



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: \$ 100.00

Date Paid: 8/28/25

[] 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 Birch's on the Lake Fun Run Event - 5k and 10k Course

Describe Location or Area of City Where Event Will Take Place Starts and ends at Birch's on the Lake Brewhouse
1310 Wayzata Boulevard W, Long Lake, MN 55356

of Participants Expected to Attend Event 100-150 Participants

Describe Any Participation/Entry Fees to be Charged \$35 registration fee includes 1 beverage token, swag and donation to
nonprofit; option to add a tshirt

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Sunday	Sept 14, 2025	11am	12:30pm

Event Type (CHECK ALL THAT APPLY)

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

[] Other, Describe _____

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 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? No road closures requested; volunteers will be stationed along the route to direct runners

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

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 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 Gaslamp Insurance Service Policy Number 3DS5476-M4436005

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

Full Name Morgan Jappe Daytime Phone 612-791-6553

Alternate Phone _____ Email Address morgan@breweryrunningseries.com

Street Address 1138 Marshall Ave

City / State / Zip St Paul, MN 55104

Organization Information

Organization Name Apple Adventure Racing, LLC / dba Brewery Running Series

Mailing Address 6674 Cortlawn Cir

City / State / Zip Golden Valley, MN 55426

Phone 612-791-6553 Email Address morgan@breweryrunningseries.com

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 Morgan Jappe Date 8-12-25

****** 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

<input checked="" type="checkbox"/> Public Works	Staff Initials <u>SP</u>	Date <u>8/19/25</u>
<input checked="" type="checkbox"/> Fire Department	Staff Initials <u>MH</u>	Date <u>8/19/25</u>
<input checked="" type="checkbox"/> Police Department	Staff Initials <u>JB</u>	Date <u>8/19/25</u>

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

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2025-11

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 8/27/25
☐ Permit Conditions Listed Below:



August 27, 2025

Morgan Jappe, Event Organizer
Apple Adventure Racing LLC
6674 Cortlawn Circle S
Golden Valley, MN 55426

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-11
Birch's on the Lake Fun Run 5K and 10K
Sunday, September 14, 2025 / 11:00 am – 12:30 pm

Dear Event Organizer:

Your application for a Special Event Permit for the Birch's on the Lake Fun Run 5K and 10K 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.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, September 10.*
- [] The 5K and 10 K run routes must be consistent with the route maps submitted as part of the Special Event Permit application. Both the 5K and 10K runs will follow an out and back route departing from Birch's on the Lake heading east via the trail adjacent to Wayzata Boulevard W/CSAH 112, connecting to the Luce Line Trail, running on the Luce Line Trail, and then returning in reverse.
- [] The event description indicates that beer will be served at the finish line of the event. Beer may only be distributed at Birch's on the Lake property – no beer may be distributed on any public trail, right-of-way, or roadway. Event participants/attendees may only consume beer on Birch's on the Lake property, and alcoholic beverages are not permitted to leave Birch's on the Lake property at any time.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-11

Birch's on the Lake Fun Run 5K and 10K - Sunday, September 14, 2025

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- [] Participants in the Birch's on the Lake Fun Run 5K and 10K must run on the trails provided and may not utilize Wayzata Boulevard W/CSAH 112 to pass other participants or for any purpose. Runners are to obey all traffic laws and any applicable signage. The event organizer will be responsible for communicating this to event participants. The event organizer is required to contact Wayzata Police Chief Jamie Baker at 952-404-5340 to arrange for any Police assistance the Police Chief (or her designee) deems necessary for the event, particularly for the 10K run route which is proposed to cross County Road 101, and for monitoring beer service at the finish line. Event organizer will be responsible to direct and supervise runners and participants throughout the run route, with personnel utilizing traffic safety vests and/or flags while at their posts.
- [] At least 3 days prior to the event date, event organizer is required to post temporary signage (minimum of 2 signs) on Birch's on the Lake property along the trail advising public trail users that 5K and 10K runs will be held on Sunday, September 14 from 11:00 am to 12:30 pm. This temporary signage must be for public advisory to general trail users, and not purposed for event advertising. *Temporary signage must be posted by no later than September 11, 2025, and removed promptly following the event.*
- [] Cleanup of any event related debris along the 5K and 10K run routes must be completed immediately after both runs are complete.
- [] Any parking on Wayzata Boulevard W/CSAH 112 is prohibited. If the event host site (Birch's on the Lake, 1310 W Wayzata Boulevard) parking lot becomes full, it is a condition of this permit that an overflow parking site be provided, with shuttle or valet service employed between the host site and overflow parking site. Said overflow parking site must be privately owned property, with parking to be permitted by permission of the property owner. Neither Nelson Lakeside Park, nor any Long Lake public streets or park property, may be used for overflow parking purposes.

Please be advised that by acceptance of Special Event Permit #S2025-11, the event organizer/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 COURSE @ BIRCH'S ON THE LAKE

5K COURSE



- YOUR 5k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!

THE COURSE @ BIRCH'S ON THE LAKE

10K COURSE



- YOUR 5k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!

THE TAPROOM @ BIRCH'S ON THE LAKE

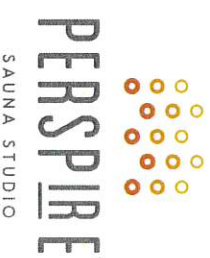
SEPT 22, 2024



PARTNERS ON SITE

CHEERS TO THESE FRIENDS OF THE BREWERY RUNNING SERIES. THANKS FOR JOINING IN THE FUN! VISIT WITH THESE PARTNERS AND SUPPORT LOCAL BUSINESS.

THANK YOU:



BE ACTIVE. HAVE FUN. GIVE BACK!

A PORTION OF ALL PROCEEDS GOES TO THESE LOCAL NON-PROFITS - SEE HOW YOU CAN GET MORE INVOLVED IN THEIR EFFORTS IN OUR COMMUNITY!



mental health

RUN FOR BEER



MINNESOTA BREWERY RUNNING SERIES

www.breweryrunningseries.com/minnesota
@MNBreweryRun #RunForBeerMN



RUN GENTIVE

TURN YOUR 5k
>>> INTO \$5K



SCAN ME