

# CITY OF GERING

## PERMIT FOR SPECIAL EVENTS

This request form shall be used by organizations or individuals desiring to use facilities of the City of Gering, Nebraska, a Municipal Corporation (hereinafter called "City"). By making this request for use, the person or organization agrees to abide by applicable city ordinances or state statutes, and also to procure liability insurance as specified below. The requesting person or entity also agrees to abide by specific conditions to a granting of the use requested as may be set by the City Council.

A. Name of Person or Organization: \_\_\_\_\_

\_\_\_\_\_

B. Purpose and Name of Event: \_\_\_\_\_

\_\_\_\_\_

C. City Property, Public Area or Facility to be used: (Attach Map) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Date and Time of Use: \_\_\_\_\_

\_\_\_\_\_

E. Contact Person(s) Name, Address and Phone Number(s). \_\_\_\_\_

\_\_\_\_\_

F. Do you or your organizations want exclusive rights to issue vending permits in the designated area of your special event? \_\_\_\_\_ Yes \_\_\_\_\_ No

G. Authority of Person Signing Below to Make Request: (Name & Title) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. **Actual Proof of Insurance** naming City as an additional insured on general liability policy effective on the requested use date(s) covering any acts of negligence on the part of person or organization or by any of his/her or its agents, officers, servants, employees, or by persons on City property because of City property use request in the amount of \$500,000.00 in bodily injury liability and \$500,000.00 in property damage liability or a combined limit of \$1,000,000.00 is attached hereto. The general liability policy shall also be endorsed to read that it shall be primary over all other policies the City has in force at the time of the loss.

\_\_\_\_\_ Yes \_\_\_\_\_ No

- If not attached, please provide the reason for failure to do so: \_\_\_\_\_  
\_\_\_\_\_

I. Use of Alcoholic Beverages. Person or organization has requested appropriate license from the Nebraska Liquor Commission.

\_\_\_\_\_ Yes \_\_\_\_\_ No

J. By making this request, the person or organization making the request hereby agrees to perform a general clean up of the area used, including the picking up of all litter, trash, and loose debris.

K. Law Enforcement, Fire Protection or Utility Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Other Needs or Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



# City of Gering Special Event Checklist

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event contact & phone number \_\_\_\_\_

Please check off all City services that will be needed for your event and provide additional details and/or a map if necessary.

## Police Department

Traffic control (name all locations/intersections where traffic control will be needed. Use an additional page and map if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety or public education (describe below) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Street Department

Barricades and/or cones needed (state specifically where and when) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach a map if necessary)

- Washing off streets
- Street Sweeper
- Message Boards (for public safety/direction only)
- No Parking signs (state locations) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Parks Department

- Picnic tables Number needed \_\_\_\_\_  
Where exactly and by when are they needed: \_\_\_\_\_  
\_\_\_\_\_
- Water Shut-off needed
- Sprinkler locates needed (for bounce house, tents, etc.)
- Water check at a park
- Electricity check at a park
- 90 gallon trash cans Number needed \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Hose and quick coupler attachment needed
- Flags or cones needed. Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Electric Department

Power needed  
\_\_ 120 How many outlets \_\_\_\_  
Location where power is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: The City will not provide commercial power cords for events.

## Fire Department

- Fire Safety (please describe exactly what is needed such as walk-through inspections, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Personnel needed for standby at fireworks event
- Personnel on standby for other purposes (please describe) \_\_\_\_\_  
\_\_\_\_\_
- Personnel for public education with fire truck
- Other (assisting with launching balloons, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sanitation Department

- 90-gallon cart garbage receptacles  
Number needed \_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_
- 3-yard garbage containers  
Number needed \_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_
- Recycling containers Number needed \_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_

## Water Department

Water needed (describe specifically where water will be needed). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_