



## Special Event Permit Application Instructions

You are required by Minnesota Statute § 86B.121 to have a written permit prior to holding or sponsoring any scheduled or public race, regatta, tournament or other competition or exhibition, or trial race on water or ice.

ISSUANCE OF A PERMIT UNDER MINNESOTA STATUTES §86B.121 DOES NOT MAKE HENNEPIN COUNTY LIABLE FOR ANY INJURY OCCURRING AT THE EVENT.

Hennepin County does not charge a fee for this permit.

The Organization shall obtain a non-cancellable Comprehensive General Liability policy with coverage in an amount not less than one million dollars per single occurrence. The insurance policy must name "Hennepin County" as an additional insured. Hennepin County does not waive the monetary limits on municipal tort liability established by applicable law including but not limited to Minnesota Statutes, Chapter 466.

### ALL EVENTS MUST HAVE:

- 1) Original Application form – two pages – completed and signed by an individual duly authorized to legally bind the organization named on the application. This form must be mailed or dropped off at Water Patrol Headquarters **at least thirty (30) days prior** to the event. Faxes are not acceptable.
- 2) Original Special Event Liability Release signed by an individual duly authorized to legally bind the organization named on the application. The original Liability Release **MUST** be mailed or dropped off at Water Patrol Headquarters **at least thirty (30) days prior to the event** and must be either notarized –or signed in the presence of a staff member who will verify your identity as the signor (photo ID is required). Faxes are not acceptable.
- 3) A Certificate of Insurance or other acceptable proof of non-cancellable **liability insurance** in an amount not less than one million dollars per single occurrence naming "Hennepin County" as an additional insured. This item may be faxed.
- 4) A letter of permission OR a **permit from the city** or the cities the event will originate and conclude in. This may be faxed.
- 5) A detailed map of any race course or competition area and the **brochure / pamphlet** that has information about the event, including advertising and a sample of entry form if applicable.

**For all signed documents** --- the Organization named on the application shall, as requested by HCSO, submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirm the signatory's authority to sign and bind the Organization to the duties and obligations set forth in each.

**For any proposed event, on water or ice, the following may be applicable:**

**FISHING TOURNAMENTS**

You will need a permit from Hennepin County Water Patrol AND possibly the *Minnesota Department of Natural Resources*. See the DNR web page for more information:

<http://www.dnr.state.mn.us/fishing/tournaments/requirements.html>

**EVENTS ON THE MISSISSIPPI RIVER**

A **United States Coast Guard permit** must also be obtained. For more information, see: [www.uscg.mil/](http://www.uscg.mil/). The USCG permit may be faxed to HCSO Water Patrol.

**IF FOOD ITEMS WILL BE SOLD OR GIVEN AWAY DURING THE EVENT:**

A license or permit for food may be required. More information is available by contacting the Minnesota Department of Health and/or the Hennepin County Health Department ([www.hennepin.us](http://www.hennepin.us) keyword: ITINERANTS). Additionally, some cities within Hennepin County have their own health departments that may need to be consulted. Call 612-543-5200 for more information.

**IF ALCOHOLIC BEVERAGES WILL BE SOLD DURING THE EVENT:**

Training and a permit to sell alcohol may be required. Contact the particular city to satisfy necessary permits and, as necessary, contact the Minnesota Licensed Beverage Association for more information regarding necessary training.

PLEASE, deliver or mail the first two items – (the application form and Liability Release) to the Water Patrol 30 days prior to your event. All other items may be faxed to Water Patrol at any time.

Sheriff's Water Patrol  
4141 Shoreline Drive  
Spring Park, MN 55384  
(fax) 952-471-1311