



## 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)

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 of 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:

\_\_\_\_\_  
\_\_\_\_\_

EVENT PARKING LOCATION: \_\_\_\_\_

ESTIMATED ATTENDANCE: Participants  Spectators  Boats\*

PRIZES TO BE ISSUED: \_\_\_\_\_

WILL ALCOHOLIC BEVERAGES BE SOLD? YES  NO

WILL FOOD BE SOLD?  YES  NO  
IF YES, WHAT TYPE?

WHAT (IF ANY) STRUCTURES DO YOU INTEND TO PLACE ON THE WATER / ICE:  
\_\_\_\_\_

WHAT EXTRA OR UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED INTO THE EVENT AREA: \_\_\_\_\_

WHAT TYPE AND NUMBER OF WATERCRAFT WILL BE PROVIDED BY THE SPONSORING ORGANIZATION FOR SAFETY PURPOSES?  
\_\_\_\_\_

WOULD YOU LIKE A WATER PATROL DEPUTY TO BE AT YOUR EVENT?  
YES  NO  *If yes, the Water Patrol deputy / patrol boat does NOT count as a safety boat if required.*

IF YES, HOW MANY DEPUTIES DO YOU RECOMMEND & WHY?  
\_\_\_\_\_

**PLEASE NOTE: In order to be granted a permit for your event, the guidelines given with your application must be followed.**

\_\_\_\_\_  
Date Signature Title

Application *must* be signed.

\* Put the number of boats if this is a fishing tournament – how many boats will be allowed to enter.



**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: