



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: 7/9/25
☒ Check # 106
☐ 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 Corn Days 5k run and walk
Describe Location or Area of City Where Event Will Take Place Start and finish at the church
of St. George, using the city streets & paths.
of Participants Expected to Attend Event 150
Describe Any Participation/Entry Fees to be Charged Entry fees to cover costs of putting
on a run.

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
<u>Saturday</u>	<u>August 9th</u>	<u>9:00</u>	<u>10:30</u>

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? Gear West & Long Lake Fire

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

Gear West

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

No streets will be closed, we will be on the side or
shoulder

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 West Bend Policy Number 15350

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@gearvest.com
 Street Address 1786 V. Wayzata Blvd suite B
 City / State / Zip Long Lake, MN, 55356

Organization Information

Organization Name Gear West
 Mailing Address 1786 V. Wayzata Blvd suite B
 City / State / Zip Long Lake, MN 55356
 Phone 952-473-0377 Email Address speedy@gearvest.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 [Signature] Date 6/16/25

****** 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>SD</u>	Date <u>7/10/25</u>
<input checked="" type="checkbox"/> Fire Department	Staff Initials <u>MH</u>	Date <u>7/10/25</u>
<input checked="" type="checkbox"/> Police Department	Staff Initials <u>ok [Signature]</u>	Date _____

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

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2025-10

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 7/10/25
☐ Permit Conditions Listed Below:



July 10, 2025

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

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-10
Corn Days 5K Run/Walk
Saturday, August 9, 2025 (8:00 am to 10:30 am)

Dear Event Organizer(s):

Your application for a Special Event Permit for the Corn Days 5K Run/Walk 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 of the Fire or Police Chief as needed.
- [] The event organizer is required to contact Wayzata Police Chief Jamie Baker or her designee at 952-404-5340 to arrange for Police assistance as needed during the event and to work with 5K event staff/volunteers.
- [] The event organizer is required to contact Public Works Director Sean Diercks at 612-237-9520 to arrange for temporary use of barricades if needed for the event.
- [] Any changes to the 5K route must be as agreed to in writing and approved by the Wayzata Police Chief or her designee prior to the event date, with a copy of the revised route map and Police approval provided to the City Clerk *by no later than Thursday, August 7.*
- [] It is a condition of this Permit that the event organizer obtain any permits requested by the City of Orono for use of Orono facilities or roadways.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-10

Corn Days 5K Run/Walk / Saturday, August 9, 2025 (8:00 am to 10:30 am)

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- [] Event organizer will be responsible to assure volunteers/event staff wearing traffic safety vests are posted at intersections along the run route. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [] Event organizer(s) shall be responsible to provide directional signage along the race route for participants to follow. *Spray painting any markings on City streets is prohibited.*
- [] Cleanup of event related debris along the run route must be completed immediately following the event.
- [] Emergency medical services must be on standby for the race.

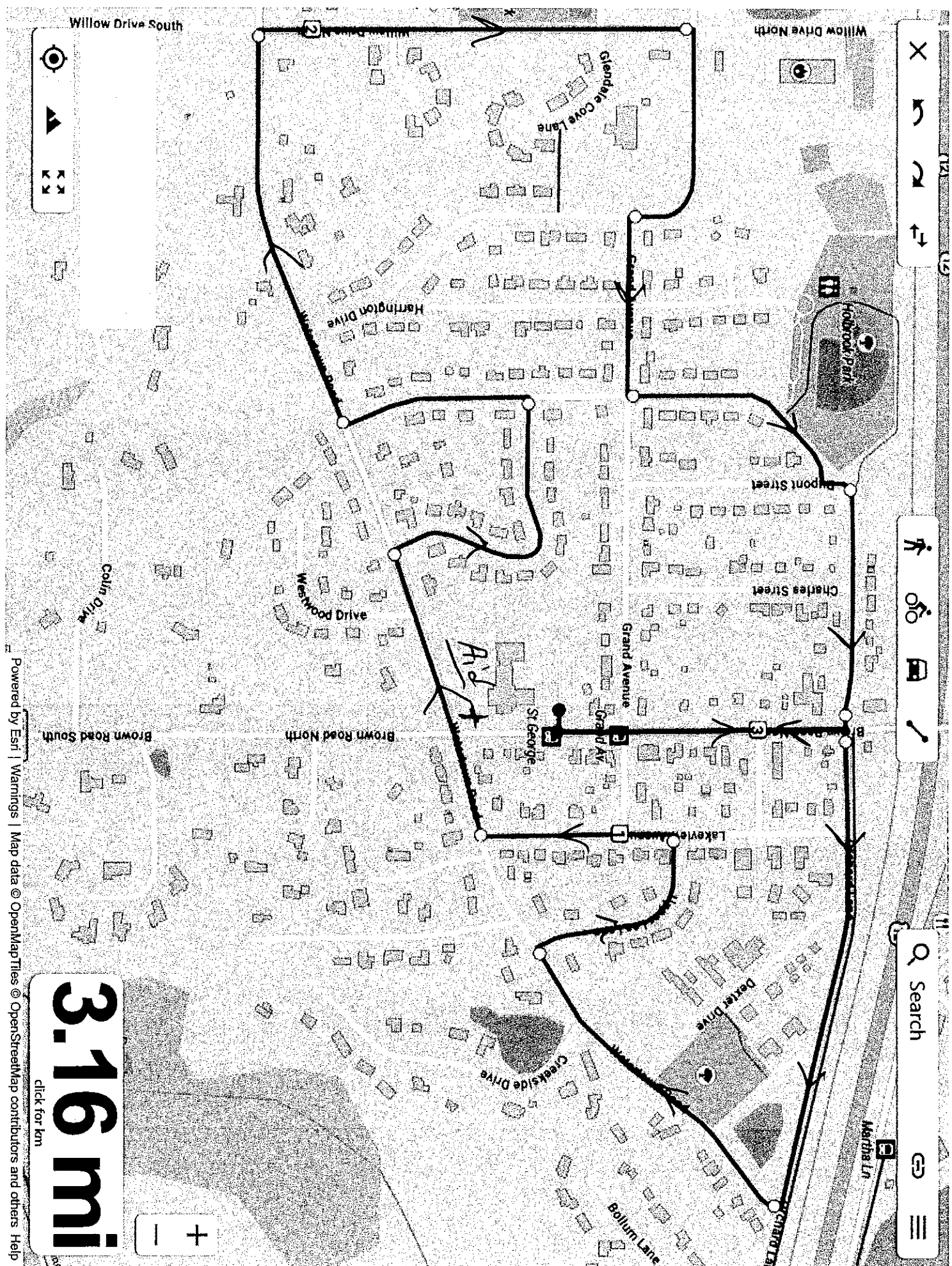
Please be advised that by acceptance of Special Event Permit #S2025-10, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from 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



Corn Days 2025

Site Plan

We are going to start and finish at St George church. We will have two tables for registration and post-race refreshments. We will set up and take down all in the morning of Saturday, August 9th. This is a small low key race, we will probably have about 150 runners total, we do not obstruct traffic, and we will have all corners controlled for the runners. We have not had any issues in the previous running's of the event.

Course runs north on Brown Rd to Orchard Ln, right on Orchard Ln to Watertown Rd, right to Upper Lake Ln, right to Lakeview Ave, left back to Watertown Rd, right to Neilson Ave right to Inglewood Ave, left back to Watertown Rd, right to Willow Dr, Right to Glendale Dr, right to Grand Ave, left to Inglewood St, left to Orchard Ln right to Brown Rd and Brown Rd south to the finish.

All pre and post-race activities will take place in the parking lot of St. George church. We plan to set up between 7:30 and 8:00 and will be cleaned up by 10:30, just in time for the parade.



CORN DAYS 5K

CANDY CORN KIDS FUN RUN!

Saturday August 9th
Long Lake, MN

Join us! have fun at the Corn Days 5k FUN RUN or the Candy Corn 1m -- All festivities are part of the Corn Days Festival held at the Church of St George. Come for the run, stay for the festival!

ENJOY A LOT OF HOT BUTTERY CORN



GEAR WEST

www.gearwest.com Long Lake, MN 55356

Fun Days 5k + Candy Corn Kids Run

tuesday, Aug 9th at the Church of St George in Long Lake
1:45 am: Race day registration + number pickup.

9:00 am: Family 5k \$20/\$30 w/ shirt.

9:00 am: Kid's Fun Fun run/\$5.00. Candy Corn for all!



Bring family, friends, strollers, well behaved dogs....Corn Days 5k is a
family fun run for all!



Sign up here!



GEAR WEST

www.gearwest.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2025

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 Tonka Insurance Agency, Inc. 4154 Shoreline Drive, Suite 200 Spring Park MN 55384		CONTACT NAME: PHONE (A/C, No, Ext): (952) 471-2575 FAX (A/C, No): E-MAIL ADDRESS: service@tonkaagency.com	
INSURED Gear Ventures Inc. Dba 1786 W Wayzata Blvd # B Long Lake MN 55356-9463		INSURER(S) AFFORDING COVERAGE INSURER A: WEST BEND MUT INS CO NAIC # 15350 INSURER B: ST PAUL MERCURY INS CO 24791 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****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.

INS LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	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"/> PROJECT <input type="checkbox"/> LOG OTHER:		B839645	11/01/2024	11/01/2025	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 - COMP/OP AGG \$ 6,000,000	
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		B839645	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE		B839645	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Y	N/A	UBA1601609	11/01/2024	11/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Long Lake 450 Virginia Avenue 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 Tanner Emery
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