



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: \$ _____

Date Paid: _____

Check # _____

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 _____

Describe Location or Area of City Where Event Will Take Place _____

of Participants Expected to Attend Event _____

Describe Any Participation/Entry Fees to be Charged _____

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time

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 _____

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

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 _____ Policy Number _____

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

Full Name _____ Daytime Phone _____

Alternate Phone _____ Email Address _____

Street Address _____

City, State, Zip _____

Organization Information

Organization Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ 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 _____ **Date** _____

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

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

Review by Department Head or Designee

Public Works Reviewed By _____ Date _____

Fire Department Reviewed By _____ Date _____

Police Department Reviewed By _____ Date _____

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

Date Approved _____ **PERMIT #** _____

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated _____

Permit Conditions Listed Below:

Special Event Permit Application Fee Schedule

SPECIAL EVENT, LEVEL 1 – \$100.00

Events, including parades and athletic events, that use Long Lake or use City streets and/or sidewalks, but do not use City parks.

SPECIAL EVENT, LEVEL 2 - \$125.00

Events using a City park, with attendance under 100 participants and spectators combined, and no road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.

SPECIAL EVENT, LEVEL 3 - \$150.00

Events using a City park, with attendance greater than 100 participants and spectators combined, and may involve road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.

Special Event Permit Application Submittal Checklist

Questions? Please contact Jeanette at 952.473.6961 x1 or email jmoeller@longlakemn.gov for further assistance.

Special Event Permit Application cover is completed, and submitted with:

- A detailed narrative and schedule describing events to take place.
- The flier for the event, if finalized and available.
- A site map showing "what will be where" and the layout of the event.
- If Nelson Lakeside Park is to be used by the event for more than one day, a Park Facility Use Permit should be submitted along with park rental fees to reserve the park for additional event dates.
- If any race or parade is to be included in the event schedule, a detailed map of the race or parade route.
- If the Orono Lions Club or other 501(c)(3) category tax exempt non-profit organization will be providing liquor sales for the event, event organizer will need to submit an Application for 1 to 4 Day Temporary On-Sale Liquor License (license fee is \$25.00) at time of Special Event Permit Application submittal. This requires some coordination, as event coordinator will need to have a member of the organization complete the form. Event coordinator may complete the form themselves if they have all the information required to do so on behalf of the eligible 501(c)(3); however, the "name of person making application" listed on the form must be an officer of the organization, and all fields on the form must be completed.
- If event includes live musical entertainment or using sound amplification equipment for the purpose of broadcasting music or announcements, a Noise Variance Permit is required to be submitted at time of Special Event Permit application submittal. There is no fee for this permit.
- If event includes any planned water activity (i.e. waterski show, "boat parade", etc.) utilizing Long Lake, event organizer will be required to obtain a permit directly from Hennepin Co. Sheriff's Water Patrol. Permit applications may be found online at: <http://www.hennepinsheriff.org/permits-services/permits-public-services/water-permits>. A copy of this completed permit application must be included with your Special Event Permit application to the City.
- Event organizer will be required to submit a Certificate of Liability Insurance naming the City of Long Lake as a certificate holder (lower left corner of certificate) to the City prior to the start date of the event.
- All applicable Special Event Permit, temporary liquor license, and additional park reservation fees must be paid in full at time of application for a Special Event Permit application to be considered complete.