



Wright County Highway Dept.  
Public Works Building  
1901 Highway 25 North  
Buffalo, MN. 55313

SPECIAL EVENT PERMIT NO.

Highway Dept 763-682-7706  
Fax. 763-682-7313  
Sheriff Dept 763-682-7616

## SPECIAL EVENT APPLICATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City: \_\_\_\_\_ MN \_\_\_\_\_ Fax/e-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Description: \_\_\_\_\_

Estimated Number of Participants:   
Starting Location: \_\_\_\_\_  
Ending Location: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ To \_\_\_\_\_  
Highway Routes Used (Supply Map): \_\_\_\_\_

Safety Procedures/Traffic Control (Event Personnel): \_\_\_\_\_

The undersigned applicant hereby agrees to the Sheriff's & Highway's Departments requirements and holds harmless Wright County for any acts resulting from the negligence of his organizers, participants or any spectators.

Name Signature: \_\_\_\_\_ Date \_\_\_\_\_

### SHERIFF DEPARTMENT

Number of Sheriff's Cars Required: \_\_\_\_\_ X \$ 5.00/Hr. = \$ \_\_\_\_\_  
Number of Sheriff's Officers Required : \_\_\_\_\_ X \$ 40.00/Hr. = \$ \_\_\_\_\_  
Total = \$ \_\_\_\_\_

Sheriff Dept. Comments/Requests: \_\_\_\_\_

Authorized Sheriff's Dept. Signature: \_\_\_\_\_ Date \_\_\_\_\_

### HIGHWAY DEPARTMENT

Highway Dept. Comments/Requirements: \_\_\_\_\_

Authorized Highway Dept. Signature: \_\_\_\_\_ Date \_\_\_\_\_

# WRIGHT COUNTY SPECIAL EVENT PERMIT

## REGULATIONS

1. The organization or responsible party for the event shall fill out the permit.
2. The applicant should submit a permit to the Wright County Highway Department a minimum of one month prior to the event. Questions should be directed to Bill Cordell 763-682-7391 or Adam Backes at 763-682-7706.
3. The Sheriff's Department will determine the number of officers required to control traffic, etc. (These services will cost approximately \$40.00/hr. per man and unit).
4. Applicants should contact Sergeant Brian Johnson at 763-682-7616 to schedule Sheriff Department assistance.
5. A map showing the highway routes used, shall be included with the permit.
6. **APPLICANT SHALL LIST ALL SAFETY AND TRAFFIC CONTROL PROCEDURES HE OR SHE INTENDS TO PROVIDE FOR THE EVENT.**
7. Off street parking facilities must be provided for at the start and finish locations.
8. All participants shall obey all traffic laws and the enforcement officers that are assisting in the traffic control for the event.
9. Failure to abide by the regulations of the permit will be cause for denial of future applications.
10. Organizers will be responsible for all costs involved in or as a result of the event.
11. Applicants should make a special effort to provide visible/reflective clothing for its officials and participants.