



CITY OF KEARNEY PARK & RECREATION DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

1930 University Drive
 Kearney NE 68845
 Phone: 308-237-4644
 kprfacilityrentals@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

NAME:	COMPANY/ORGANIZATION NAME (if applicable):	
ADDRESS:	EMAIL ADDRESS:	
CITY:	STATE:	ZIP CODE:
PHONE:	ALT PHONE:	
NAME OF ALTERNATE CONTACT PERSON:		ALTERNATE'S CELL PHONE:

RESPONSIBLE PARTY

WILL APPLICANT BE IN ATTENDANCE AT THIS EVENT? YES NO	IS APPLICANT THE RESPONSIBLE PARTY FOR THIS EVENT? YES NO
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If Applicant is NOT the responsible party for this event, please complete below:

ON SITE EVENT REPRESENTATIVE: _____ REPRESENTATIVE'S CELL PHONE: _____

EVENT NAME, DATE AND TIMES

EVENT NAME:	ESTIMATED # OF PARTICIPANTS:
EVENT DATE:	Fees are based off of set-up start time until ending of tear down time.
EVENT SET-UP DATE: (if different than event date, fees apply to each day)	EVENT SET-UP TIME(S): Ex. 8:00am-9:00am
EVENT TEAR-DOWN DATE:	EVENT TEAR DOWN TIME(S): Ex. 5:00pm-6:00pm
ACTUAL TIME OF EVENT (I.E. 9:00am-5:00pm):	

EVENT DESCRIPTION

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 attached a detailed description or flier of the event.

EVENT LOCATION

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

YANNEY HERITAGE PARK

ERC BUILDING

MITZI'S PAVILION

COPE AMPHITHEATER

ROTARY SHELTER

KELLAWAY GARDENS

TRAIL (PROVIDE MAP OF ROUTE)

OTHER _____

Gail & Michael Yanney Pavilion requires additional Rental Application

OTHER PARK _____

COTTONMILL PARK

EAST SHELTER

WEST SHELTER

LODGE

AMPHITHEATER

TRAIL (PROVIDE MAP OF ROUTE)

OTHER _____

HARMON PARK

SONOTORIUM STAGE

SONOTORIUM EAST

ACTIVITY CENTER

Sycamore Room

River Birch Room

Kitchen

ROCK GARDEN

OTHER _____

EVENT INFORMATION

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): _____

If using Sonotorium Stage, will you need access to the sound system? Yes No

Working with a production company? Yes No Name of production company? _____

Will production company need vehicle access to park (Cope Amphitheater, only)? Yes No

ENTERTAINMENT:

Do you plan to provide live musical entertainment? Yes No

If yes, please describe (ex. rap, reggae, folk, rock, country western, big band, etc): _____

If using Sonotorium Stage, will they need access to the sound system? Yes No

Will entertainment need vehicle access to park (Cope Amphitheater, only)? Yes No

ELECTRICITY:

Are you requesting use of electricity? Yes No *Please be aware that an electrical source might not be available in all areas.*

A map of the electrical sources of the Cope Amphitheater and Sonotorium Stage can be provided.

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

If using the Sonotorium Stage, are you planning to use the stage lighting? Yes No

Do you plan to use stage lighting at the Cope Amphitheater (renter's responsibility to secure contractor for lighting) Yes No

Please add any additional information as needed: _____

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 the park, property, and/or facility and must consult with park staff prior to putting up.

STAKES/SIGNS/ETC

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

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.

BOUNCE HOUSE:

Are you requesting permission to have a bounce house? Yes No

Does the bounce house require in-ground stakes to secure? Yes No

If not, how will the bounce house be secured? _____

Company/Name of who is providing bounce house? _____

- The bounce house 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 bounce house 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.

PORTABLE TOILETS:

Are you renting portable toilets (at renter's expense)? Yes No • Applicant is responsible for contacting company and securing portable toilets.

If yes, # of portable toilets: _____ • Park Staff will help to determine appropriate location.

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): _____

WATER:

Do you need outside water source unlocked at ERC or Mitzi's Pavilion? Yes No We do not provide hoses or attachments.

If yes, for what purpose is water needed? _____

PARK ACCESS - YANNEY:

Does your group need access to drive on the trail to unload or load items at the Cope Amphitheater? Yes No

If yes, what time will you need access? _____

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 or Recreation Services Director.

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? _____

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

List all parties who will receive the proceeds from the donations or contributions: _____

Will this event have *Mobile Food Vendors (Food Trucks)*? Yes No

Will there be other vendors? Yes No

Please list name of each vendor and contact name and phone number: _____

*Per Article 31 of the City Code, all Mobile Food Vendors (Food Trucks) must have a current Mobile Food Vendor Permit on file with the City Clerk's Office and a \$1,000,000 Certificate of Insurance.

OTHER INFO

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

MAPS

MAPS

Site Map: Please attach a Site Map clearly indicating the set-up of the 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, 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 event. Our staff will guide on where items can be placed. All site maps are subject to the approval of the Recreation Services Director and/or Park Director. Pre-event planning meetings will be scheduled as needed.

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 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 Recreation Services Department (\$8.00) or sidewalk chalk (no spray paint or making paint). Chalk markings should be kept at a minimum on trails. We suggest directional signs or people to help direct.

If a City street or sidewalk is included as part of the route, then a Special Permit Application with the City must be completed. This application can be obtained at the City Clerk's office in City Hall or is available online at www.cityofkearney.org.

SPECIAL PROVISIONS/REQUIREMENTS

Applicant must provide a Certificate of Liability Insurance listing the City of Kearney as an additional insured and the additional insured box must be marked. The City of Kearney needs to be listed as a Certificate Holder. The Certificate must be a 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 is collected at the time the request is made. Arrangements can be made if an invoice needs to be processed.

Initial _____ I understand that Mobile Food Vendors (Food Trucks) must have a current Food Permit on file with the City Clerk's office and a \$1,000,000 Certificate of Liability or they can not participate in this event. I agree to provide a list of all vendors.

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 two weeks 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

Typed name serves as Applicant's Acknowledgment and signature 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: Michelle Hill
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 or designee Date