



Brown County Sheriff's Office

Jason S. Seidl
Sheriff

Steve Depew
Chief Deputy

Steve Appel
Jail Administrator

SPECIAL EVENT APPLICATION

Written permission is required from the city or municipality in which the event is to be held. The insurance certificate must show Brown County Sheriff's Office as an additional insured. Please attach written permission to this application. The permit cannot be issued without this permission.

The following information is necessary to insure proper and accurate issuance of your permit. Please complete this form in its entirety and return it to our office at: 15 South Washington St, New Ulm, MN 56073. (Phone: 507-233-6700, fax: 507-359-1524) at least 30 days prior to your event.

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 location

Was this event held last year: Yes _____ No _____

Sponsoring organization: _____

Contact person: _____

Birthdate: _____ DL# _____

Address: _____ street address _____ city _____ state _____ zip

Phone: _____ home _____ work _____ fax _____ other

Proposed event activities:

Event parking location: _____

Estimated attendance: Participants _____ Spectators _____

Prizes to be issued: _____

Will alcoholic beverages be sold? Yes ___ or No_____

Will food be sold? Yes ___ or 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?

Is the Brown County Sheriff's Water Patrol requested for control of spectators? Yes___ or No_____

If yes, how many deputies do you recommend and why? _____

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

Date

Signature of officer or authorized agent

Title



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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 entity indicated below, agrees on behalf of said entity to hold free and harmless the County of Brown and the Brown 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 to or proximately with the event(s) referenced in the accompanying special permit application filed on behalf of said entity.

The undersigned forever relinquishes and effectively waives any and all rights, defenses, and claims whatsoever assertable by the entity indicated below in any action by the County of Brown 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 entity to the provisions herein.

Please PRINT or TYPE

Entity Name: _____

_____	_____	_____	_____
Address	City	State	Zip

Authorized Agent/Officer: _____
Print Name Title

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this

_____ day of _____, 20_____.

WITNESS: _____ **SIGNATURE:** _____
BCSO Staff Authorized Agent/Officer (Entity)

Revised 1/7/2020