

Application for Special Event Permit

Event Name:	Contact Name:
Event Dates and Times:	Estimated Number of Participants:
Contact Person's Address:	
Public Areas to Be Reserved or Street(s) Requesting to be Closed:	
Event Description: <i>(ATTACH EVENT MAP/SCHEDULE, ETC.)</i>	

I (we) the undersigned, having full authority to bind the entity on whose behalf this Special Event Permit is sought, agree to comply to all terms, conditions, agreements, and provisions contained therein, including all attachments thereto, and shall fully defend, hold harmless and indemnify the City of Gothenburg, Nebraska, and its officers, agents, employees and members from any and all suits or action which may result from any activity by the Permittee, its officers, subcontractors, agents, employees, guests and/or participants in any manner relating to or arising out of the identified special event for which this Permit is sought/granted.

_____	_____
<i>Name of Responsible Person (please print)</i>	<i>Date</i>
_____	_____
	<i>Address</i>
_____	_____
<i>Signature</i>	<i>City, State, and Zip Code</i>
_____	_____
<i>Email Address</i>	<i>Telephone No.</i>

FOR OFFICIAL USE ONLY

Approved by Police Department:	Approved by Public Works:
_____	_____
<i>Chief of Police</i>	<i>City Services Director</i>
_____	_____
<i>Date</i>	<i>Date</i>
Approved by Parks & Recreation:	Approved by City Administrator
_____	_____
<i>Park's & Cemetery Director</i>	<i>City Administrator</i>
_____	_____
<i>Date</i>	<i>Date</i>

Return the completed application, along with the Requirements/Instructions to the City Clerk, 409 9th Street, Gothenburg, Nebraska 69138. If you have any questions with regard to the application process, please contact 308-537-3677. Any application not approved by staff may be placed upon the City Council agenda, if requested by the applicant.

SEE THE REVERSE SIDE FOR REQUIREMENTS/INSTRUCTIONS.

Special Event Requirements/Instructions

Requirements

1. A Special Event Permit is required to reserve any portion of the city parks, a city street and/or public right-of-way for a special event. A permit is also required for any use which includes driving of stakes, setting up tents, any type of play structures, driving on grass, or any use that may affect the property. A permit will only be granted when no other reasonable alternative exists.
2. The use of the parks, trails and/or sidewalks are encouraged. A permit is NOT required for any event that does not require reservation of public spaces and/or there is a use that will not affect the property.
3. An Application for a Special Event Permit must be submitted to the City Clerk requesting the special event closure or reservation of the parks no later than thirty (30) days in advance of the event.
4. A site plan shall be provided showing where tents, tables, food service areas, extra trash cans, barricades, etc. will be located on the site, if applicable.
5. A Permittee must provide a Certificate of Liability Insurance listing the City of Gothenburg as a Certificate Holder, 409 9th Street, Gothenburg, NE 69138 demonstrating minimum coverage specifically covering the special event as follows:

General Liability: Limits of at least \$1,000,000 per occurrence, \$2,000,000 general aggregate.

Automobile Liability If Applicable: Limits of at least \$1,000,000 Combined Single Limit (CSL) per accident; coverage shall apply to all owned, hired, and non-owned autos.

Workers' Compensation: As required by State Law.

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

Special Instructions

No Alcohol is allowed on City property upon which the Special Event Permit is granted.

Bounce Houses are only allowed in designated areas of the park. They shall be on the ground no more than 8 hours.

Street Closure - Permittee shall contact Public Works at 308-537-3668 to arrange for the placement of the barricades.

Handing Out Candy - Permittee understands they must walk along the edge of the parade and toss the candy or items outside the parade route. Candy and gift items may not be thrown from vehicles.

An original or a duplicate of the Special Event Permit, including this information sheet and any and all other attachments thereto, shall be *available for inspection* at the event location at all times.

Dated: _____

Permittee/Responsible Person Signature