



CITY OF KEARNEY PARK & RECREATION DEPARTMENT

OUTDOOR WEDDING RENTAL APPLICATION

1930 University Drive Kearney
NE 68845 308-237-4644
kprfacilityrentals@kearneygov.org

OFFICE USE ONLY: Calendar: Copies:
Fee: _____ Paid: _____ Cash/Credit/Check

Mon.-Thurs. 7:30am-5pm
Fri. 7:30am-12:0pm

EVENT LOCATION, DATE, AND TIME

- Yanney Park Cope Amphitheater – Permanent aluminum bench style seating for 250 available. Chairs can be placed on stage or in grass area for additional seating.
- Harmon Park Rock Garden - Specific location requested: _____
- Harmon Park Sonatorium Stage
- Yanney Park Kellaway Gardens
- Cottonmill Park Amphitheater – Permanent concrete bench style seating for 150 available.
- Other location: _____

While most weddings take place at the locations listed, other areas may be utilized. Please let us know the location, and we will work with you if possible.

Note: Park areas are open to the general public during periods reserved for weddings.

Wedding sites are reserved for six (6) hours. There are two time slots available: 8:00am-2:00pm and/or 3:00pm-9:00pm. One time slot is \$75 or both time slots is \$150 for any approved park location, except Cope Amphitheater and Sonatorium Stage. Cope and Sonatorium rental fee is \$100 per time slot or \$200 for both. The time slots include all necessary time for set-up, clean up and taking pictures.

Last Names of Wedding Couple: _____

Event Date: Day of Week _____ Month _____ Date _____ Year _____

Event Time Block (please check): 8:00am-2:00pm 3:00pm-9:00pm 8:00am-9:00pm

Wedding Ceremony Time: _____ Estimated Attendance: _____

APPLICANT INFORMATION

Applicant #1 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____ Email: _____

Applicant #2 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____ Email: _____

Alternate Contact: _____ Relationship to wedding party: _____

Primary Phone Number: _____ Email: _____

EVENT DETAILS

Do you require electricity? Yes No

If reserving Cope Amphitheater, do you request to utilize the path to drive to the amphitheater? Yes No

*If yes, please provide the time you need the bollard down: _____

If reserving the Cope Amphitheater, do you request assistance from the Park Ambassador to help elderly or disabled to get to the location or help to transport small items with golf cart? Yes No

If yes, please provide the time you need assistance: _____

Please list any outside vendors and contact number that will be delivering chairs, food or decorations:

**Vehicle size is limited. All vehicles to be driven in the park must be pre-approved by park staff.*

TERMS AND CONDITIONS

Please initial the following to acknowledge you have read and understand the requirements:

- _____ I am aware I am responsible for my own set-up and clean-up of the facility. I am aware my rental time starts and ends at the times I have stated on the application. I am aware that I cannot place any items at the facility prior rental time listed. The City of Kearney is not responsible for items left at the facility.
- _____ I am aware that alcohol is not allowed in any City park or at any City facility.
- _____ I am aware there is a Cancellation Policy. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. I understand there is a \$15 cancellation fee if cancellation notice is given 30 days or more in advance of the event. There is no refund if less than 30 days given. There is no refund due to inclement weather.
- _____ I am aware that use of glitter is prohibited at all Kearney Park and Recreation facilities.
- _____ I am aware that any use of tape must be a safe release tape, such as blue or green painter's tape.
- _____ I am aware that if reserving Cope Amphitheater, all vehicles driven in the park must be pre-approved by park staff.
- _____ I am aware that Park areas are open to the general public.
- _____ I am aware that the City of Kearney Park and Recreation Department is not responsible for circumstances beyond its control such as bees, mosquitoes, inclement weather, vandalism, etc.
- _____ I am aware that I must not arrive earlier than my rental time noted on my contract or stay later than what is noted.
- _____ I am aware the I must inform all third park vendors of all City of Kearney policies and procedures, and they must abide by these during my event.
- _____ I am aware that weather emergencies, health pandemic, or civil unrest may require the City of Kearney to terminate rentals with full refund.
- _____ I am aware I will receive a Rental Procedures and agree to abide by them and their conditions.

All requests are tentative until application is approved and returned.

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

Applicant's Signature: _____ **Date:** _____

KPR Approved by: _____ **Date:** _____