



# CITY OF KEARNEY PARK & RECREATION DEPARTMENT

## OUTDOOR WEDDING RENTAL APPLICATION

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

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

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

### 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 \$60 or both time slots is \$120. 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:

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*\* 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:** \_\_\_\_\_