

City of Sidney, Nebraska

1115 13th Avenue P.O. Box 79 Sidney, NE 69162 Phone (308) 254-5300 Fax (308) 254-3164



APPLICATION FOR USE OF CITY PROPERTY

This application is required for consideration to use City property for special events. Applicant should allow at least 30 days for review of application prior to event date. (*Reservations for use of park property for "PRIVATE" events must be made through the Community Center (308) 254-7000.*)

Information Provided by Applicant

Today's Date
(Please print legibly on form)

Name of Applicant/Company/Event

Contact for Applicant/Company/Event
(This person will be the main point of contact with the City and be contacted in case of an emergency)

Contact Address

Contact Phone

Email Address

EVENT INFORMATION

Event Date:

Event Set-up Time:

Event Time:
(Actual event, do not include setup and tear down.)

Event Tear Down Time:

Event Location/Address:

Will there be food vendors: Y / N (Food vendors will need to obtain a permit)

Event Description: (*Attach additional pages if necessary*)

Has this event been approved in the past? **Yes** **No**

If yes, when?

FOR CITY USE ONLY

Comments:

Copies to:

- Electric** **Parks** **Streets** **Solid Waste**
 Police **Fire** **Sheriff** **Ambulance**
 Communications Center **Mayor/Council**

Permit approved **Permit denied**

City Manager Signature: _____

Date:

ID Assigned

Items requested for the City to provide: (The City reserves the right to charge a fee for these services, if necessary):

Street Barricades Trash Containers Tables Electric Power (indicate what is needed: adapters are requestor's responsibility)

Other (Please specify) _____



50 amp 240 volt
2 available

Needed: _____



30 amp 120 volt
2 available

Needed: _____



GFCI Outlet
20 amp 120 volt
6 available

Needed: _____

After approval by the City Manager, please contact respective departments for final arrangements at least one week prior to the event.

Street Department: 254-6377 Solid Waste Department 254-6071 Parks Department 254-2377 Electric Department 254-6345

Streets and/or Intersections to be Closed/Used: *(Please provide a map)*

An application for the use of City Property must agree to the following:

1. All debris and trash must be removed from the streets immediately after the event.
2. No metal stakes or pins may be driven into any street or sidewalk surface and painting upon any street or sidewalk surface is prohibited unless a washable paint is used and removed immediately following the end of the event.
3. No mylar balloons or mylar strings can be used during the event.
4. All residents or businesses affected by the use of City Property must be notified prior to the activity or event.
5. Any disturbance or annoyance of residents within the immediate vicinity will be cause for the Police Department to take appropriate law enforcement action.
6. All streets shall be maintained accessible to all emergency equipment at all times.
7. No glassware or glass containers.
8. Alcohol is not allowed on City Property, unless an Application for Consumption of Alcohol on City Property is completed and submitted for approval by the City.
9. Permits for fireworks or a noise variance will require separate approval from the City and/or State, including the use and/or closure of US Highway 30/Illinois Street.
10. I understand that restroom and hand-washing facilities must be provided by the event organizer when public restrooms are not available for events lasting longer than 3 hours or where more than 50 people are expected to be attending at any one time.
11. I have attached proof of at least \$1,000,000 for commercial liability insurance that will cover this event and has the City listed as an additional insured party. Upon pre-approval by the City Manager, a liability release form from participants **may** be accepted in lieu of insurance where a volunteer group exists only for the purpose of a single event and does not carry liability insurance.
12. Approval does not authorize any activity otherwise prohibited by law and shall not constitute any exception or excuse for violation of any law, ordinance or regulation. The Police Department may revoke approval of this application at any time.

By signing this form, I certify that I have read the rules and regulations governing an application for use of City Property. Under penalty of perjury, I have read and understand the requirements of use of City property and I have completed the application and prepared the proposed event description and map to the best of my ability.

Date: _____ Signature: _____

Printed Name: _____