



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: 5/5/25

☒ Check # 5665

☐ 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 Bucks Pub Patio

Describe Location or Area of City Where Event Will Take Place Front patio at Bucks Pub.

of Participants Expected to Attend Event 10

Describe Any Participation/Entry Fees to be Charged N/A

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
T-Sunday	May 11th 2025	11am	10pm
	May 21		
ends Wednesday	10/1/2025		

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party
☐ Other, Explain Patio

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 Rever Stephens / Bucks Pub

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

Rever Stephens / Bucks Pub

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 **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 Grand River Insurance Policy Number GRBC P5012 78701

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

Full Name Rever Stephens Daytime Phone 612 325 9938

Alternate Phone _____ Email Address Rever@BucksPub.com

Street Address 2067 W Wayzata Blvd #2, Long Lake, MN 55350

City, State, Zip _____

Organization Information

Organization Name Llono LLC dba Bucks Pub

Mailing Address 2067 W Wayzata Blvd #2

City, State, Zip Long Lake, MN 55350

Phone 612 325 9938 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** 5/11/25

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

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

Review by Department Head or Designee

☒ Public Works Reviewed By ok JM Date 5/12/2025

☒ Fire Department Reviewed By _____ Date S

☒ Police Department Reviewed By _____ Date _____

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

Date Approved _____

PERMIT # S2025-05

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 5/12/2025

☐ Permit Conditions Listed Below:



May 12, 2025

Reven Stephens
Bucks Pub
2067 Wayzata Boulevard W, #2
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-05
Temporary Outdoor Patio – Bucks Pub
Effective May 21, 2025 – October 1, 2025

Dear Applicant:

Your application for a Special Event Permit to permit installation of a Temporary Outdoor Patio for Bucks Pub is hereby approved, subject to the conditions listed below. The Wayzata Police Chief or the Chief's designee, acting on behalf of the City of Long Lake, and Long Lake Fire Chief are each empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the Applicant/Permit Holder or a representative of the Permit Holder.

- [] No modifications may be made to the approved temporary outdoor patio site plan without prior approval of the Fire Chief and Wayzata Police Chief or the Chief's designee. The approved site plan attached to this Permit shows the location of customer seating (not to exceed 10 at any time) with no tables; depicts the entry and exit point; and includes descriptions of temporary fencing materials to be utilized. Patios for alcohol serving establishments must display a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and must show how alcohol will be restricted with a barrier or other means between the temporary outdoor patio and surrounding area.
- [] The temporary patio setup may only be installed consistent with the approved site plan and the Applicant's approved temporary patio narrative submitted with the permit application. No temporary lighting installations were included in the patio plan.
- [] Security of the temporary outdoor patio shall be the responsibility of the Applicant/Permit Holder. Customers seated in the outdoor patio must enter and exit via the secure entry/exit point only.
- [] Applicant/Permit Holder shall be responsible for picking up litter within 100 feet of the temporary outdoor patio on a daily basis.
- [] Signage stating "No Alcohol Allowed Beyond This Point" is required to be posted at the exit from the patio.
- [] A Certificate of Insurance listing the City of Long Lake as an additional insured is required to be submitted prior to temporary patio installation.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-05

Temporary Outdoor Patio – Bucks Pub / Effective May 21 – October 1, 2025

Page 2 of 2

- [] This Special Event Permit for a temporary outdoor restaurant patio is effective May 21, 2025 through October 1, 2025. This Permit may be extended if approved in writing by the City Clerk.
- [] Failure to abide by any of the conditions in this Permit may result in permit revocation.

Please be advised that by acceptance of Special Event Permit #S2025-05, the Applicant/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 to you and your business.

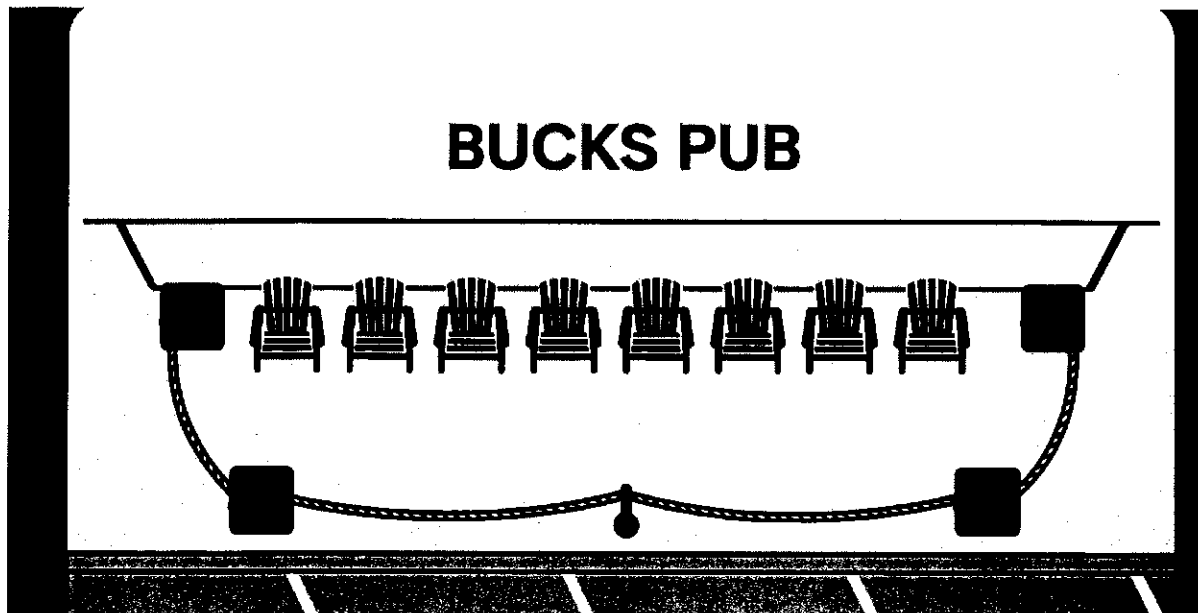
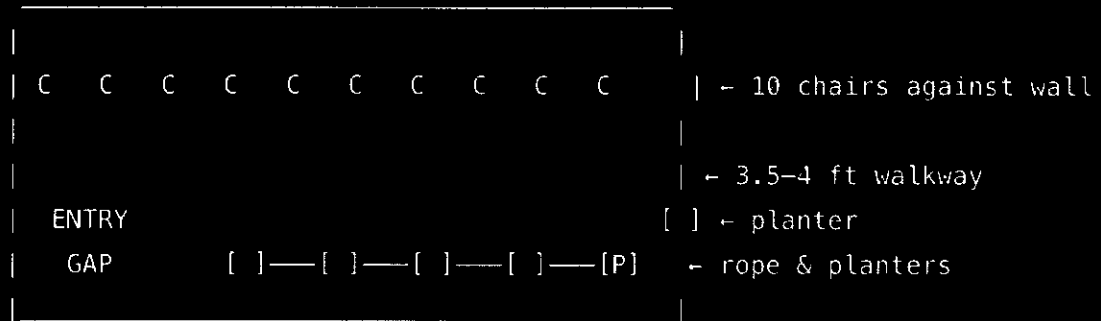
Sincerely,

A handwritten signature in black ink, appearing to read 'J Moeller', written in a cursive style.

Jeanette Moeller
City Clerk

BUCKS PUB FRONT PATIO

[FRONT OF BUCKS PUB BUILDING - 50 ft wide]



Final Front Patio Layout (8' x 50') — With Left-Side Entrance

Layout Features:

1. Seating Configuration

- 10 black Adirondack chairs placed directly against the building wall
- Chairs are spaced evenly across the length of the patio
- Chairs face outward toward the parking lot

2. Rope Barrier with Planters

- **Left Side:** Rope runs diagonally from a planter near the “BUCKS” logo on the wall down to a stanchion at the curb
- **Front Side:** Thick natural rope stretches across the entire 50-ft front from left curbside stanchion to the right corner planter
- **Right Side:** Rope connects from a planter on the far right side of the patio back to the building, fully enclosing the space

3. Planters

- Large black planters with low-maintenance greenery anchor key rope points
- One planter at each corner (left wall, left curb, right curb, and right wall)

