



SPECIAL EVENT PERMIT APPLICATION

Event Name: _____

Event Location: _____

County Road(s) Covered By This Permit: _____

Event Date: _____ **Time:** _____

Safety Procedure/Traffic Control (attach plan if necessary): _____

Sponsoring Organization: _____

Organization Address: _____

Organization Representative & Title: _____

Email Address: _____ **Phone #:** _____

The undersigned applicant hereby accepts the requirements and conditions indicated in this application.

Applicant: _____ **Date:** _____

The Todd County Public Works Department hereby acknowledges that we have received a request to allow a county highway to be used for the above referenced event and that following conditions of the permit have been met.

- Copy of Commercial Liability Insurance Policy
- Copy of Safety Procedure or Traffic Control (if required)

Additional Comments: _____

Approved: _____

Todd County Public Works Authorized Representative

Date: _____

Special Event Permit Application - Special Provisions

1. A completed permit application must be submitted a minimum of one month prior to the event.
2. The Applicant agrees to obtain a General Liability Insurance Policy and have Todd County named as an additional insured on the policy. The Applicant shall hold Todd County harmless and indemnify Todd County from any and all claim demands and causes of action arising from permit holder's use of the County Road including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law. A Certificate of Insurance listing Todd County as additional insured on the Applicant's Commercial General Liability policy must be obtained prior to obstruction of the County road. The certificate must be in place 10 days prior to the event and provide minimum limits of \$1,500,000 per occurrence and \$3,000,000 aggregate. The applicant shall not cancel the insurance until the event is complete, and the highway has been reopened.
3. If the event will require closure of the traveled portion of the roadway or shoulder, the Applicant must submit a traffic management plan along with the permit form. The Applicant must also notify and coordinate this activity with the local police department and/or Todd County Sheriff's Department. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. The event shall not be detrimental to the highway or to the safety of the public. The Applicant must get Minnesota Department of Transportation (MnDOT) approval for any signs in MnDOT Right of Way, even if such signs are required as a permit condition by the County.
4. Federal Law requires that a "Class 2" safety vest must be worn by anyone working in roadways open to traffic, including event volunteers.
5. Traffic shall be controlled only by Law Enforcement. Volunteers may assist and guide participants but shall not direct vehicle traffic on the highway.
6. A definite area of the road will be designated for the exclusive or partial use for the special event. The applicant is not authorized to use any area of the roadway outside the area defined in this permit.
7. No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specifically noted in the permit application.
8. The use of spray paint on roadways, telephone poles and sidewalks/trails is prohibited, with the exception of temporary chalk-based material. All temporary signage for event will be allowed during the event period only. Permanent road signs shall not be altered with event signage.
9. This permit does not in any way relieve the applicant of liability for damages caused to the road, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.
10. If requested, and if staff is available, the County may provide and install traffic control devices and/or signs, and the actual costs to provide this assistance will be billed to the applicant.
11. The Applicant listed on the front page shall monitor the event to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. This person shall be available during the event should police, city or township officials have concerns with the safety aspects of this event.
12. This permit cannot be assigned, transferred or subcontracted to others without written consent of Todd County.
13. Failure to abide by any of the conditions of the permit will be cause for denial of future applications.