

CITY OF SCOTTSBLUFF, 2525 Circle Drive, Scottsbluff, NE 69361
Event Request Form

Please note that this form does not reserve the area(s) requested for any particular group.
Your request may require a fee and/or a deposit to process.

PARK/AREA REQUESTED: _____

Date Requested: _____ Day of Week: (circle one) M T W TH F SA SU

Beginning Time: _____ Ending Time: _____

Event Name: _____

Customer or Organization Name: _____

Mailing Address: _____

Contact Person: _____

Home Phone: _____ Work Phone: _____ Cell #: _____

Approximate Number Attending: _____

- Will user be selling any items? _____
- Will any other vendors be at the event? _____
- Will you require additional dumpsters to be provided? _____
- Will you be setting up any tents? _____
- Is this for profit or nonprofit? _____
- Will you be using ground stakes 6" or longer? _____
- Will any streets be closed? _____
- Will any flags, banners or signs be displayed? _____
- Will you be having music, loudspeakers or amplified sound? _____
- Do you have insurance? _____
- **This permit does not authorize any alcoholic beverages of any kind. See 13-6-7**
- **Absolutely no bounce houses are permitted in all City parks.**
- **No vehicle traffic on the grass unless pre-approved by the Parks & Recreation Department.**

Please describe general activities (if needed, attach a drawing of activity): _____

Comments & Facilities to be used: _____

I, the undersigned, have read and received the park rules and regulations and ordinances (listed on the back of the last page of this form), and agree to adhere to all requirements.

Authorized Signature

Printed Name

Date

FOR OFFICE USE ONLY

The Parks Department Administrative assistant will e-mail the following departments for approval:

Parks _____ Police _____ Public Works _____ Fire _____ City Clerk _____

All departments are welcome to add comments concerning this reservation:

Director of Parks & Recreation Authorized Signature

Date

☐ **Above requested event excluded from the following requirements.**

EVENT PERMIT REQUIREMENTS

Special Event Permits are required for any group event in a city park that is open to the general public such as craft fairs, softball tournaments, concerts and special group events. Athletic permits are per field/season and rates vary according to usage.

To obtain a permit for a special event:

- Submit at least 30 days prior to event:
 - The completed event form
 - A copy of event liability insurance with city named as secondary insured
- Permits cannot be issued until we receive all necessary copies and information
- Deposit and/or rental fee due at least 2 weeks before event date
 - Damage deposit and rental fees are determined by the City by using the criteria described below.

Rules for events held on city property:

- No alcohol permitted in any City park.
- No vehicles on grass.
- No stakes in ground without permission.
- City staff will monitor events held on city property.

Special Event Information and Fees that may be required by the City:

- Event liability insurance in the amounts of:
 - \$1,000,000 medical liability
 - \$2,000,000 accidents
 - \$200,000 property damage
- Damage deposit, \$100.00-\$500.00, for use of City property
 - The cost of the deposit is dependent of:
 - Size, nature, and location of event
 - Appropriate use of facility
 - Timing in relation to other events.
 - Organization's ability to provide support deemed necessary by Parks & Recreation Department to conduct the event.
- For-profit events and sports tournaments will be charged a rental fee of \$275.00 per day in addition to a damage deposit.
- Lacy Field users will be responsible for having the septic system pumped. If not pumped, the damage deposit will cover the cost to have the City pump the septic system.
- Field prep at Lacy Park is \$50.00 per field per day. Field prep includes preparing fields and chalking baselines.

******IN CASE ELECTRICITY ISN'T WORKING AT PARK SHELTERS,
CHECK THE BREAKER BOX TO RESET ELECTRICITY
BEFORE CALLING CITY STAFF. THANK YOU******