



## Special Event Permit Application

### Instructions

YOU ARE REQUIRED BY MINNESOTA STATUTE 86B.121 TO HAVE A SHERIFF'S SPECIAL EVENT PERMIT PRIOR TO HOLDING AN EVENT ON ANY BODY OF WATER. AN EVENT IS DEFINED AS:

“A gathering of persons engaged in (organized) activities on waters of the state or public property adjacent to those waters that, in the sheriff's opinion, would have an impact on public safety or natural resources.”

Hennepin County does not charge any fee for this permit. The original application and Liability Release forms **MUST** be filed with our office at least 30 days prior to the event. We cannot accept faxes of these two items. All other items can be faxed when available.

You may fill out the application form online, but you must print it and sign it. Faxes or emails are not acceptable.

ALL EVENTS MUST HAVE:

- Original Application form – two pages – filled out and signed by the event organizer. This form must be mailed or dropped off at Water Patrol Headquarters. Faxes are not acceptable.
- Original Liability Release form signed by the event organizer and MUST be notarized. IF this form is dropped off at Water Patrol Headquarters, you can show picture identification to a staff member who will verify your identity as the signor.
- The two items above **MUST** be at our office 30 days in advance of the event in their original form. Faxes / copies are not accepted.
- Proof of liability insurance, no less than one million dollars per single occurrence naming Hennepin County as an additional insured. This item may be faxed or emailed.
- A letter of permission OR a permit from the city or the cities the event will originate and conclude in. This may be faxed or emailed.
- 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.

## 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 the application from the [USCG](#) or [http://www.uscg.mil/d8/sectUMR/Response/marine\\_events.asp](http://www.uscg.mil/d8/sectUMR/Response/marine_events.asp)

The permit may be emailed or faxed to Water Patrol.

IF FOOD ITEMS WILL BE SOLD OR GIVEN AWAY DURING THE EVENT (on the water/ice:  
An Itinerant Food License must be obtained. Follow the link for the [Hennepin County Health Department Itinerant Food License](#) for details and an application. Some cities in Hennepin County have their own Health Departments. Call 612-543-5200 to see if you should apply with Hennepin County or a particular city.

PLEASE, mail the first two items – (the application form and Liability Release) to the Water Patrol 30 days prior to your event. All other items can be faxed or emailed to Water Patrol at a later date.

Sheriff's Water Patrol  
4141 Shoreline Drive  
Spring Park, MN 55384  
[www.waterpatrol.org](http://www.waterpatrol.org)  
sheriff.waterpatrol@co.hennepin.mn.us



**HENNEPIN COUNTY SHERIFF'S OFFICE  
WATER PATROL UNIT**



***SPECIAL EVENT PERMIT APPLICATION***

The permit cannot be issued without the below items:  
Written permission is required from the city or cities in which this event is to be held.  
The insurance certificate must show *Hennepin County* as an additional insured.

The following information is necessary to insure the proper and accurate issuance of your permit. Please complete this form in its entirety and return the **original form** to our office at 4141 Shoreline Drive, Spring Park, MN 55384, at least **thirty (30) days** prior to your event. (A fax / scanned copy is not acceptable for the liability release and this application.)

**Please PRINT or TYPE**

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

TIME(S) OF EVENT: \_\_\_\_\_

EVENT LOCATION: (A diagram should be included for larger events.) Specific area - include start & finish locations

\_\_\_\_\_

WAS THIS EVENT HELD LAST YEAR: YES  NO

SPONSORING ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DOB: \_\_\_\_\_ DL#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address City State ZIP

PHONE: \_\_\_\_\_  
Home Work Cell Fax

E-MAIL ADDRESS: \_\_\_\_\_

EVENT WEB ADDRESS: \_\_\_\_\_

PROPOSED EVENT ACTIVITIES:  
\_\_\_\_\_  
\_\_\_\_\_





**HENNEPIN COUNTY SHERIFF'S OFFICE  
WATER PATROL UNIT**



***SPECIAL EVENT PERMIT APPLICATION***

***LIABILITY RELEASE***

This is a legally binding instrument and the provisions herein are subject to enforcement in court. Consultation with legal counsel is strongly recommended prior to signing this document.

The undersigned, an authorized agent of the organization indicated below, agrees on behalf of said entity to hold free and harmless the County of Hennepin and the Hennepin County Sheriff's Office as well as its employees and agents from any and all actions, claims, liabilities or assertions of liability which in any manner arise or be alleged to arise from any and all activities connected directly or proximately with the event(s) referenced in the accompanying special event permit application filed on behalf of said organization.

The undersigned forever relinquishes and effectively waives any and all rights, defenses and claims whatsoever assertable by the organization indicated below in any action by the County of Hennepin to enforce the provisions herein.

The undersigned attests that he/she fully understands the above and declares that he/she is authorized to legally bind the organization to the provisions herein.

**Please PRINT or TYPE**

Organization Name: \_\_\_\_\_

\_\_\_\_\_

Address	City	State	ZIP
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Contact Person: \_\_\_\_\_

Print Name	Title
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***Signature of above contact person:*** \_\_\_\_\_

***!!!Must either be witnessed by a Sheriff's Office employee or notarized!!!***

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this \_\_\_\_ day of

\_\_\_\_\_  
Month, Year

Signature: \_\_\_\_\_  
Notary

Sheriff's Office  
Witness: \_\_\_\_\_  
HCSO Staff Member

Notary Stamp: