



Sherburne County Sheriff's Office  
Recreational Enforcement  
13880 Business Center Dr.  
Elk River, MN 55330  
763-765-3500  
[cole.petroske@co.sherburne.mn.us](mailto:cole.petroske@co.sherburne.mn.us)

## SPECIAL EVENT

Minnesota Statute 86B.121 requires a permit be issued before holding or sponsoring any scheduled or public race, regatta, tournament or other competition or exhibition, or trial race on water or ice, whether or not involving watercraft.

**The statute further states that the County's issuance of a permit under this section does not make the County liable for any injury occurring at the event.**

The applicant shall provide a non-cancellable comprehensive general liability policy with Sherburne County named as an additional insured.

In addition to an insurance policy, proof of notification to the City or Township where the event is being held must be provided. This ensures that the City or Township is aware of the event. Be sure to discuss parking/land use issues with the City or Township. Please note that no more than 50% of a State owned public access may be used for an event. (MN Rule 6212.2700)

Other documents that may apply to your event include DNR tournament permits, food and alcohol vendor permits, pyrotechnic permits, gambling permits, etc. Be sure to include copies of these with the application. To obtain these permits contact the MN DNR or the Sherburne County Auditor Treasurer Department.

The application must be submitted to the Recreational Enforcement Division **30 days** prior to the event. Delivery can be done in-person, by mail, fax, or e-mail. All other supporting documents and permits must be submitted **7 days** prior to the event. Upon review of all documents you will be notified of approval or denial. Approved applications will be signed by the Sheriff and have a permit number listed in the upper right corner. The application and supporting documents must be on site and readily available during the duration of the event.

Watercraft being used for an event will be inspected by event staff before entering and upon leaving public waters to prevent the spread of Aquatic Invasive Species.

Events held on the ice are subject to adequate ice thickness. Generally, there will be no parking of contestant vehicles on the ice. Support vehicles and event structures may be placed on the ice but must maintain a minimum of 30 feet between vehicles and structures. If water rises above holes drilled in the ice or sagging is observed. **All** vehicles must be removed from the area immediately. To ensure safety for all, these requirements will be strictly enforced.

Failure to follow guidelines and requirements set forth by your permit will result in the cancellation of the permit.





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**PERMIT**  
**NUMBER:**

\*Office use only\*

## SPECIAL EVENT

**Site Layout:**

Use the space provided below to indicate the events impact on the area. Note the following:  
 Access points, Parking areas, Event perimeter, Location of structures/vendors, etc.....

Event access location(s): \_\_\_\_\_

Event parking location(s): \_\_\_\_\_

*Please either use drawing tool, print and draw freehand, or print a map and draw on it.*

**NORTH**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*I certify that I am authorized to represent the organization holding this event and hereby agree that this event will comply with all statutes, rules, regulations, and special requirements as they apply to this event. I acknowledge that any violation of statute, rule, regulation, or special requirement of this event will be cause for immediate revocation of this special event permit and thereby terminate the event activities. I also acknowledge that I have received a guide outlining the basic requirements related to this application and hosting a special event.\*\*\*\*

Sheriff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED WITH ATTACHED CONDITIONS (Office Use Only)**