



## 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 person 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 a fax of these two items. All other items can be faxed when available.

### 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 e-mailed.
- 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 e-mailed.
- 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

- 1) 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/d8/mso/stouis](http://www.uscg.mil/d8/mso/stouis). Their permit may be e-mailed or faxed to Water Patrol.

## EVENTS ON LAKE MINNETONKA

All events occurring in the summer months, must also obtain a permit from the **Lake Minnetonka Conservation District**. See [www.lmcd.org](http://www.lmcd.org) for information.

## IF FOOD ITEMS WILL BE SOLD OR GIVEN AWAY DURING THE EVENT (on the water/ice:

An *Itinerant Food License* must be obtained. The Hennepin County Health Department can be reached at [www.hennepin.us](http://www.hennepin.us) keyword: ITINERANTS. 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 e-mailed 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)

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