

## SPECIAL EVENT PERMIT APPLICATION INFORMATION



**NOTICE TO APPLICANT:** You are required by Minnesota Statute 86B.121 to have a Sheriff's 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.

There is no charge for this permit in Scott County. In order to have a permit issued, all of the following **MUST** be filed with our office *at least 30 days* prior to the event.

- 1) A Sheriff's Special Event Permit Application and liability release, filled out in its entirety, including signatures. The Liability Release must be either **notarized** or witnessed by a Sheriff's Office employee.
- 2) If your event is a fishing tournament, you may also need to obtain an application/permit from the DNR. You may get the document at <http://www.dnr.state.mn.us/permits/index.html>.

If required, a copy must be provided with this application. If your event is a fishing contest, you will need a permit if one or more of the following apply:

- a) There are greater than thirty participants for open-water contests or 150 participants for ice fishing contests;
  - b) The entry fee is greater than \$25 per person;
  - c) The total prize value is greater than \$25,000.
  - d) If any participant is over age 18.
- 3) A letter of permission or a permit must be obtained from the city or cities, in which the event will originate and conclude.

- 4) A United States Coast Guard permit must be obtained if the event is to be held on the Minnesota River east of Shakopee:  
See <http://www.uscg.mil/d8> for more information.
- 5) You must have proof of liability insurance coverage of no less than one million dollars per single occurrence naming Scott County as an additional insured.
- 6) Attach a detailed map of any racecourse, competition area or ice event.
- 7) Enclose any advertising and sample of entry form.
- 8) In planning your event, please consider the following:
  - a) Impact on waterway, surrounding shoreline, and area residents;
  - b) Parking and traffic considerations;
  - c) Access for police, fire, and medical services for your event and for local residents;
  - d) Fluid spills;
  - e) Toilet facilities;
  - f) Trash and recyclable materials;
  - g) Other considerations created by specific needs of your event.

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