

# HENNEPIN COUNTY SHERIFF'S OFFICE

## SPECIAL EVENT PERMIT 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. Hennepin County does not charge a fee for this permit.

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

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.

### **FOR YOUR APPLICATION TO BE CONSIDERED ALL EVENTS MUST HAVE THESE:**

- 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 emailed to **sheriff.waterpatrol@hennepin.us** 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 emailed to **sheriff.waterpatrol@hennepin.us** at least thirty (30) days prior to the event and must be notarized. 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 must be emailed to **sheriff.waterpatrol@hennepin.us**
- 4) A letter of permission OR a permit from the city or the cities the event will originate and conclude in. This may be emailed to **sheriff.waterpatrol@hennepin.us**
- 5) A detailed map of any race course or competition area, any advertisements for the event.

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. In order for your event to be permitted, after initial approval you must email a signed copy of the special events permit. This may be emailed to the staff member who sent you the special event permit.



# HENNEPIN COUNTY SPECIAL EVENTS PERMIT INSTRUCTIONS -

## PAGE 2 OF 2

**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:
- <https://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 emailed 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.
- Contact for more information:  
[epi-envhlth@hennepin.us](mailto:epi-envhlth@hennepin.us)  
Phone: 612-543-5200

### **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 email to [sheriff.waterpatrol@hennepin.us](mailto:sheriff.waterpatrol@hennepin.us)**

- ✓ The Application Form
- ✓ Liability Release
- ✓ Certificate of Insurance
- ✓ Letter/Email approval from city/cities the event will originate and conclude in
- ✓ A detailed map of any race course or competition area

Your email **must** be received by Water Patrol 30 days prior to your event. Special event applications not submitted 30 days prior to the event are subject to delay and/or refusal.

Questions may be directed to Water Patrol via email [sheriff.waterpatrol@hennepin.us](mailto:sheriff.waterpatrol@hennepin.us) or by calling **(612) 596-9880**.

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.