



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: 9/23/24

☒ Check # 446607

☐ 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 Gear Western half marathon and 5K

Describe Location or Area of City Where Event Will Take Place Start and Finish at Gear West. Using roads and trails in the area.

of Participants Expected to Attend Event 300

Describe Any Participation/Entry Fees to be Charged Entry fees to be charged go to putting on the event, shirts, awards, refreshments & other costs.

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time
Saturday	October 19 th	7:00am	12:00 noon

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 Gear West, Wayzata Police, Orono Police

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

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

We do not close streets to traffic, we have Police at major road crossings and volunteers at all corners and minor road crossings.

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 Brian McCollor Daytime Phone 952-473-0377
 Alternate Phone 651-757-7892 Email Address speedy@gearwest.com
 Street Address ~~4588~~ 1786 W. Wayzata Blvd
 City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Gear West
 Mailing Address 1786 W. Wayzata
 City, State, Zip Long Lake, MN 55356
 Phone 952-473-0377 Fax 952-473-4460

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 Brian McCollor **Date** 9/3/24

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

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

Review by Department Head or Designee

☒ Public Works Reviewed By _____ Date 9/27/24
☒ Fire Department Reviewed By _____ Date "
☐ Police Department Reviewed By _____ Date "

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

Date Approved _____

PERMIT # 52024-08

Conditions of Permit Approval

☐ Permit Conditions Detailed in Attached Letter Dated 9/27/24
☐ Permit Conditions Listed Below:



September 27, 2024

Brian McCollor, Event Organizer
Gear West Ski and Run
1786 W Wayzata Boulevard, Suite B
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-08

Gear Western Country Half Marathon and 5K
Saturday, October 19, 2024 (8:00 am to 12:00 noon)

Dear Event Organizer:

Your application for a Special Event Permit for the Gear Western Country Half Marathon and 5K run and subsequent race party 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.
- [] It is a condition of this permit that Gear West hire Wayzata Police Department officers on a contractual basis to assist in traffic control at intersections, to be determined by the Chief of Police or his designee. The Event Organizer is required to contact Wayzata Police Chief Marc Schultz or Deputy Chief Jamie Baker at 952-404-5340 to arrange for Police assistance as needed during the event and to work with race volunteer staff.
- [] Any changes to the final race routes for the half marathon and 5K must be as agreed to in writing and approved by Wayzata Police Chief or his designee. Proof of approval for any route changes must be submitted to the City Clerk *by no later than Wednesday, October 16.*
- [] Event organizer shall provide copy of written documentation from the Hennepin County Transportation Department authorizing the event's use of CSAH 146 (Brown Road) and crossing of CSAH 112 (Wayzata Boulevard W). Copy of documentation from Hennepin County must be submitted to the City Clerk *by no later than Wednesday, October 16.*

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-08

Gear Western Country Half Marathon and 5K/ Saturday, October 19, 2024 (8:00 am to 12:00 noon)

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- [] It is a condition of this Permit that Gear West obtain any permits requested by the City of Orono for use of Orono facilities or roadways.
- [] It is a condition of this Permit that Gear West obtain any permits requested by the Minnesota Department of Natural Resources for use of the Luce Line State Trail.
- [] At least 3 days prior to the event date, Event Organizer is required to post temporary signage (minimum of 2 signs) on Gear West property along the Wayzata Boulevard W trail advising public trail users that the half marathon and 5K runs will be held on Saturday, October 19 from 8:00 am to 12:00 noon. This temporary signage must be for public advisory to general trail users – not purposed for event advertising. *Temporary signage must be posted by no later than Wednesday, October 16, and removed immediately following the event.*
- [] Event Organizer will be responsible to assure volunteers wearing traffic safety vests are posted at intersections and business access points along the race route in Long Lake, and to direct participants to off-site parking locations. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse during the run. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [] Event Organizer shall be responsible to provide directional signage along the race routes for participants to follow. Signage must be removed immediately after the event.
- [] Cleanup of event related debris along the race routes must be completed within 24 hours of the end of the race.
- [] Emergency services must be on standby for the race portions of the event.
- [] Written permission from property or business owner(s) for off-site parking locations to be utilized for the event must be submitted to the City Clerk (may be emailed to jmoeller@longlakemn.gov) by *no later than Wednesday, October 16.*
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for the broadcast of music and/or announcements at the Gear West property following the race.
- [] Alcoholic beverages may not be served or consumed at the race party site.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, October 16.*

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-08

Gear Western Country Half Marathon and 5K/ Saturday, October 19, 2024 (8:00 am to 12:00 noon)

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Please be advised that by acceptance of Special Event Permit #S2024-08, 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,

A handwritten signature in black ink, appearing to read "J Moeller". The signature is fluid and cursive, with the first letter "J" being large and stylized.

Jeanette Moeller, City Clerk

Gear Western Half Marathon 2024

This will be the 13th annual Gearwestern Half Marathon, we plan for 300 runners in the half marathon and 5K. We are excited to be hosting this event on October 19th this year. We do not close roads and our runners cause very little impact on the local traffic. We will need help with traffic in 4 places on the course. At the Start area as well as at the intersection of Brown Rd and Willow Dr, at the Luce Line Trail and Old Crystal Bay Rd and at the Luce Line Trail and Willow. All other corners are at stop signs or controlled intersections, we will have volunteers at all of these places. We also have 5 aid stations along the course to support the runners. Odom Health will have race day medical support in the morning, as well I will be in contact with Long Lake Fire for emergency support. In the previous 12 years of the event we not had any issues with traffic or runners, hopefully we can have a safe and enjoyable event again this year.

Schedule of events -

8:00 Packet pick up

8:30 Half Marathon Start

9:00 5K Start

9:20 – 10:00 5K Finish

9:45 – 11:30 Half Marathon Finish

12:00 Course and Start/Finish clean up.

Please contact me if you have questions or concerns at any time as we get closer to the event. We are very appreciative of the community support that we have received. We hope this event can highlight the Long Lake and Orono area as well as our area trails.

Thank you for your consideration,

Brian "Speedy" McCollor

Gear West Ski and Run

W) 952-473-0377 C) 651-757-7892

GEAR WESTERN COUNTRY HALF MARATHON & 5K

LONG LAKE  MINNESOTA

BORTON VOLVO

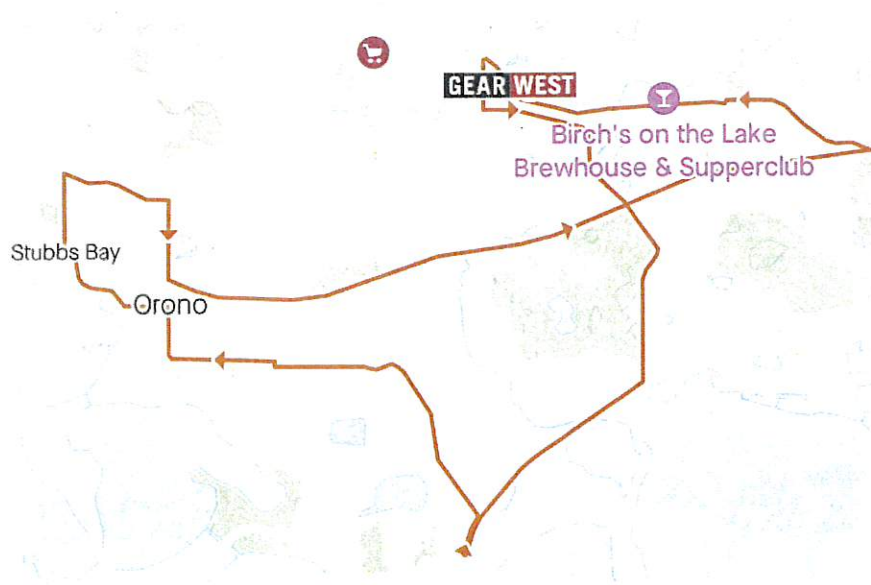
Y'all are invited to saddle up and ride with us at the Gear Western Country Half Marathon and Borton Volvo 5k, a real charming small-town event that's got a big-time feel! Don't let this day of running pass you by, partner. Get your boots in the game and register on the back.

WHEN:

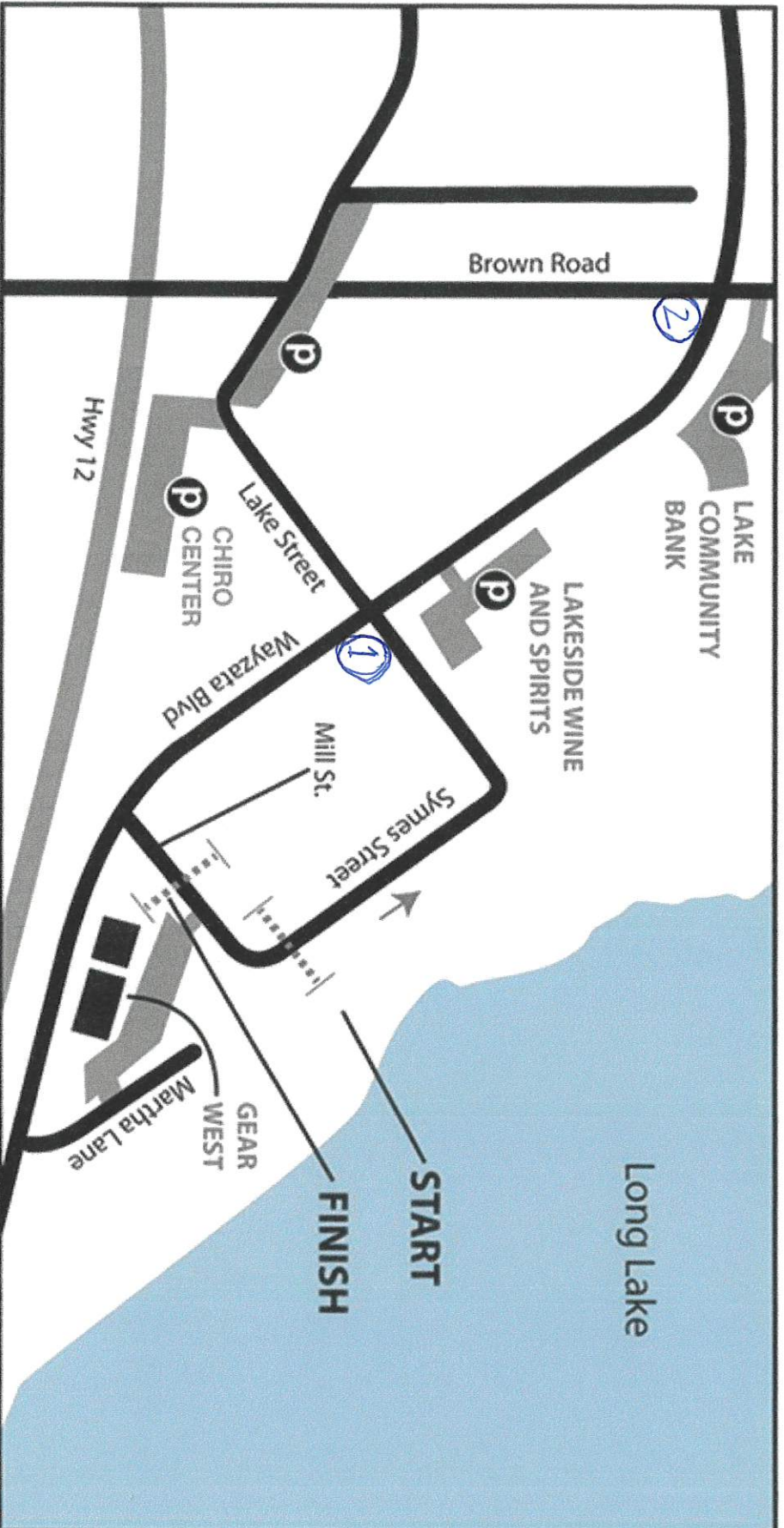
Saturday, October 19, 2024
GW Half Marathon-8:30 AM
Borton Volvo 5k - 9:00 AM

WHERE:

Gear West Ski and Bike
1786 Wayzata Blvd
Long Lake, MN 55356



PARKING / START AREA

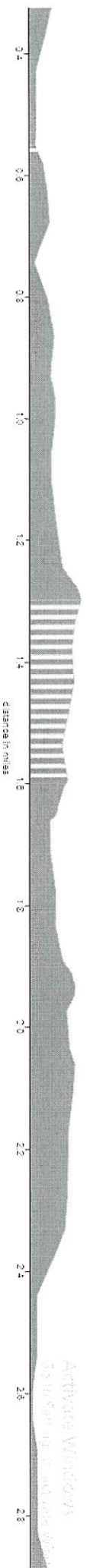
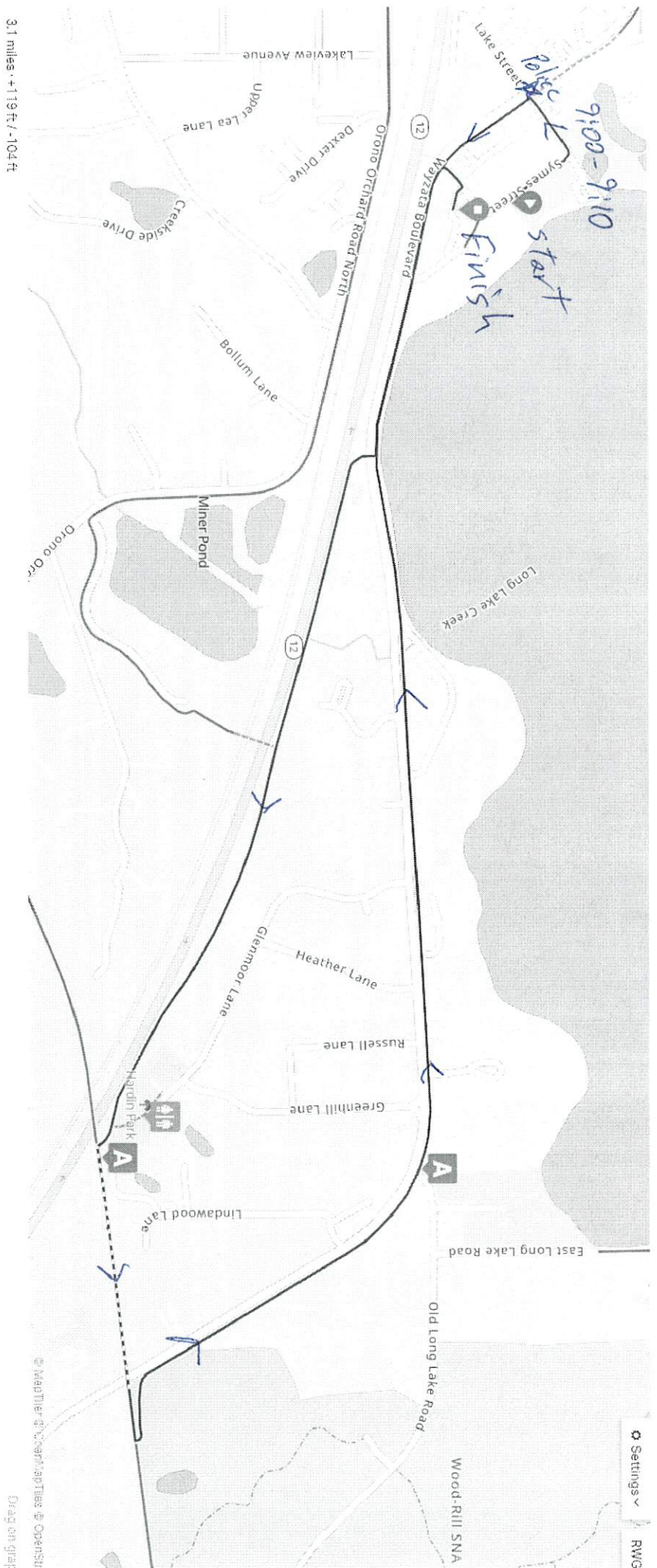


- 1- Road crossing @ Lake Street & Wayzata Blvd
 - 2- Corner of Brown Road & Wayzata Blvd
 - 3- Trail to Luce line & Wayzata Blvd
- These are the places we would like Wayzata Police to help with traffic control. 1&2 from 8:20-8:35, 1&3 from 8:50-9:10.



5K Race Course

* Starts at 9:00 am and is complete between 9:45-10:00 am.



Activate Windows
Go to Settings to activate Windows.

© Heather G. Overhartschke & OpenStax
Drag on map



Noise Variance Permit Application

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

Phone / 952.473.6961

- Complete this permit application form and submit to City Hall **at least 45 days prior to the event 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)

Organization Name (If Applicable) Gear West Ski & Run

Contact Name Brian "Speedy" McCollor Daytime Phone 952-473-0377

Alternate Phone 651-757-7892 Email Address speedy@gearwest.com

Mailing Address 1786 Wayzata Blvd W, Suite B

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 race announcements and music during the

Gear Western Half Marathon & 5K event

** PLEASE LIST ALL DATES AND REQUESTED HOURS FOR PROPOSED NOISE ACTIVITY BELOW **

Day of Week	Date	Start Time	End Time
Saturday	October 19, 2024	8:00 am	12:00 noon

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 OK per JM **Date** 9/26/2024

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

Noise Variance Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date of City Council Approval _____

Conditions of Permit Approval



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/03/2024

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	Kaplan Insurance Agency, Inc. 3555 Plymouth Blvd. Suite 118 Plymouth, MN 55447 License #: 40020697	CONTACT NAME: Nick Rumancik PHONE (A/C, No, Ext): (763)746-5000 FAX (A/C, No): (763)746-5577 E-MAIL ADDRESS: Nick.Rumancik@KaplanInsuranceAgency.com
INSURED	Gear West Inc 1786 W Wayzata Blvd Unit B Long Lake, MN 55356-9463	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual 15350 INSURER B: West Bend Mutual Insurance Company 15350 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 00003990-1351103 REVISION NUMBER: 5

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 SUBR INSD WYD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		A095930	11/25/2023	11/25/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 6,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		A095930	11/25/2023	11/25/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		A095930	11/25/2023	11/25/2024	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)

Event: Gearwestern half marathon and 5K

CERTIFICATE HOLDER

CANCELLATION

City of Long Lake
450 Virginia Ave PO Box 606
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

Nick Rumancik

(NJR)

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