



**CITY OF KEARNEY PARK & RECREATION DEPARTMENT**  
**SPECIAL EVENT PERMIT APPLICATION**

1930 University Drive  
 Kearney NE 68845  
 Phone: 308-237-4644  
 Fax: 308-233-3608  
 rleach@kearneygov.org

STAFF USE ONLY	
Type of Event:	Contract Complete:
Total Fees Due:	Rental Fee Received:
	Insurance Received:
	Copy of Event Flier:
	Event Map Received:

Answer all questions completely. Inaccurate or incomplete responses may result in the delay of a permit. If you have any questions, please contact the KPR office at 308-237-4644.

**APPLICANT INFORMATION**

1. NAME:			
3. ADDRESS:		4. EMAIL ADDRESS:	
5. CITY:		6. STATE:	7. ZIP CODE:
8. DAY PHONE:	9. CELL PHONE:		10. FAX NUMBER:
11. NAME OF ALTERNATE CONTACT PERSON:			12. ALTERNATE'S CELL PHONE:
13. COMPANY/ORGANIZATION NAME (IF APPLICABLE):			14. CO. PHONE NUMBER:
15. COMPANY ADDRESS/CITY/STATE/ZIP:			

**RESPONSIBLE PARTY**

16. WILL APPLICANT BE IN ATTENDANCE AT THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	17. IS APPLICANT THE RESPONSIBLE PARTY FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
If Applicant is NOT the responsible party for this event, please complete items #18-19. If so, go to #20.	
18. ON SITE EVENT SUPERVISOR:	19. SUPERVISOR'S CELL PHONE:

**EVENT NAME, DATE AND TIMES**

20. EVENT NAME:	21. ESTIMATED # OF PARTICIPANTS:
22. ACTUAL EVENT DATE:	
23. EVENT SET-UP DATE(S):	24. EVENT SET-UP TIME(S):
25. EVENT TEAR-DOWN DATE(S):	26. EVENT TEAR DOWN TIME(S):
27. ACTUAL TIME OF EVENT (I.E. 7:00 A.M. TO 5 P.M.):	

**EVENT DESCRIPTION**

28. EVENT DESCRIPTION: Please check what type of event this is (Check ALL that apply)

<input type="checkbox"/> Community Festival	<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Water/Lake Activity
<input type="checkbox"/> Bike Ride	<input type="checkbox"/> Public Rally/March	<input type="checkbox"/> Concert/Performance/Service
<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Art Fair	<input type="checkbox"/> Other: _____

\*Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

## EVENT LOCATION

29 NOTE: Large events may be required to rent multiple facilities depending on location and type of event.

**YANNEY HERITAGE PARK**

- ERC BUILDING
- ROTARY SHELTER
- MITZI'S PAVILION
- KELLAWAY GARDENS
- COPE AMPHITHEATER
- TRAIL (mark route on map)
- OTHER \_\_\_\_\_

**COTTONMILL PARK**

- EAST SHELTER
- WEST SHELTER
- LODGE
- AMPHITHEATER
- TRAIL (mark route on map)
- OTHER \_\_\_\_\_

**HARMON PARK**

- SONOTORIUM EAST SHELTER
- SONOTORIUM STAGE
- ACTIVITY CENTER
  - Sycamore Room
  - River Birch Room
  - Kitchen
- ROCK GARDEN
- OTHER \_\_\_\_\_

**OTHER PARK** \_\_\_\_\_

## EVENT INFORMATION

30. **AMPLIFIED SOUND:**

Are you requesting permission to have amplified sound?  Yes  No

Hours of Amplified Sound: \_\_\_\_\_

Purpose and plans for amplification (i.e. public address, music, etc): \_\_\_\_\_

Working with production company?  Yes  No

Will production company need vehicle access to park?  Yes  No

31. **ENTERTAINMENT:**

Do you plan to provide live musical entertainment for this event?  Yes  No

If yes, please describe (i.e. rap, reggae, folk, rock, country western, big band, etc.): \_\_\_\_\_

Will entertainment need vehicle access to park?  Yes  No

32. **ELECTRICITY:**

Are you requesting use of electricity?  Yes  No

What are your electrical needs (i.e. 110v/220v)? \_\_\_\_\_

Number of outlets needed: # of 110v \_\_\_\_\_ #220v \_\_\_\_\_ Other: \_\_\_\_\_

Are you providing a generator as a power source?  Yes  No

you plan to use special lighting (i.e. stage lighting)?  Yes  No Explain: \_\_\_\_\_

Please add additional information as needed: \_\_\_\_\_

33. **TENTS/CANOPIES:**

Are you requesting permission to put up tents/canopies?  Yes  No

Number of tents/canopies: \_\_\_\_\_

Does canopy/tent require in-ground stakes to secure?  Yes  No

If not, how will canopy/tent be secured? \_\_\_\_\_

- All tents and canopies must be indicated on the site map. The event organizer is responsible for any damage caused to park property/facility and must consult with park staff prior to putting up.

34. **STAKES/SIGNS/ETC**

Will your event require any other objects, i.e. posts that will be placed in the ground?  Yes  No

35. **PARKING:**

How many parking spaces do you anticipate needing for this event? \_\_\_\_\_

**NOTE:** Parking attendants will be required for larger events with 400 or more participants

36. JUMP-A-ROOS / BOUNCE HOUSES:

Are you requesting permission to have Jump-a-roo(s)?  Yes  No

Does Jump-A-Roo require in-ground stakes to secure?  Yes  No

If not, how will Jump-A-Roo be secured? \_\_\_\_\_

Company/Name of who is providing Jump-A-Roo? \_\_\_\_\_

- Jump-A-Roo location must be indicated on the site map. The event organizer is responsible for any damage caused to park property/facility and may have to consult with park staff prior to putting up.
- Adult Supervision is required during entire time Jump-A-Roo is being used.
- Applicant must provide a Certificate of Liability Insurance listing the City of Kearney, P.O. Box 1180, as a Certificate Holder demonstrating a minimum coverage of at least \$1,000,000.

37. PORTABLE TOILETS:

Will your event require portable toilets (at event expense)?  Yes  No

If yes, # of portable toilets: \_\_\_\_\_

Desired location of where portable toilets would be located (also please note on site map): \_\_\_\_\_

- Park Staff will help to determine if location is appropriate.

38. TRASH RECEPTACLES:

Will your event require use of trash receptacles?  Yes  No

City of Kearney will provide 90 gallon trash receptacles. Number of 90 gallon receptacles needed: \_\_\_\_\_

Desired location where trash receptacles should be located (please note on site map): \_\_\_\_\_

39. WATER:

Do you need access to a special water source beyond drinking fountain, (i.e. hose attachment)?  Yes  No

If yes, for what purpose is water needed? \_\_\_\_\_

40. PARK ACCESS:

Does your group need access through a locked gate for loading and unloading?  Yes  No

If yes, what time will you need access? \_\_\_\_\_

41. WEATHER CANCELLATIONS:

Does your group have an alternate plan if event is affected by inclement weather?  Yes  No

If yes, what is the alternate plan? \_\_\_\_\_

**ADMISSION FEES & VENDORS**

Note: City Code Chapter 7-7-101 prohibits sales in City parks except by community oriented, non-profit organizations, local service clubs and similar organizations at the discretion of the Park and Recreation Director.

42. Will a registration, membership, or admission fee be required in order to attend or participate in the event activity?

Yes  No If yes, for what purpose will the money be used? \_\_\_\_\_

43. Will donations/contributions be accepted or solicited during this event?  Yes  No

If yes, please explain how these donations will be generated or solicited: \_\_\_\_\_

List all parties who will received the proceeds from the donations or contributions: \_\_\_\_\_

44. Will this event have outside vendors?  Yes  No

How many vendors booths/trailers will be set up? \_\_\_\_\_

Desired location for vendors? (mark on site map)

Please explain the type of items/service: \_\_\_\_\_

**OTHER INFO**

45. Are there any special provisions or information pertaining to your event which have not been addressed on this application? \_\_\_\_\_

## MAPS

### MAPS

**Site Map:** KPR will provide a site map for park locations. Please attach a Site Map clearly indicating the set-up of an event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound, tents and canopies with sizes, stages, inflatables, portable toilets, trash receptacles, vendor banners, signs and proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on City of Kearney property during the events. All site maps are subject to the approval of the Park and Recreation Director.

**Route Map:** (Runs, Walks, Bike Rides) Route Maps are the responsibility of the event coordinator. All events that will be either a run, walk or other activity in which participants will be following a course will be required to attach a Route Map and a written description of the proposed route. All proposed Route Maps are subject to the approval of the Park and Recreation Director. The course can only be marked with spray chalk purchased from the Park and Recreation Department (\$6.50) or sidewalk chalk (no spray paint or making paint). Chalk markings should be kept at a minimum on trails.

If a City street or sidewalk is included as part of the route, then a Street/Sidewalk/Park Lot Closure, Traffic Control/Parking Restriction Permit Application needs to be completed. This form can be obtained at the City Clerk's office in City Hall or is available online at [www.cityofkearney.org](http://www.cityofkearney.org).

## SPECIAL PROVISIONS/REQUIREMENTS

Applicant must provide a Certificate of Liability Insurance listing the City of Kearney as a Certificate Holder 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.

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

No alcohol is allowed on City property.

Any sign, poster, advertisement or notice shall not be placed upon any curb stone 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. Improper placement of said signage will be removed by the City.

*Initial* \_\_\_\_\_ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.

*Initial* \_\_\_\_\_ I agree to indemnify, defend and hold harmless the City of Kearney from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under the permit on City of Kearney park lands or waters.

*Initial* \_\_\_\_\_ I agree that I: (1) am financially responsible for any costs incurred by the City of damages for City property; (2) forfeit all fees if it is determined that false information was provided on the application; (3) am financially responsible for any City costs that exceed fees already collected by the City for enforcement of provisions related to this application for reservation.

*Initial* \_\_\_\_\_ I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event. Failure to do so may require the City to do so. Any trash removal expenses (for debris left at the event site not placed in appropriate refuse containers) incurred by the City as a result of this event are my responsibility.

*Initial* \_\_\_\_\_ I understand that permission to hold this event/activity does not grant exclusive use of any park or trail. The park or trail is to remain open for public use, including any citizen's ability to exercise their free speech, distribution of literature, collection of signatures, etc.

*Initial* \_\_\_\_\_ I understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.

*Initial* \_\_\_\_\_ I understand that Rental Fee and Deposit will be paid with 7 working days of an approved permit.

**APPLICANT ACKNOWLEDGMENT**

Applicant will 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 do so solemnly swear (or 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 document.

Unless expressly provided for in the permit, Special Event Permits do not grant the permit holder with exclusive rights to the City property including but not limited to any right to restrict access, use and First Amendment activities of any person on City property open to the general public.

Cancellations must be made no later than thirty (30) days prior to the event for a partial refund. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. No refunds are issued if less than a 30-day notice is given. If the notice is given 30-days or more, there is a \$30 cancellation fee for indoor facilities. There is a \$15 cancellation fee for shelters, amphitheaters or trail rentals. Any amendments or revisions to the original application shall be promptly provided to the KPR Office and must be made at least five (5) day prior to the event. All requests for amendments or revisions must be made in writing and are subject to the approval of the Park & Recreation Director. I understand that if a permit is granted, it will not be used or represented in any way as an endorsement by the City of Kearney.

I agree to be bound by the above terms as a condition to the issuance of the Special Event Permit, and attest that to the best of my knowledge the information contained in this application is true and correct.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Thank you for completing your Permit Application. Before you submit your application to the Kearney Park and Recreation Department, please make sure that the following steps have been completed:

Have you?

- Signed and dated your application?
- Attached your event site map?
- Provided all documents and information as requested through this application?
- Submitted Certificate of Insurance? (Certificate must be submitted no later than two weeks prior to the event or permit is rendered void and event will be cancelled.)

Submit your completed application to:

City of Kearney Park & Recreation Department  
Attn: Rachel Leach  
1930 University Drive  
PO Box 1180  
Kearney NE 68848  
Phone: (308) 237-4644  
Fax: (308)233-3608

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Approved by Park & Recreation:

\_\_\_\_\_  
*Director of Recreation Services*

\_\_\_\_\_  
*Date*