



# Goodhue County Public Works Department

2140 Pioneer Road - PO Box 404 - Red Wing, MN 55066

Tele: 651.385.3025 [gcpwd@co.goodhue.mn.us](mailto:gcpwd@co.goodhue.mn.us)

Permit Fee \$40.00

## EVENT APPLICATION TO USE LAKE BYLLESBY PARK FOR SPECIAL EVENTS

Name of Event \_\_\_\_\_

Name of Party or Organization Sponsoring Event \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Mobile Number \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

1. Location within the Park (include a map if needed):

\_\_\_\_\_  
\_\_\_\_\_

2. Purpose of Special Event \_\_\_\_\_

3. Proposed Date of Event \_\_\_\_\_

4. Proposed Hours of Event: from \_\_\_\_\_ to \_\_\_\_\_

5. Other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Applicant agrees to obtain a Commercial **General Liability insurance policy**, see back for details.

The Applicant agrees to follow the **Special Provisions** on the back of this form.

I, We, the undersigned, herewith accept the terms and conditions of the regulations of the Board of Commissioners and agree to fully comply therewith to the satisfaction of the Goodhue County Engineer's Office.

Dated \_\_\_\_\_ Signature \_\_\_\_\_

*Attach the detour or traffic control plan and forward or deliver all copies to County Engineer's Office.*

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**AUTHORIZATION OF PERMIT**  
(PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER)

Permit No. \_\_\_\_\_

Valid from \_\_\_\_\_ to \_\_\_\_\_

In consideration of the applicant's agreement to comply in all respects with the regulations of the Board of Commissioners covering such operations, permission is hereby granted for the Special Event in the County Park as described in the above application.

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Park to its original or to a satisfactory condition.

**Authorized by GOODHUE COUNTY BOARD OF COMMISSIONERS**

Date \_\_\_\_\_ Authorized Public Works Dept Signature \_\_\_\_\_

## **SPECIAL EVENT PERMIT SPECIAL PROVISIONS**

A completed permit should be submitted a minimum of one month prior to the event.

This permit does not in any way relieve the applicant of liability for damages caused to the park, or resulting from accidents or mishaps that may in any way be related to the activity permitted. All damages, claims, or adjustments shall be the responsibility of the applicant.

The Applicant agrees to obtain a Commercial **General Liability insurance policy** and have Goodhue County named as an additional insured on the policy. The Applicant shall hold Goodhue County harmless and indemnify Goodhue County from any and all claim demands and causes of action arising from permit holder's use of the County Park including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law. A Certificate of Insurance listing Goodhue County as additional insured on the Applicant's Commercial General Liability policy must be obtained prior to setting up in the County Park. The certificate must be in place **10 days prior to the event** and provide minimum limits of \$1,500,000 per occurrence and aggregate. The applicant shall not cancel the insurance until the event is complete, and the Park has been returned to its original condition. The insurer shall provide notice to the County Public Works Department prior to any termination.

If the event will require closure of a portion of the Park to the general public then the Applicant must submit a drawing depicting this closed area along with details of how this closure is proposed (barricades, fencing, signs, etc.) The event shall not be detrimental to the safety or use of the remainder of the park by the general public. The Applicant must get MnDOT approval for any signs in MnDOT's TH 19 Right of Way , even if such signs are required as a permit condition by the County.

Traffic shall be controlled only by Law Enforcement. Volunteers may assist and guide parking but shall not direct vehicle traffic on the highway.

Federal Law requires that a "Class 2" safety vest must be worn by anyone working in roadways open to traffic, including event volunteers (assisting with parking, etc).

A defined area of the park may be designated for the exclusive or partial use for the special event. The applicant is not authorized to exclusively use any other portion of the park outside the area defined in this permit.

No stands, buildings, tents or other encroachments will be permitted within the park unless specifically noted in the permit application. These structures shall not damage the park (including the paved road and parking lots)

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 park signs shall not be removed or covered with event signage.

The Main Point of Contact listed on the front page shall monitor the event to ensure the safety of the crowd from hazards resulting from the event being held in the park. This person shall be available during the event should the sheriff, other county or township officials have concerns with the safety aspects of this event.

This permit cannot be assigned, transferred or subcontracted to others without written consent of Goodhue County.

Failure to abide by the conditions of the permit will be cause for denial of future applications.