



Reference: City of Gering Special Event Permit

It's a new year and time to start the planning efforts for the many special annual events that happen in our community and make Gering a great place to live, work and visit. As you begin planning your event(s), the City of Gering wants to remind you and your organizing committee of the process and conditions for organizations and individuals desiring to hold a special event.

We would like to remind Individuals and organizations of the following requirements:

- ❖ **Special Event Permit Application(s)** are required to be submitted to the City of Gering **a minimum of thirty (30) days in advance of the event date.** The City of Gering will strictly adhere to this requirement to ensure the application has sufficient time for review and approval by all Departments of the City.
- ❖ **Applications for Special Event Permits not submitted to the city a minimum of 30 days in advance of the event may be denied.**

City Code § (A) Use of city property or facilities for special events; community or business: Public streets, sidewalks, parks, parking lots and other public property and facilities may be used temporarily for the purpose of conducting an organized community or business event.

- ❖ **Special Event Permit Application(s)** must be completed in full with all requested information for the event.
- ❖ **A map of the event area;** including city property or public areas/facilities to be used must be attached to the event application.
- ❖ **Certificate of insurance** naming the City of Gering as additional insured on general liability is required at the time of submission of the **Special Event Permit Application(s).**

The City of Gering is looking forward to another year of special events in our community; we thank you for your efforts in orchestrating the many events that entertain and engage our residents and visitors. If you have any questions on the Special Event Permit Application(s), please contact Kathy Welfl, Carol Martin or Tina Worthman at the City of Gering at 308-436-5096, kwelfl@gering.org, cmartin@gering.org or Tina@VisitGering.com

Thank you in advance for your involvement and cooperation.

**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). _____

