



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: \$ City Event

Date Paid: _____

[] Check # _____

[] 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 Long Lake Beach Bonfire

Describe Location or Area of City Where Event Will Take Place _____
Nelson Lakeside Park & Long Lake Beach

of Participants Expected to Attend Event 50-80 total, 30-40 at any given time

Describe Any Participation/Entry Fees to be Charged None

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	May 30, 2026	6 PM	8 PM

Event Type (CHECK ALL THAT APPLY)

[] Parade [] Festival [] Run/Walk [] Sporting Event [] Block Party [] Private Party

[X] Other, Describe _____

Community picnic and beach bonfire with complimentary hot dogs/pops, Shoreline FD, and lawn games

Event Includes (CHECK ALL THAT APPLY)

[] Liquor Service [] Food Service [] Bingo/Raffles [] Live Music [X] Amplified Audio

[] Animals [] Pedestrians/Runners [] Bicycles [] Floats [] Motor Vehicles, # Expected _____

[] Other Vehicles, Explain _____

[X] Games, Amusement Devices or Carnival Equipment, Describe _____

Lawn games like corn hole, ladder golf, and lawn bocce

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? NA

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

NA

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

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 _____ Policy Number _____

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

Full Name Erika Leachman Daytime Phone 612-807-1178
 Alternate Phone 831-239-9239 Email Address erika@bjornstadgroup.com
 Street Address 178 Glenmoor Lane
 City / State / Zip Long Lake, MN 55356

Organization Information

Organization Name City of Long Lake, Park Board
 Mailing Address 450 Virginia Avenue
 City / State / Zip Long Lake, MN 55356
 Phone 952-473-6961 Email Address jmoeller@longlakemn.gov

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.

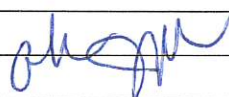
X Signature of Applicant  Date 5/14/26

****** 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

☐ Public Works	Staff Initials _____	Date _____
☐ Fire Department	Staff Initials 	Date _____
☐ Police Department	Staff Initials _____	Date _____

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

City Council Approval Date _____ Date of Issuance _____ **PERMIT #S 2026-08**

Conditions of Permit Approval

☐ Permit Conditions Detailed in Attached Letter Dated _____

☒ Permit Conditions Listed Below:

Cleanup of park property is required to be completed immediately following the event; no alcoholic beverages may be sold or distributed; the Shoreline Fire Department must be on site at all times while the larger bonfire is burning; written permission from at least one off-site parking location is required; and a Noise Variance Permit is required for use of sound amplification equipment.

2026 Long Lake Beach Bonfire Event

Event Details

When: Saturday, May 30, 2026

Set up: 5:00 PM to 6:00 PM

Event: 6:00 PM to 8:00 PM

Clean Up: 8:00 PM – 8:15 PM

Where: Nelson Lakeside Park, Long Lake, MN

Who: The Long Lake Park Board will host the City's summer kickoff event for residents to come to Nelson Lakeside Park for an outdoor picnic in the park and a bonfire on the beach. This free community event is an outdoor community gathering featuring the Shoreline Fire Department, and the Long Lake Area Chamber of Commerce will sponsor complimentary hot dogs and canned drinks for attendees. Special thanks to donations from local businesses and organizations, including the Long Lake Public Works staff, the Long Lake Area Chamber of Commerce, the Orono Lions, Gopher Ace Hardware, Bjornstad, and Red Mood Marketing.

WHY: To kick off the summer with friendship and appreciation of the lake, its beauty, and its importance to our city while activating one of the City's beautiful parks and enjoying the outdoors together.

Event Schedule

5:00 PM to 6:00 PM – Set Up

Fire pits will be set up and lit in approved locations and under the watch of the Shoreline Fire Department. Lawn games like corn hole will be set up on the lawn. The music player will be queued up and tested. The Blackstone propane grill will be fired up for cooking hot dogs. A condiment table will be set up with napkins, ketchup, and mustard. A cooler with ice will be filled for the canned drinks. The restrooms will be checked to ensure they are properly maintained. Extra trash cans will be set out to encourage can recycling.

Involved Parties: Public Works staff, Long Lake Park Board, Long Lake Area Chamber of Commerce, Orono Lions

6:00 PM to 8:00 PM – Community Gathering

All are welcome to walk, bike, or drive to Nelson Park; onsite parking will be available, supplemented by street parking in downtown and at MidCountry Bank's lot for after-hours use. Participants may gather and mingle around fire pits and the lawn area. Music will be played at a volume conducive to conversation. Attendees may bring their own picnics or grab a hot dog and a pop. Volunteers from the Park Board, Chamber, and their families will tend the hot dog grill and

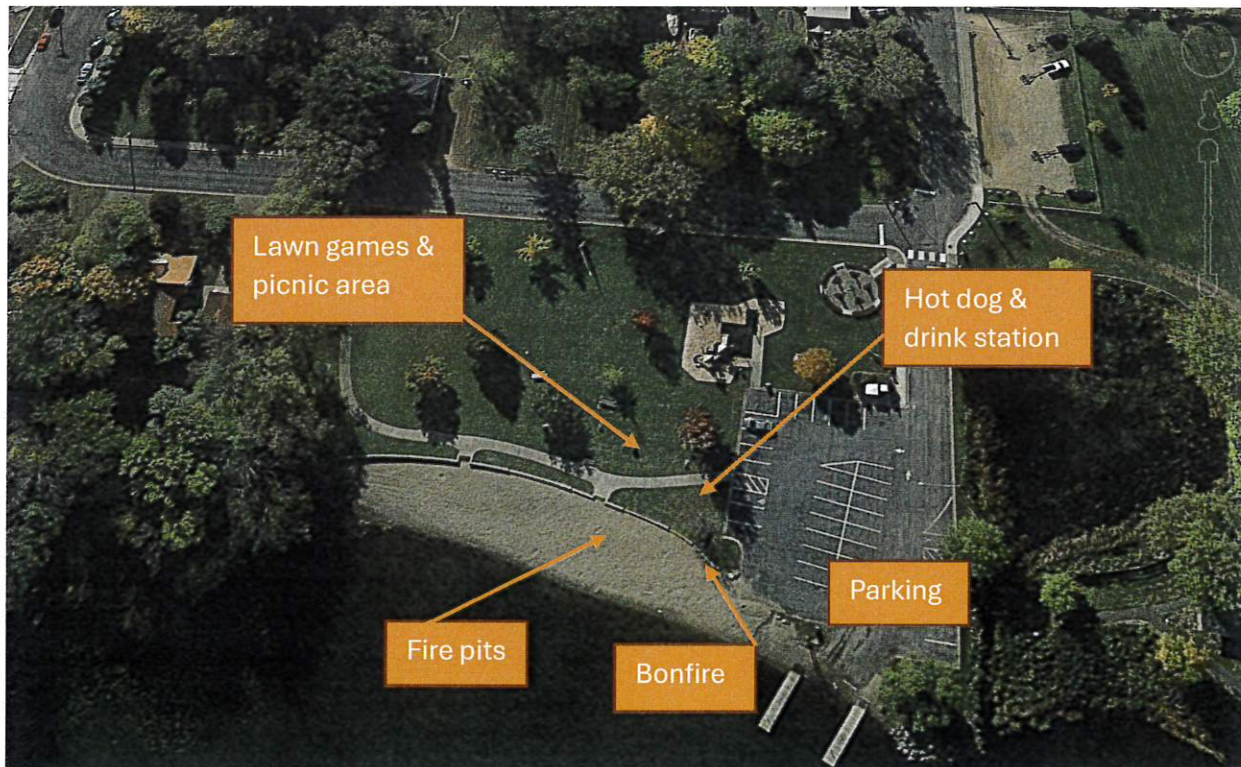
serve the hot dogs and pops in a paper wrapping using tongs and gloves to ensure food safety. Attendees may add their own ketchup and mustard to their liking.

Involved Parties: City staff, Long Lake Park Board, Long Lake Area Chamber of Commerce, community members

7:45 PM – 8:15 PM – Wrap up & Clean up

The Park Board will clean up the park and remove the fire pits, music system, Blackstone griddle, cooler, and lawn games. Public Works staff will secure the facilities, empty trash cans if needed, and remove any City equipment.

Event Site Plan





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 Erika Leachman, Park Board Chair

Phone 612-807-1178 Email Address erika@bjornstadgroup.com

Organization Name City of Long Lake - Park Board

Mailing Address 450 Virginia Avenue

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:

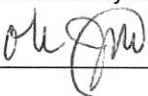
Use of sound amplification equipment to broadcast music during the Long Lake Beach Bonfire event

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

Day of Week	Date	Start Time	End Time
Saturday	5/30/2026	5:30 pm	8:30 pm

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  Date 5/15/2026

*** 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 _____