

**DOUGLAS COUNTY
SPECIAL EVENT PERMIT**

SPECIAL PROVISIONS

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

The Applicant agrees to obtain a **Commercial General Liability insurance policy** and have Douglas County named as an additional insured on the policy. The applicant shall hold Douglas County harmless and indemnify Douglas 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 Douglas 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 aggregate. The applicant shall not cancel the insurance until the event is complete, and the highway has been reopened. The insurer shall provide notice to Douglas County Public Works prior to any termination.

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 Douglas 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 MnDOT approval for any signs in MnDOT Right of Way, even if such signs are required as a permit condition by the County.

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

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

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.

No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specifically noted in the permit application.

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 removed or covered with event signage.

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.

The Main Point of Contact 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.

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

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