



City of Kearney Special Event Permit Application Overview

City Clerk's Office
18 East 22nd Street
Kearney, NE 68847
308-233-3216
kearneyclerk@kearneygov.org

APPLICATION PROCESS & PLANNING A SUCCESSFUL EVENT

A special event application is required for events or activities requiring the closure of City owned streets/sidewalks/parking lots or traffic control. **Application/s must be submitted to the City Clerk no less than 60 days prior to the event** and require approval from the City Manager or their designee. For larger events requiring the coordination of numerous spectators, vendors, participants, etc., it is highly recommended that the applicant contact City staff and submit an application/s at least four to six months in advance of event. For events that would require the use of downtown venues in proximity to one another, it may be necessary for both event organizers to combine each separate event into one special event application for City of Kearney coordination purposes. Permits are on a first come, first served basis.

Submit your completed application to:
City of Kearney, c/o City Clerk's Office
18 East 22nd Street, P.O. Box 1180, Kearney NE 68848
Email: kearneyclerk@kearneygov.org
Phone: (308) 233-3216

Completing the application form will help us to identify the scope of your event and the support services you may need. **Please submit as much descriptive information as you can with your application:**

- **site/route maps**
- **copy of insurance certificate**
- **special designated licenses (if needed)**
- **tentative timed schedule of event**
- **parking and traffic flow plan**

Upon review of the application, the Special Event Committee will decide whether or not to recommend the event to the City Manager or their designee. Should the Special Event Committee recommend the event, the application then proceeds to the City Manager or their designee for formal approval. Following the outcome of the City Manager's action, the City Clerk will notify the applicant of the application status. If the event is approved, applicants may be required to attend an event review meeting with the Special Events Committee prior to the event date to finalize the logistics of the event.

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. City of Kearney staff will assist in the setup and removal of traffic control and sanitation items for the event. The applicant should not expect City of Kearney staff to be present during the duration of the event. Please coordinate with the necessary City Staff in advance of the event to make sure you are comfortable executing your tasks during the day and time of your respective events.

APPLICATION REQUIREMENTS

Mandatory documentation is listed below. All documentation that applies must be turned in at the time of application submission along with the appropriate fee/s.

- Signed Special Event Permit Application (Page 12)
- Certificate of Liability Insurance
- Detailed Route Map and Description
- Special Event Permit Application Acknowledgement Form (if applicable, Page 8)

INSURANCE

The applicant must provide a Certificate of Liability Insurance listing the City of Kearney as Additional Insured demonstrating minimum coverage specifically covering the event as follows:

- General Liability: Limits of at least \$1,000,000 per occurrence, \$2,000,000 general aggregate.
- Workers' Compensation: As required by State Law.

The applicant/s personal insurance agent or broker should work with the applicant/s to create the certificate of insurance needed for the event.

The applicant/s must waive any and all rights of recovery against the City of Kearney for damages or liability that may arise from their event, and add to or include in all policies a Waiver of Subrogation in favor of the City of Kearney, Nebraska.

USAGE OF CITY HIKE/BIKE TRAILS AND PARKS

The City of Kearney has worked hard to provide over 25 miles of community trails and 18 parks, totaling nearly 600 acres, for residents and visitors to enjoy. These trails and parks offer an abundance of availability to host races, runs, walks, etc. **City staff strongly encourages applicants to consider the use of community trails and parks when planning special events.** Community trails and parks offer safety to participants by allowing minimal interference caused by streets or traffic areas.

A permit must be issued by the Park & Recreation Department to reserve or use any part of the trail or park for a special event. To reserve a trail or park, please contact the **Park & Recreation Department at (308) 237-4644.**

STREET CLOSURES

The use of arterial streets is strongly discouraged. All activity shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Arterial streets in Kearney include:

North & South Bound Arterials	East & West Bound Arterials
30th Avenue	11th Street
17th Avenue	25th Street
2nd Avenue	39th Street
M Avenue	56th Street
N Avenue	

STREET CLOSURES CONTINUED

City staff understands that the crossing of an arterial or collector street may be necessary. However the Special Events Committee comprising of City staff from Public Works, Police, Park & Recreation, Administration and Utilities will evaluate and make recommendation to the City Manager on a case by case situation should these uses be requested.

City staff can assist with providing small amounts of barricade materials, much dependent upon the season that the event occurs. If multiple street or lane closures are required, it is the responsibility of the applicant to contact a private barricading company. The applicant and/or barricade company will then be responsible to coordinate barricade and signage placement with the City of Kearney Public Works Department and must have a valid point of contact prior to and during the event. Please contact the **Public Works Department at (308) 233-3218** for availability or questions on traffic control equipment.

Please be aware that if your event requires the use of a state highway, the City will have to apply for the State Permit through the Nebraska Department of Transportation which requires an additional 45 days to obtain and is not guaranteed.

CITY PARKING LOTS/FACILITIES

The City strongly encourages the use of the City owned parking facilities for downtown events. However, a Street/Sidewalk/Parking Lot Closure, Traffic Control and/or Parking Restrictions Event Permit closing a City street and/or public right-of-way may only be granted when no other reasonable alternative exists.

City owned downtown parking lots/facilities are located at:

- South of 24th Street between 1st Avenue and Central Avenue (west of Cunningham's Journal)
- South of 23rd Street between Central Avenue and Avenue A (north of City Hall)
- South of 22nd Street between Avenue A and Avenue B (north of Carquest Auto Parts)
- South of 22nd Street between Avenue A and Avenue B (south of The Chicken Coop)
- South of 22nd Street between Avenue A and Avenue B (east of Carquest Auto Parts & The Chicken Coop)
- South of 21st Street between 2nd Avenue and 1st Avenue (west of the Kearney Public Library)
- South of Railroad Street between 2nd Avenue and Central Avenue (north of the railroad line)

A detailed map of the downtown parking lots is available on the City of Kearney webpage, www.cityofkearney.org.

CLOSURE OF FIVE (5) PARKING STALLS OR LESS

City Council has authorized the City Manager and/or their designee to approve the closing of five (5) parking stalls or less without formal completion of the Special Event Permit Application. If your event includes only the closing of five (5) parking stalls or less, a City of Kearney Special Event Application is not required. Instead, please contact the **City Clerk's Office at (308) 233-3216**.

ELECTRICAL REQUIREMENTS

The only electricity available through the City of Kearney is located in Downtown Kearney and several City parks.

If your event occurs in the downtown vicinity and electricity is needed, please contact the **City Clerk at (308) 233-3216** to discuss potential arrangements.

If your event occurs within a park and electricity is needed, a separate Facility Rental/Special Event Application is available on the City of Kearney website or by contacting **Park & Recreation Department at (308) 237-4644.**

SANITATION (WASTE RECEPTACLES & RECYCLING)

The City will provide a limited amount of waste and recycling receptacles upon request. Public use of City amenities is not to be impeded (i.e., covering City waste receptacles is prohibited). Additional waste/recycling receptacles or dumpsters are the sole responsibility of the applicant and must be placed on a hard surface such as asphalt or concrete. Please provide a detailed description on how you will handle waste/recycling clean up and the locations of where the receptacles/dumpster will be located at the event. Please contact the **Sanitation Division at (308) 233-3206** for availability, placement or questions on waste management prior to application submission.

The applicant is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon conclusion of the event the area must be returned to a clean condition. General cleanup must be done before the completion of the event. Cleanup and disposal will be at the cost of the applicant. As the applicant, if you set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Kearney community and establish a good reputation for your event in the future. The applicant is responsible for all cleanup and damages.

In effort to make our city more sustainable, as the applicant you are responsible for providing a sufficient number of garbage and recycling receptacles at your event. As the applicant, please consider:

- Provide recycling receptacles in equal number to trash bins.
- Ensure quantity of receptacles and dumpsters are sufficient for size of event to be determined and agreed upon by the Special Events Committee.

SPECIAL DESIGNATED LICENSE/ALCOHOL PERMIT

A special short-term temporary license approved by City Council or the City Manager who has been designated to approve, pursuant to Neb. Rev. Stat. 53-124.11 is required. Additional fees apply and the license must include local approval prior to submittal to the Nebraska Liquor Control Commission.

If the event involves the sale or use of alcohol, please contact the **City Clerk's Office at (308) 233-3216** to obtain a special designated license application and learn about the required timeline of submittals prior to application submission.

SAFETY AND SECURITY

The applicant is required to provide a detailed description for crowd control and internal safety. It is the sole responsibility of the applicant to provide security (required if alcohol is involved.)

The number and type of security personnel required will depend on expected attendance, location of the event, history of the event, nature of the event, street closures, and the amount and type of advertising used to promote the event. Please be aware that there are differences in the abilities between public police security (authority and ability to arrest, enforce laws, given discretion to use force, certified law enforcement officer) and private security (limited by law to observe, report and deter crime but not authorized to use force or make arrests). For more questions regarding event safety and security, please contact the **Kearney Police Department at (308) 233-5262.**

SIGNAGE

Any sign, poster, advertisement or notice shall not be placed upon any curb or upon any portion of any sidewalk or street, or upon any tree, post, pole, hydrant, or other structure within the limits or upon the corporate property of the City. Such placement shall be back of the sidewalk or 15 feet from the street. Improperly placement of said signage will be removed by the City. All signage must be removed from City of Kearney property within four hours of the conclusion of the event.

City staff reminds applicants to be cognizant of event day signage, wayfinding signage, promotional signage volume and placement. The City encourages limited event day wayfinding signage and the use of more volunteers to assist in providing an overall safer and organized event.

THE USE OF SPRAY PAINT OR PERMANENT MARKING PAINT IS PROHIBITED. However, events that require markings shall use spray chalk purchased from the Park & Recreation Department (\$6.50) or sidewalk chalk.

AMPLIFIED/ELEVATED SOUNDS

Amplified sound must be directed away from residences and may only be allowed during the hours of:

Sunday through Thursday	8:00 a.m. to 10:00 p.m.
Friday and Saturday	8:00 a.m. to 11:00 p.m.

DOWNTOWN SPEAKER SYSTEM

To request the use of the Downtown Speaker System PA/Microphone or to request a specific genre of music, please contact **Kelsey Anderson, Downtown Coordinator (phone: 308-251-3496) or kanderson@kearneygov.org**

CANCELLATIONS

The City reserves the right to cancel, delay or relocate an event prior to or on the day of the event due to poor weather conditions that may cause excessive damage to City property. City staff recommends the applicant have preparations in place and to notify participants and/or attendees in the event of a potential cancellation.

CANCELLATIONS CONTINUED

All cancellations must be made in writing to the City Clerk's Office or emailed to kearneyclerk@kearneygov.org. Cancellations should be received no later than seven (7) days prior to the proposed event date. The City is not responsible for any costs associated with the cancellation.

The City understands that changes may occur prior to the event. We ask the applicant to submit all changes immediately to the City Clerk's Office. However, all changes must be submitted no less than 48 hours prior to the event.

VOLUNTEERS

As part of the planning process, the applicant will be required to describe the number of staff to volunteer ratio needed to coordinate and facilitate the special event. A well-organized staff and well-connected volunteers are vital to the success of an event. For events over 500, volunteers will be required to be assigned specifically to parking and traffic flow of the event.

Volunteer leadership

- How many volunteers will be needed to carry out the event?
- What type of volunteers will be needed (do they have previous event experience)?
- Who will serve as committee chairs or co-chairs?
- Identify specific areas of the special event and assign volunteers.

The more volunteers recruited the greater chance for the event's success. Recruiting an experienced event chair is essential, along with the appointment of enthusiastic volunteers for the steering committee. The steering committee, the primary planners and workers for the event, work closely with development staff members to carry out the tasks required in hosting a memorable function. Not only do steering committee members handle the event duties, but they also become invested in the event.

City staff recommends that event volunteers be easily identifiable during the event. This means using safety vests, fluorescent shirts, or a specific colored shirt so that participants can easily locate or contact a volunteer.

MARKETING/ADVERTISING/PROMOTION

As the applicant, it is vital that approval has been granted from all involved parties before the event is marketed, advertised, or promoted. Ensure that event materials such as handouts, websites, social media posts, etc. include event details, maps and parking options as described in this application, following approval by City Manager or their designee.

Upon request and dependent upon availability, the City and/or the Downtown Improvement Board may have sandwich boards available to assist with displaying and advertising closing information throughout downtown Kearney. To request use, please contact the **City Clerk's Office at (308) 233-3216**.

PARADES

City staff have developed two (2) designated routes designed for the allowance of parades that include:

Parade Route 1:

- 20th Street from 9th Avenue to 8th Avenue.
- 8th Avenue from 20th Street to 21st Street;
- 21st Street from 8th Avenue to 3rd Avenue;
- 3rd Avenue from 21st Street to Railroad Street;
- Railroad Street from 3rd Avenue to Central Avenue;
- Central Avenue from Railroad Street to 24th Street; and
- 24th Street from Central Avenue to A Avenue.

Setup and/or lineup of Parade Route 1 participants shall occur on the following streets:

- 20th Street from 13th Avenue to 9th Avenue;
- 21st Street from 13th Avenue to 8th Avenue;
- 9th Avenue from 22nd Street to 20th Street; and
- 8th Avenue from 22nd Street to 21st Street.

Parade Route 2:

- 3rd Avenue from 21st Street to Railroad Street;
- Railroad Street from 3rd Avenue to Central Avenue;
- Central Avenue from Railroad Street to 24th Street; and
- 24th Street from Central Avenue to A Avenue.

Setup and/or lineup of Parade Route 2 participants shall occur on the following streets:

- Merryman Performing Arts Center/Central Elementary Parking Lot located at 225 22nd Street (****use of this parking lot is only allowed if applicant receives prior consent from Kearney Public Schools, c/o Facilities Department (308) 698-8255*);
- 21st Street from 5th Avenue to 3rd Avenue;
- 20th Street from 5th Avenue to 3rd Avenue; and
- 4th Avenue from 22nd Street to Railroad.

22nd Street must remain open for emergency response vehicles.

The throwing, tossing or pitching of candy/food/materials/etc. directly from floats is prohibited. Participants of the parade are asked to walk alongside the float and throw, toss or pitch candy/food/materials/etc. to the attendees.

CITY DEPARTMENT POINTS OF CONTACT

- City Clerk's Office, (308) 233-3216
- Downtown Coordinator, (308) 251-3496
- Park & Recreation Department, (308) 237-4644
- Police Department, (308) 233-5262
- Public Works Department, (308) 233-3218
- Sanitation Division, (308) 233-3206



City of Kearney Special Event Permit Application Preliminary Acknowledgment Form

City Clerk's Office
18 East 22nd Street
Kearney, NE 68847
308-233-3216
kearneyclerk@kearneygov.org

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. **Prior to submittal of your special event permit application**, please coordinate with necessary City Staff in advance of the event to make sure you are comfortable executing your tasks during the day and time of your respective events. If City services are needed for an event, acknowledge below the date, point of contact and method in which you contacted applicable City department/s. This form should be included with the Special Event Permit Application.

For Services or Questions including **Electricity, Special Designated Licenses, Parking Lots/Facilities, Parade Routes, Insurance, Parking Stall Closure**, please contact City Clerk's Office (phone: 308-233-3216).

City Clerk's Office, Peggy Eynetich or Jake Misener (kearneyclerk@kearneygov.org)

Date Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Street Closures, Traffic Control Materials (barricades, cones)**, please contact Public Works (phone: 308-233-3218).

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Rental of Trails or Parks, Purchasing of Spray Chalk**, please contact Park & Recreation (phone: 308-237-4644).

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Safety, Security, Amplified/Elevated Sounds or Traffic Control Assistance**, please contact Kearney Police Department (phone: 308-233-5262).

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Sanitation, Waste Receptacles or Recycling**, please contact Sanitation Division (phone: 308-233-3206).

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Downtown Sound System**, please contact Kelsey Anderson, Downtown Coordinator (phone: 308-251-3496).

Date Contacted: _____

Method of Contact: Phone Email Personal Visit Other



City of Kearney

Special Event Permit Application

City Clerk's Office
 18 East 22nd Street
 Kearney, NE 68847
 308-233-3216
 kearneyclerk@kearneygov.org

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit. If you have any questions, contact the City Clerk's office at 308-233-3216.

APPLICANT/RESPONSIBILITY PARTY INFORMATION		
1. NAME:	2. TODAY'S DATE:	
3. ADDRESS:	4. EMAIL:	
5. CITY:	6. STATE:	7. ZIP CODE:
8. DAY PHONE:	9. CELL PHONE:	
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE:		
11. COMPANY ADDRESS/CITY/STATE/ZIP:	12. COMPANY PHONE:	
13. NAME OF ALTERNATE CONTACT PERSON:	14. ALTERNATE'S CELL PHONE:	
EVENT INFORMATION		
15. EVENT NAME:		
16. EVENT LOCATION:		
17. ESTIMATED # OF PARTICIPANTS:	18. ESTIMATED # OF SPECTATORS:	
19. ACTUAL EVENT DATE(S):	20. ACTUAL EVENT TIME(S):	
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S):	
23. EVENT TEAR-DOWN DATE(S):	24. EVENT TEAR-DOWN TIME(S):	
25. EVENT DESCRIPTION (Please check what type of event this is): <input type="checkbox"/> Bike Ride/Walk/Run: <input type="checkbox"/> Parade (designated route required, see special map): Will there be an entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Concert: Will there be a stage? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide the dimensions of the stage and where it will be located. <input type="checkbox"/> Other: * Please provide a detailed description of the event on a separate sheet of paper. Document(s) with this information or other materials describing this event must be attached.		

25. CONTINUED EVENT DESCRIPTION:

If your event affects abutting property owners, did you notify them of your event? Yes No.

If yes, how did you contact them and when? . Face/Face _____ Email _____
 Telephone _____ Other _____

26. HIKE/BIKE TRAIL:

Will your event require the use of any portion of the hike/bike trail? Yes No. If yes, you must obtain a Trail Rental permit from the Park & Recreation Department.

27. PARKING LOTS/FACILITIES:

Will your event require the use of any portion of a City owned Parking Facility? Yes No. If yes, describe in detail.

28. STREET CLOSURE:

Will your event require the use or closing any portion of street(s)? Yes No. If yes, describe in detail.

Does your event require the use of a state highway? Yes No. If yes, the City will have to apply for the State Permit which requires an additional 45 days to obtain.

29. PARKING SPACES:

Will your event require the use of any parking stalls? Yes No. If yes, how many and describe in detail (*closure of five or less spaces does not require a special event application*):

30. TRAFFIC CONTROL:

Will your event require the use of traffic control (i.e., barricades, cones, police, etc.)? Yes No.

If yes, please list the start and end time and describe in detail:

Start Time:

End Time:

Dependent upon the timing of the event, the City may not be able to provide adequate amounts of traffic control equipment. The purchase or rental of private traffic control equipment may be needed at the expense of the applicant.

31. ELECTRICAL:

Will your event require the use of electrical along Central Avenue, 24th Street, or the City Hall Parking Lot? Yes No If yes, what are the sizes (i.e., 15, 30 amp, etc.) and number of circuits needed.

32. SANITATION:

Will your event require the use of additional trash and recycling receptacles? Yes No If yes, please indicate the number of additional receptacles and their delivery locations?

33. PORTABLE TOILETS:

Will your event require the use of portable toilets? Yes No If yes, please indicate:

- Number of portable toilets being used:
- Location of portable toilets throughout event:

- When will the portable toilets be picked up:

- Please be aware that many downtown businesses do not have public restrooms available. *City of Kearney is not responsible for any damages incurred to the portable toilets while on City property.*

34. SIGNS/STAKES/ETC.:

Will your event require the use of the placement of any objects (i.e., signs, stakes that will be placed in the ground)? Yes No If yes, please describe:

35. SPECIAL DESIGNATED LICENSE (SDL FOR CONSUMPTION/SELL/DISPENSING OF ALCOHOL):

Will your event require the use of an SDL? Yes No (Application available at City Clerk's Office)

Have you hired the necessary security or off-duty police officers required for your event? Yes No

If yes, please provide the name and phone number of the security organization and how many security officers hired?

36. AMPLIFIED/ELEVATED SOUND:

Will your event require amplified or elevated sound? Yes No

If yes, what type of amplified or elevated sound (i.e. public address, music, etc.)

:

Start Time:

End Time:

37. DOWNTOWN SOUND SYSTEM:

Will your event require the use of the Downtown Sound system? Yes No

PA/Microphone

Music Genre Request

38. VOLUNTEERS:

Are there volunteers available to assist with the event? Yes No If yes, how many are available and please describe how are they assisting with the event?

How will volunteers be identified at the event? (i.e., safety vests, fluorescent or designated colored shirts, etc.)

39. Are there any special/unique provisions or information pertaining to your event which have not been addressed on this application:

MAPS

Event Map: Please attach information regarding traffic control needs, sanitation, electrical, portable toilets, vendor setup locations, area for special designated license, etc.

APPLICANT ACKNOWLEDGMENT

I, the applicant, agree to indemnify and defend the City of Kearney, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I, affirm that all answers given and statements made on this application are complete and true to the best of my knowledge and beliefs. I have read and understand the terms and conditions outlined in this application.

Failure to comply with the conditions of the special event application may result in revocation of current and future applications. I agree to be bound by the above terms as a condition to the issuance of the Downtown Street/Sidewalk/Parking Lot Closure, Traffic Control and/or Parking Restrictions Event Permit.

NAME OF APPLICANT (PRINT)

NAME OF ORGANIZATION

SIGNATURE OF APPLICANT

DATE

Thank you for completing your Special Event Application. Before you submit your application to the City Clerk's Office, please make sure that the following steps have been completed:

Have you?

- Signed and dated your application?
- Attached your detailed event map?

- Provided all documents and information as requested through this application?
- Submitted Certificate of Insurance?

Submit your completed application to:
 City of Kearney, Attn: City Clerk's Office
 18 East 22nd Street, P.O. Box 1180
 Kearney NE 68848
 Phone: (308) 233-3216
kearneyclerk@kearneygov.org

FOR OFFICIAL USE ONLY

City of Kearney Approval:

City Manager/Designee *Date*