



Permit No.: _____

Parade Permit/Special Events Application

Name of City/Event Area: _____ Date of Event: _____

Sponsoring Organization: _____

Time of Event: Beginning _____ Ending _____

Assembly Coordinator: _____ Phone: _____

Mailing Address: _____
Street/P O Box, City, State, Zip Code

Requested by: _____ Date: _____
Signature & Title of Local Authority (Mayor, City Clerk, etc.)

Approved by: _____ Date: _____
Local Law Enforcement

Permission is hereby granted for a parade/special event subject to the following:

1. That a specific time and date is set for the road closure/usage. Road closure shall not exceed 4 hours.
2. That a definite area or road is designated for the exclusive or partial use of such public parades or events. The detour route must be marked with standard traffic control signs so as to leave no doubt as the intended route. Failure to provide adequate signing may result in the State Patrol ordering the trunk highway reopened to traffic. **A map of the proposed parade/special event and detour shall accompany the application.**
3. That adequate enforcement coverage of the closure and direction of the detour traffic is available. Coordination with local law enforcement and State Patrol is required.
4. Participants and parade/event officials will obey all Minnesota statutes pertaining to the use of trunk highway right-of-way. No stands, buildings, tents or other event encroachments are permitted within the highway right-of-way.
5. If it is felt that signs are needed to warn motorists and/or guide participants along the route, MNDOT must approve them in advance. Contact Rich Munsch at (218) 828-5778 with sign questions.
6. The parade/event organizers will agree to assume entire responsibility for all damages or injury to all persons, whether employees, participants, or otherwise, and to all property, arising out of, resulting from, or in any manner connected with the operation of the parade/event.
7. The parade/event organizers will be responsible for any damage done to highway property as a result of the parade/event activities. The parade/event may use designated highway rest areas, but only as short-term stops and only for what those rest areas allow as posted at each one. No overnight camping, commercial activities, etc., are allowed at trunk highway rest areas.
8. That the sponsor and local community are responsible for all costs involved, including providing police coverage for traffic control, (if required for safety reasons and/or so ordered by MNDOT).
9. The sponsor/organizer will be responsible for obtaining and following local jurisdiction permits and other local requirements.

Approved by: _____ Date: _____
Minnesota Department of Transportation

cc:
State Patrol
Mayor or City Clerk
Local Law Enforcement
Area Maintenance Engineer/Permits Office
ecc: *DOT_EditTeam

Return completed application to:
Rich Munsch
Minnesota Department of Transportation
7694 Industrial Park Road
Baxter MN 56425