



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

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
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