



# 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: 11/13/23

Check # 9416

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 Sled Dog Days at Birch's on the Lake

Describe Location or Area of City Where Event Will Take Place Out on Long Lake behind Birch's on the Lake

# of Participants Expected to Attend Event 180 per day of event

Describe Any Participation/Entry Fees to be Charged \* 30 per ride - ticketed event at Eventbrite.com

### Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
2024 Sat. and Sun.	Jan. 6, 7, 13, 14, 20, 21	11am	2pm (last ride)
2024 Sat. and Sun.	Feb. 10, 11, 17, 18, 24	11am	2pm (last ride)

### Event Type (CHECK ALL THAT APPLY)

Parade  Festival  Run/Walk  Sporting Event  Block Party  Private Party

Other, Explain Sled Dog Rides

### 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 None

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 Birch's on the Lake Staff

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Birch's on the Lake

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

None

**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 Midwest Family Policy Number CPMN0560121410

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

Full Name Brennan Greene Daytime Phone 952-473-7373  
Alternate Phone 314-910-7346 Email Address brennangreene@gmail.com  
Street Address 1310 W. Wayzata Blvd.  
City, State, Zip Long Lake, MN 55356

**Organization Information**

Organization Name Birch's on the Lake Brewhouse & Supper Club  
Mailing Address P.O. Box 307  
City, State, Zip Long Lake, MN 55356  
Phone 952-473-7373 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** [Signature] **Date** 11/13/23

**\*\*\*\* 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 #** S2023-13

**Conditions of Permit Approval**

[ ] Permit Conditions Detailed in Attached Letter Dated 11/16/2023  
[ ] Permit Conditions Listed Below:

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



November 16, 2023

Brennan Greene  
Birch's on the Lake  
1310 W Wayzata Boulevard, PO Box 307  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-13**

Sled Dog Days at Birch's on the Lake  
January 2024 Dates – 1/6, 1/7, 1/13, 1/14, 1/20, 1/21  
February 2024 Dates – 2/10, 2/11, 2/17, 2/18, 2/24

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for Sled Dog Sundays at Birch's on the Lake 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 Sled Dog Sundays at Birch's on the Lake to utilize Long Lake must be submitted to the City Clerk at least five 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 at the time of each 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. Birch's on the Lake is required to post "no event parking" temporary signage at the access road to Union Cemetery prior to the start of each event date. Failure to post the required signage may result in permit revocation.
- [ ] If it is determined at any time that parking to accommodate event attendance exceeds the Birch's on the Lake parking lot, written permission from property or business owner(s) for any additional off-site parking locations must be submitted to the City Clerk. It is a requirement of this permit that shuttling service be available between the event site at Birch's on the Lake and any designated off-site parking locations, if applicable.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-13**

Sled Dog Sundays at Birch's on the Lake

January 2024 Dates – 1/6, 1/7, 1/13, 1/14, 1/20, 1/21

February 2024 Dates – 2/10, 2/11, 2/17, 2/18, 2/24

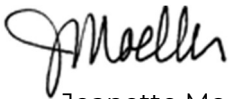
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- [ ] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.
  
- [ ] A Certificate of General Liability Insurance must be submitted to the City Clerk at least five days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2023-13, 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,

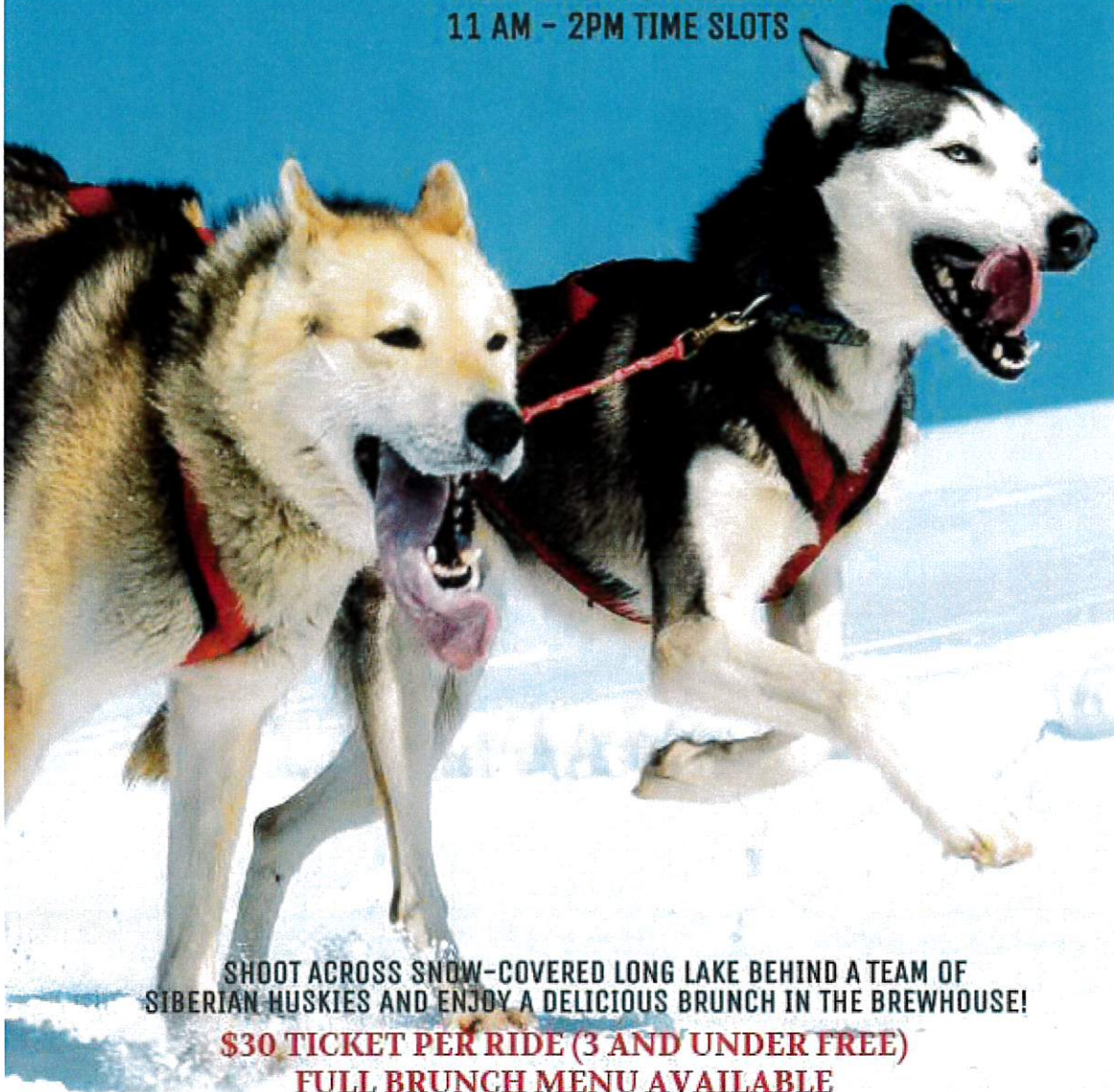


Jeanette Moeller  
City Clerk



# SLED DOG DAYS

WEEKENDS IN  
JANUARY & FEBRUARY  
VISIT [BIRCHSONTHELAKE.COM](http://BIRCHSONTHELAKE.COM) FOR DATES  
11 AM - 2PM TIME SLOTS



SHOOT ACROSS SNOW-COVERED LONG LAKE BEHIND A TEAM OF  
SIBERIAN HUSKIES AND ENJOY A DELICIOUS BRUNCH IN THE BREWHOUSE!

**\$30 TICKET PER RIDE (3 AND UNDER FREE)**

**FULL BRUNCH MENU AVAILABLE**

TICKETS AT [EVENTBRITE.COM](http://EVENTBRITE.COM)

## **Birch's on the Lake Sled Dog Days 2024**

### Paw Print Adventures LLC:

January 2024 - 6,13,20 / February 2024 - 10,17,24

Paw Print Adventures LLC, Samuel Louters Chief Manager, 29148 800th Avenue, Hollandale, MN 56045

### Unleashed Dog Sled Adventures:

Unleashed Dog Sled Adventures, Janet Bahe Owner, 61099 Osprey Avenue, Swatara, MN 55785

January 2024 - 7,14,21 / February 2024 - 11,18

Ride Times for each date are 11am – 2pm

Each sled can hold 2 adults and or one adult and up to 2 children

Sled rides are managed by Paw Print Adventures and Unleashed Dog Sled Adventures staff with a Musher that stands at the back of the sled

¼ Mile circular route on Long Lake behind Birch's on the Lake Restaurant

Tickets \$30 / 3 and under free for the ride only. Tickets are purchased on Eventbrite.com

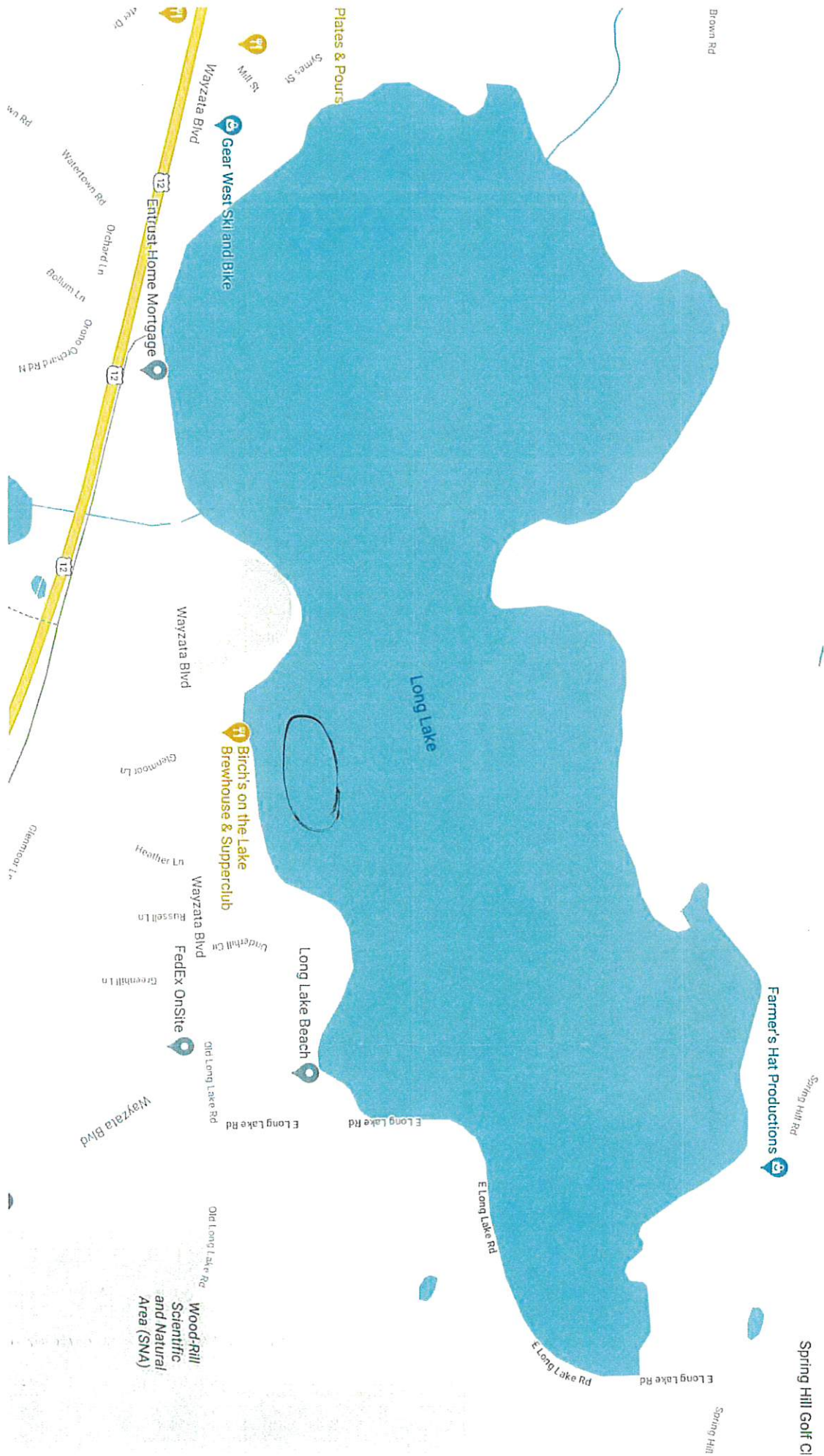
Tickets are sold by date by increments of time, riders are instructed to arrive at their scheduled time

Participants are boarded and un-boarded lakeside directly behind Birch's on the Lake

Parking in Birch's on the Lake Private Parking Lot

All state guidelines and regulations as they are directed at that time will be followed.

See Attached Map



Brown Rd

Plates & Pours

Mill St

Simes St

Wayzata Blvd  
Gear West Ski and Bike

12

12  
Entust-Home Mortgage

Watertown Rd

Orchard Ln

Rollum Ln

Ontario Orchard Rd N

Wayzata Blvd

Birch's on the Lake  
Brewhouse & Supperclub

Glenmor Ln

Heather Ln

Wayzata Blvd

Russell Ln

Underhill Cvd

FedEx OnSite

Long Lake Beach

12  
E Long Lake Rd

Wayzata Blvd

Old Long Lake Rd

Wood-Rill  
Scientific  
and Natural  
Area (SNA)

Farmer's Hat Productions

Spring Hill Rd

Spring Hill Golf Cl

Spring Hill

E Long Lake Rd

E Long Lake Rd

E Long Lake Rd

E Long Lake Rd

Old Long Lake Rd



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/03/2023

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> Christensen Group 9855 West 78th Street, Ste 100 Eden Prairie MN 55344		<b>CONTACT NAME:</b> Nathan Lortz, CIC, CISR <b>PHONE (A/C, No, Ext):</b> (952) 653-1000 <b>E-MAIL ADDRESS:</b> nlortz@christensengroup.com <b>FAX (A/C, No):</b> (952) 653-1100	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Midwest Family Mutual	<b>NAIC #</b>
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 23/24 Master Liab                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPMN0560121410	03/03/2023	03/03/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			CPMN0560121410	03/03/2023	03/03/2024	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Hired & Non Owned Auto	\$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CPMN0560121410	03/03/2023	03/03/2024	EACH OCCURRENCE	\$ 8,000,000
							AGGREGATE	\$ 8,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CPMN0560121410	03/03/2023	03/03/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability			CPMN0560121410	01/01/2024	12/31/2024	Each Occurrence	\$1,000,000
							General Aggregate	\$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 RE: 1310 W. Wayzata Blvd, Long Lake, MN 55356

<b>CERTIFICATE HOLDER</b>  City of Long Lake PO Box 606 450 Virginia Ave Long Lake MN 55356	<b>CANCELLATION</b>  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  