

CITY OF LINCOLN, NEBRASKA

SPECIAL EVENT PERMIT APPLICATION INFORMATION SHEET

For the Rules & Regulations, please see **Lincoln Municipal Code Chapter 14.32** *Revised 3/23/17*

Applications are available on the City's Website at lincoln.ne.gov

REQUIREMENTS
Submit application a minimum of 4 weeks in advance to City Clerk's Office, 555 S. 10 th St., Lincoln NE 68508.
Special Event Permit Fee: \$45.00 submitted with application (<i>for non-consecutive days, \$45 per day</i>) Make checks payable to City of Lincoln . (Please note: Payments by check authorize the City to make a one-time electronic fund transfer. Funds may be withdrawn immediately and your check will not be returned.)
Each question must be answered & ALL attachments included or your application will be returned as INCOMPLETE!
\$5,000 Bond for Use of Public Space from a corporate surety licensed to do business in Nebraska (Original must be attached to application (a sample is attached).
Certificate of Liability Insurance - must be attached to application. <ul style="list-style-type: none"> • \$1 million (combined single limit) ACORD form, • City named Additional Insured, • 30 day Cancellation notice to City Clerk, • Certificate Holder must contain the following: City of Lincoln, City Clerk's Office, 555 S. 10th St., Lincoln NE 68508
Site Location - If you intend to use a parking lot: 1) the area cannot be located in the required zoning setback & 2) the area cannot be required parking for the buildings/businesses adjacent to the area. For live music, the area must be zoned I-1, I-2, B-4 or B-5. For zoning questions, contact Todd Stutzman, Building & Safety, at (402) 441-7097.
Site Plan - Detailed drawing showing all tents, activities, portable toilets, gates, cooking equipment & fences, including the approximate square footage of the area to be used must be attached.
Hold Harmless Agreement - must be signed and witnessed, see page 10.

FEES THAT MAY BE ASSOCIATED WITH YOUR EVENT	
DEPARTMENT	TYPE & FEE
BUILDING & SAFETY	Application for a Carnival, Fair or Festival: Fee is \$100.00 for review and inspection, attach copy; Contact: Chuck Schweitzer, Fire Investigator, at (402) 441-6441 Tent Permits: Larger than 400 sq. ft. Contact: Building & Safety at (402) 441-7521
CITY CLERK	Public Dance - Teen or Adult: Fee is \$10 per day, attach Dance Application; Contact: Sony Phan, City Clerk's Office, at (402) 441-7437. Special Designated Liquor License: Fees: City: \$80 per day; State: \$40 per day. Contact: Teresa J. Meier, City Clerk, at (402) 441-7438.
PARKING SERVICES	Hooding Meters: \$10 per metered stall, per day PLUS a 1 time processing fee of \$10 per event (ex. 4 metered stalls for 1 day = \$50, 4 metered stalls for 2 days = \$90). Parking Garages - No extra fees but if there is a large event near one of the garages, Parking Services can offer an event parking rate of \$5.00 for the patrons. This is pre-paid at the entrance and is good for 24 hrs. Contact: Parking Services at (402) 441-7275.

(continued on next page)

<p>HEALTH DEPT.</p>	<p>Animal Exhibit or Ride Permit - \$30.00; Certificate of Liability Insurance required; applicants may provide 1 Certificate of Liability Insurance but it must state it is for the Special Event Permit and the Animal Exhibit or Ride Permit. Contact: Denise Bollwitt, Animal Control at (402) 441-7900.</p> <p>Noise Variance Permit - Contact Lincoln-Lancaster Health Department, Air Quality Program for current price at (402) 441-8040.</p> <p>Temporary Food Establishment Permit fees vary depending on the following: if it is for an annual permit or single event; if they are with a permitted food establishment or a non-profit; or if the sponsor covers all food establishment permits with an Event Market Permit. Fees will vary from \$70 to 500 or more. Temporary Permits need to be applied for at least 30 days before the event. In addition, Food Manager/Food Handler Permits are required for people working at a temporary food establishment. Contact: Food Safety Program, Lincoln-Lancaster County Health Department at (402) 441-6280.</p>
<p>PARKS & REC.</p>	<p>Park Property Special Event Fee: \$60 per day. If Park Staff are used the day of the event, it is: \$26.00 per employee/per hour (billed after event) Permit to conduct business IN the parks: \$10 per day Contact: Parks & Recreation Dept. at (402) 441-7847</p>
<p>LINCOLN POLICE DEPT.</p>	<p>Off-Duty Police Officers: \$45 per hour with a minimum of 3 hours. If the officer is hired for any function other than traffic control on a public street, sales tax is added on. If the job requires five or more officers, one of those signing for the job must act as a supervisor (with the rank of at least Sergeant). The fee for that particular officer is \$50/hr with a 3 hour minimum. If cruisers are needed, the fee is \$50/hr with a minimum of 3 hours. Deadline: Four weeks prior to event; sooner if possible. Contact: JJ Mayer-Adams at (402) 441-7238 or by email at lpd1178@cjis.lincoln.ne.gov</p>
<p>PUBLIC WORKS - TRAFFIC ENGINEERING</p>	<p>Pre & Post Event Rates: Right of Way & Roadway damage inspections conducted before and after the event (includes Labor & Vehicle): \$80 per hour Traffic Sign Crew (Includes Labor & Sign Truck): \$125 per hour Traffic Signal Operations Inspections (Includes Labor & Bucket truck): . . . \$165 per Hour Variable Message Boards (Includes Deployment & Pickup) - Must be set out a minimum of 3 days prior to roadway closure for events, and present for the duration of the event. Minimum of one message board for each direction of traffic to be closed. \$110 each/ per day Temporary No Parking Signs posting & removal: In the Central Business District Posted in all non-metered parking stalls & loading zones) \$2 per sign \$30 Admin. Fee \$60 per Hour Contact: Parking Services at (402) 441-7275. Outside the Central Business District Posted in all non-metered parking stalls & loading zones) \$2 per sign \$30 Admin. Fee \$60 per Hour Contact: Shane Dostal, Public Works, Traffic Engineering, (402) 441-7711.</p>
<p>LINCOLN FIRE & RESCUE</p>	<p>EMS/Ambulance: If your event requires Medical EMS personnel, request to schedule an event standby at least two weeks prior to the event. Contact: Lincoln Fire & Rescue, (402) 441-8345.</p>

SPECIAL EVENT PERMIT APPLICATION

Beginning Feb. 1, 2012 - Due to construction/renovation, Centennial Mall, from K-L, L-M, P-Q, & Q-R, will be unavailable until further notice. Please choose an alternate route or site.

Each question must be completely answered & all attachments included OR your application will be returned as *incomplete!*

Please PRINT using blue or black ink only!

NAME OF EVENT:	
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APPLICANT / ORGANIZATION / MAILING ADDRESS					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT PERSON:			PHONE #:	()	
EMAIL ADDRESS:					

IF REPRESENTING A NON-PROFIT GROUP, PLEASE PROVIDE THE FOLLOWING INFORMATION:					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
TAX EXEMPT ID#:					

IS THIS THE 1ST TIME FOR YOUR EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	IF A REPEAT EVENT, PLEASE GIVE THE NUMBER OF YEARS EVENT HAS BEEN HELD:	
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CHECKLIST			
Most of the applications mentioned below are available on the City's website.			
	PLEASE CHECK ALL THAT APPLY:	Yes	No
1	Park and/or Bike Path: Complete an Exclusive Use of Park Permit Application. Contact Mary Johnson, Parks & Rec. Dept. at (402) 441-7847.		
2	Sales on Park Land: Permit to conduct business from the Parks Dept. is required . Contact Mary Johnson, Parks & Rec. Dept. at (402) 441-7847.		
3	Tents: Larger than 400 sq. ft. require a Tent Permit. Contact Building & Safety at (402) 441-7521.		
4	Carnival, Fair or Festival: Complete an Application for a Carnival, Fair or Festival; Fee is \$100.00; Contact: Chuck Schweitzer, Fire Investigator, at (402) 441-6441. Attach copy.		

CHECKLIST CONTINUED . . .

PLEASE CHECK ALL THAT APPLY:		Yes	No
5	Sales: Attach a list of all vendors.		
6	Food/Beverages: When food and/or beverages are sold or paid for with an admission fee, the food vendor must be approved by the Health Department. A Lincoln Temporary Food Establishment Permit may be required and must be applied for at least 30 days in advance. Contact the Health Dept. Food Safety Program at (402) 441-6280.		
7	Street Usage/Roadway Closure: If the event is in the street, street barricades are required. Contact a private barricading company listed in the yellow pages. Lighted message boards in advance of the roadway closing are also required. Submit a Traffic Control Plan, prepared by the Barricade Company, to Lonnie Burklund, Public Works, Traffic Engineering, (402) 441-7711.		
8	Fencing: Fencing is required for alcohol sales. Orange plastic fencing is recommended.		
9	Off-Duty Police Officers: If needed or required, contact LPD four weeks prior to the Event, sooner if possible. Contact JJ Mayer-Adams at (402) 441-7238 or by email at lpd1178@cjis.lincoln.ne.gov.		
10	Parking Space(s) on City streets or Lots: Public Works-Traffic will need to approve temporary "No Parking" sign postings. Contact Jim Tompsett, Public Works/Engineering at (402) 441-7701.		
11	Meters Hooded or Temporary No Parking/Use of City-Owned Parking Lot: Contact Parking Services at (402) 441-7275.		
12	<p>Alcohol served: Complete a Special Designated License Application, including the Supplemental Form; must be submitted a minimum of 21 calendar days prior to event. Contact City Clerk at (402) 441-7438 or Investigator Conan Schafer, LPD, at (402) 441-7638.</p> <ul style="list-style-type: none"> • Fencing & Police Officers are required. Events Team/LPD will advise number of officers needed. • Server training is required, even for volunteers. • NLCC Title 237, Chapter 2, Section 013.03F requires 2 rows of fencing, placed 4' apart, unless waived by the Nebraska Liquor Control Commission. • Attach copy of SDL Application. 		
13	Fireworks: Complete a Fireworks Application . Contact Bureau of Fire Prevention at (402) 441-7791.		
14	Open Fires: Explain in detail on Special Events form.		
15	Public Dance: Complete a Dance Permit Application for teen or adult dances and attach. Contact Sony at City Clerk at (402) 441-7437.		
16	Admission or Gate Fee Charged: Explain in detail on Special Events Application. Fees on public property require a non-profit sponsor, attach a letter from the organization with application.		
17	Bands or Amplified Music after 10:00 p.m.: May consider a Noise Variance Permit. Contact Health Dept. Air Quality at (402) 441-8040. Attach copy to this application.		
18	Animal Exhibits or Rides: Explain in detail on Special Events Application. Complete an Application for Animal Exhibit or Ride Application, allow 2 weeks for processing, contact Animal Control at (402) 441-7900. Attach copy to this application.		
19	Adjacent Businesses: Each business affected must sign off on the Special Events Consent of Businesses Affected by Event Form which is attached to this application.		
20	Signs: Attach Specifications.		
21	Advertising: Attach detailed plans.		
22	Inflatable Devices: Attach detailed plans.		

CHECKLIST CONTINUED . . .

	PLEASE CHECK ALL THAT APPLY:	Yes	No
23	Powered Equipment: Attach list.	<input type="checkbox"/>	<input type="checkbox"/>
24	Spotlights or Lasers: Attach specifications.	<input type="checkbox"/>	<input type="checkbox"/>
25	Race or Competition: Attach detailed map.	<input type="checkbox"/>	<input type="checkbox"/>
26	Booths/Structures: Attach plans / specs.	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF EVENT:	
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PURPOSE OF EVENT
Explain in <u>DETAIL</u> exactly what you are wanting to do. (ie., if using street, what you are going to have in the street; if using the sidewalk, what you are going to have on the sidewalk, etc.):

EVENT DATE(S) <i>(include the day(s) of the week the event will be on; i.e.: Sat., Feb. 11)</i>
RAIN DATE(S):

DURATION OF EVENT <i>(include time for set-up & tear-down):</i>	
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HOURS EVENT WILL BE HELD:	
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PROJECTED ATTENDANCE:	
MAXIMUM ATTENDANCE AT ANY ONE TIME:	
OCCUPANCY <i>(set by Fire Inspector):</i>	DATE:
<div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div> FIRE INSPECTOR SIGNATURE	

STREET/SIDEWALK CLOSURE INFORMATION					
Location:					
Starting Time:		Ending Time:			
Date(s):			Alternate:		
Arterial Street(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sidewalk Only:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Both Street & Sidewalk:	<input type="checkbox"/> Yes <input type="checkbox"/> No

FENCING MATERIAL TO BE USED:	
GATE FEES:	

ALCOHOLIC LIQUOR Police Officers are required!		
Will Liquor be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an SDL Application on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Server Training? (Including Volunteers)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will wrist bands be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# OF PORTABLE TOILETS:	
Show Location of Each on Your Site Plan!	

PLEASE EXPLAIN MANNER IN WHICH EVENT STAFF WILL BE IDENTIFIED

CLEANUP - EXPLAIN WHO, HOW, & WHEN

(continue to next page)

CONTACT LIST FOR THE EVENT

PLEASE PRINT !!!!!

IF UNREADABLE OR NOT COMPLETED, APPLICATION WILL BE RETURNED!

NAME OF EVENT:

ORGANIZER/APPLICANT INFORMATION

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE: ()		CELL PHONE #: ()	
E-MAIL:		FAX:	

OTHER CONTACTS

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE: ()		CELL PHONE #: ()	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE: ()		CELL PHONE #: ()	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE: ()		CELL PHONE #: ()	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE: ()		CELL PHONE #: ()	
E-MAIL:		FAX:	

SITE PLAN

NAME OF EVENT:

Draw a detailed site map placing all tents, activities, portable toilets, gates, cooking equipment & fences, including the approximate sq. ft. area to be used.

HOLD HARMLESS AGREEMENT

Please read, sign & date the Hold Harmless Agreement below & have your signature witnessed at the time you sign:

The applicant, on behalf of the applicant and the applicant's organization (if applicable) hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of or related to this permit or the permitted Special Event, or activities related to the use requested that is caused by the applicant, or anyone directly or indirectly employed, authorized, or under the direction of the applicant, or anyone for whose acts any of them may be liable for. This agreement shall not require the applicant to indemnify or hold harmless the City for any losses, claims, damages and expenses arising out of the sole negligence of the City.

The City shall not be responsible nor be held liable for any damage consequent upon the use, misuse or failure of any equipment used by Applicant or anyone directly or indirectly employed by Applicant. The Applicant's acceptance or use of any City equipment shall mean that Applicant accepts full responsibility for any loss or damage to the equipment while the equipment was used or under the control of Applicant, or anyone directly or indirectly employed by Applicant. In addition to paying for any such damage to the equipment itself, the Applicant hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of the use, misuse or failure of such equipment. Such indemnification applies regardless of whether such damage or loss is incurred by any employee or property of Applicant, the City or other persons. Such indemnification shall not be qualified or reduced in any way because the City may have provided the subject equipment (regardless of associated fees) to the Applicant.

The undersigned person, as the Applicant, does hereby agree to comply with all related municipal ordinances, rules, regulations, and other applicable laws.

The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application and to lawfully bind the Applicant (and the Applicant's Organization, if applicable) to the terms and conditions herein.

Dated this _____ day of _____, 20_____.

Printed Name of Applicant

Signature of Applicant

Witness

(Continue to next page)

ATTACHMENTS

The following items *must* be ATTACHED to the application. Please put a Check (✓) mark next to those items you have attached.

ITEM	ATTACHED
Permit Fee, check made payable to City of Lincoln (consecutive days: \$45; non-consecutive days: \$45 per day)	
Original \$5,000 Bond for Use of Public Space	
Original Certificate of Liability Insurance (if event involves Animal Exhibits or Rides, that must be included on the Certificate) which must contain the following: <ul style="list-style-type: none"> • \$1 million (combined single limit) ACORD form • City named Additional Insured • 30 day Cancellation notice to City Clerk • Certificate Holder must contain the following: City of Lincoln, City Clerk's Office, 555 S. 10th Street, Lincoln NE 68508 <i>*Pershing and Lancaster Event Center are excluded</i>	
Bureau of Fire Prevention Application for a Carnival, Fair or Festival, if applicable	
List of Vendors, if applicable	
Special Designated Liquor License Application, if applicable	
Dance Permit Application, if applicable	
Letter from non-profit group for gate fees, if applicable	
Animal Exhibit or Ride Permit, if applicable - must be included on the Certificate of Liability Insurance	
Noise Variance Permit Application, if applicable	
Consent of Businesses Affected by Event	
Sign Specifications, if applicable	
Advertising Detailed Plans, if applicable	
Inflatable Devices Details, if applicable	
Powered Equipment List, if applicable	
Powered Sound System List, if applicable	
Spotlights or Lasers Specifications, if applicable	
Race or Competition Detailed Plans, if applicable	
Booths/Structures Plans / Specs., if applicable	
Site Plan - Detailed drawing showing all tents, activities, portable toilets, gates, cooking equipment & fences, including the approximate sq. ft. area to be used.	
Hold Harmless Agreement signed	

CITY-OWNED / OPERATED PARKING FACILITIES / LOTS

DOWNTOWN PARKING FACILITIES	
Name	Location
Carriage Park	1128 L St.
Center Park Garage	1120 N St.
Cornhusker Square Garage	1220 L St.
Haymarket Garage	848 Q St.
Larson Building Garage	1317 Q St.
Lumberworks Garage	700 N St.
Market Place Garage	925 Q St.
Que Place Garage	1111 Q St.
Red 1 Garage	555 R St.
University Square Garage	101 N. 14 th St.

DOWNTOWN PARKING LOTS	
Name	Location
South Depot Lot	7th & O St.
West Depot Lot	676 O St.

OUTER AREA PARKING LOTS	
Holdrege (Big X) Lot Just North of 1640 Holdrege Street	
27th & F Street Lot	
University Place Area Lots 1, 2 & 3	
Havelock Lot	

FUTURE GARAGES (UNDER CONSTRUCTION)	
Name	Location
Blue 3 Garage	535 P St.
Green 2 Garage	530 P St.

BOND FOR USE OF PUBLIC SPACE
(LMC 14.32.130)

KNOW ALL MEN BY THESE PRESENTS, that we, _____
of _____ As Principal, and _____, a corporation
duly licensed to do business in the State of Nebraska, as Surety are held and firmly bound unto the City of Lincoln,
Nebraska, in the penal sum of _____ Dollars (\$ _____) lawful money of the United
States, for which payment well and truly to be made we bind ourselves and our heirs, executors, administrators, legal
representatives, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that, whereas, the Principal has made application to the City of
Lincoln for permission for private use of streets or sidewalks zoned either commercial, business, or industrial, adjacent to
the following described location in the City of Lincoln, Lancaster County, Nebraska to-wit: _____
_____ from _____ Until _____
_____.

NOW, THEREFORE, if the Principal and his heirs, successors, or assigns shall faithfully perform and in all things
strictly comply with all conditions which now are or which may hereafter be required by Chapter 14.32 of the Lincoln
Municipal Code to be contained in the surety bond specified by Section 14.32.130 which conditions are hereby
incorporated by reference and made to apply to the above-described use of public space, then this obligation shall be void,
otherwise to remain in full force and effect until terminated as hereinafter provided.

THIS BOND MAY BE TERMINATED at any time by the Surety upon sending notice in writing, by certified mail, to
the City Clerk of said City and to the Principal, addressed to them at City of Lincoln, County-City Building, 555 South 10th
Street, Lincoln, Nebraska, 68508, and at the expiration of thirty (30) days from the receipt of said notice, this bond shall
ipso facto terminate and the Surety shall thereupon be released from any liability for any acts or omissions of the Principal
subsequent to said date.

Dated this _____ day of _____, 20 _____.

Principal
By: _____
(Show Legal Capacity)

Surety
By: _____
(Attorney-in-Fact)

Approved as to Form:

City Attorney
(Accompany this bond with Attorney-in-Fact's authority from surety, certified to include the date of the bond.)