conditions Listed Below:

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



November 16, 2023

Thomas Joyce, Park Board Secretary  
Long Lake Park Board  
450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-12**  
2023 Long Lake Holiday Tree Lighting Event  
Friday, December 8, 2023 (5:30 pm to 7:30 pm)

Dear Event Organizer:

Your application for a Special Event Permit for the 2023 Long Lake Holiday Tree Lighting Event 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.
- [ ] A thorough cleanup of Holbrook Park property, including the Warming House if it is used, must occur within 2 days of the event date.
- [ ] If the Warming House is to be used for the event, the event organizer will be required to check out a key for the facility from the City Clerk by appointment in advance. Upon the conclusion of the event, the facility must be locked (check doors on all sides), and the Warming House building key is required to be returned to the City Clerk within 3 days of the event date.
- [ ] Refreshments may be served; however, no alcoholic beverages may be sold, distributed, or consumed on any Holbrook Park property.
- [ ] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-12**

2023 Holiday Tree Lighting Event / Friday, December 8, 2023 (5:30 pm to 7:30 pm)

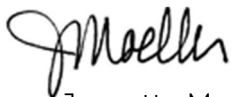
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- [ ] The location of fire pits to be used in Holbrook Park must receive approval/permission by the Long Lake Fire Chief at least 3 days prior to the start date of the event. Event organizer is responsible to have a fire extinguisher on site at all times when fire pits are in use.
- [ ] Long Lake Public Works staff will assure lights are hung on the holiday tree and will verify they are in working order prior to the event date. Electric service to power the tree lighting will be provided by the City of Long Lake. The event organizer is responsible to coordinate any additional tree lighting related needs by contacting the Long Lake Public Works Director at 612.237.9520 upon receipt of this Special Event Permit.
- [ ] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for broadcasting announcements and music over the duration of the event.
- [ ] The City of Long Lake may not be held responsible for any loss, damage or theft of holiday lighting and/or event related equipment.

Please be advised that by acceptance of Special Event Permit #S2023-12, 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



The Long Lake Park Board Invites All to a

# Holiday Tree Lighting

Friday, December 8<sup>th</sup> from 5:30 PM to 7:30 PM

**HOLBROOK PARK**

Celebrate the season with friends and family at our town's annual winter celebration! Enjoy hot chocolate by the fire and see Santa Claus while listening to holiday music.

**Thank you to our sponsors!**



## LONG LAKE HOLIDAY TREE LIGHTING EVENT

**WHEN:** Friday, December 8, 2023; (4:30-5:30PM Set-up) 5:30-7:30PM CT

**WHERE:** Holbrook Park - Long Lake, MN

**WHO:** Long Lake Park Board hosting Long Lake residents and surrounding community members; Mayor Charlie Minor to light the tree; donations by Long Lake Public Works, Long Lake Chamber of Commerce, Orono Lions, Ace Hardware (Long Lake), Caribou (Long Lake), and Otten Brothers. Cottage food vendor, MinneCafé, selling holiday cookies

**WHY:** Fellowship and the Spirit of the Holiday Season

**HOW:** Sponsorship by the Long Lake Area (LLA) Chamber of Commerce

### TIMELINE OF EVENTS

#### 4:30PM – 5:30PM EVENT PREPARATION

Set-up - Fire pits are lit... electricity is checked for Holiday Tree, Music Speakers, and drink dispensers. Cookies are delivered by Long Lake Chamber members and stored inside the warming house, the vendor window is open. MinneCafé vendor set up a pop-up cart for cookie sales.

Involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé

#### 5:30PM – 6:00PM COMMUNITY GATHERING

Community is welcomed to walk to Holbrook Park or park their vehicle in the Holbrook Park parking lot and gather around Fire Pits holiday music is played. Refreshments may be served early as folks mingle about the park with eager anticipation of the Tree Lighting Ceremony.

Involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé, and residents

#### 6:00PM – 6:15PM TREE LIGHTING CEREMONY

Music is paused and Mayor Charlie Miner welcomes the community to the Holiday Tree Lighting Ceremony. In coordination with Public Works and the Community, Mayor Miner announces a countdown to light the tree. Once the tree is lit, the music speaker resumes playing holiday music, and the holiday season will have officially started in the community of Long Lake!

Who is involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, Mayor Charlie Minor, residents

#### 6:15PM – 7:00PM – SOCIALIZING HOUR

Community fraternization by the fire pits. Music is played over a speaker at a tasteful volume. Hot Cocoa and cookies are enjoyed by all.

Who is involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé, residents

#### 6:30PM – 7:00PM – WRAP-UP, CLEAN UP

Whether community members go to Holbrook Park skating rink or head back home to enjoy time with their families, the Long Lake Park Board will aid in the clean-up and removal of fire-pits, music speakers, and refreshments. The lights on the Holiday tree will remain throughout the holiday season!

