



**INFORMATION PROVIDED ON THIS FORM WILL BE VERIFIED. INACCURATE OR INCOMPLETE RESPONSES MAY RESULT IN THE DENIAL OF A PERMIT.** ONE APPLICATION PER EVENT. IN ADDITION TO THE APPLICATION FORM, YOU SHOULD REFER TO PAPILLION MUNICIPAL CODE CHAPTER 146 CONCERNING FACILITY USE AND EVENTS AND THE CITY OF PAPILLION MASTER FEE SCHEDULE PERMIT FEES. IF YOU HAVE QUESTIONS, CONTACT THE CITY CLERK AT 402-597-2021.

**APPLICANT INFORMATION:**

FULL NAME OF APPLICANT:

NAME OF EVENT ORGANIZER/PRODUCER: TITLE:

PRODUCTION COMPANY / ORGANIZATION FEDERAL TAX ID or SOCIAL SECURITY # :

STREET ADDRESS: APT/ UNIT/ SUITE:

CITY: STATE: ZIP CODE

E-MAIL ADDRESS:

DAY TIME PHONE: FAX: CELL PHONE:

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Please check YES or NO below)  
 YES  NO Name of Organization : \_\_\_\_\_

**ADDITIONAL DOCUMENTATION REQUIRED:** If you checked "yes" above, please submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing this event.

NAME OF SPONSORING ORGANIZATION CONTACT: SPONSORING ORG. CONTACT PHONE:

ADDRESS OF SPONSORING ORGANIZATION: CITY: ZIP CODE:

**EVENT INFORMATION:**

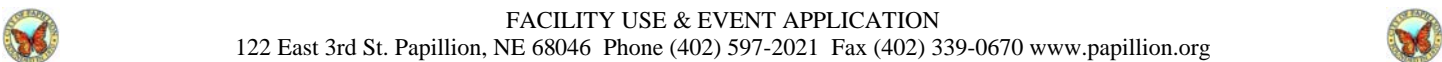
EVENT NAME:

1st CHOICE PARK LOCATION: DATE(S):

2nd CHOICE PARK LOCATION: DATE(S):

**ADDITIONAL INFORMATION REQUIRED:** If your event includes multiple days and/or varying times, please attach a schedule.

# of Minors and their role: \_\_\_\_\_  
\_\_\_\_\_



**EVENT DESCRIPTION:** Please check what type of event this is (Check ALL that apply)

- Walk/Fun Run (untimed)       Race/Timed Run       Sailing/Water Activity
- Art Fair / Festival       Public Rally/March       Concert/Performance/Service
- Bike Ride       Cultural Event       Other \_\_\_\_\_

\*Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

**FOR ALL WALKS, RUNS, RACES OR OTHER ACTIVITIES IN WHICH PARTICIPANTS WILL BE FOLLOWING A COURSE::**

Walk/Run/Race events will only be considered for approval if they are contained within the park trail system. Requests for events to be held on City/State roads will not be authorized. A permit does not give the event organizers exclusive use of the park . Public patrons will always have full access to the park.

What is the start time for your walk/run/race or other activity? (If you are having multiple walks/runs/races, please provide the type of event with the start time of each walk, run, and/or race.)

<b>EVENT SET-UP DATE(S):</b>	<b>SET-UP TIME(S):</b> From: _____ To: _____
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<b>EVENT TEAR-DOWN DATE(S):</b>	<b>TEAR-DOWN TIME(S):</b> From: _____ To: _____
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<b>NUMBER OF PARTICIPANTS:</b>	<b>ESTIMATED NUMBER OF SPECTATORS:</b>	<b>ACTUAL TIME(S) OF EVENT(S):</b> From: _____ To: _____
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**PREVIOUS YEAR DATE/LOCATION:** Has this event been previously held? (Please check YES or NO)

- YES      → Event Name: \_\_\_\_\_
- NO      → Location: \_\_\_\_\_ Date: \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** Additional Documentation Required - If event is a recurring walk/run/race/ event, please also submit the previous year number of participants.

Current Year: \_\_\_\_\_ Number of Participants: \_\_\_\_\_ Previous Year: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

**ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS:**

Will you be collecting money in connection with this activity? (Please check YES or NO below)

- YES      → If yes, please describe the purpose of the collection, the place and manner in which you intend to collect the money, and from whom you will be collecting: \_\_\_\_\_
- NO

If you marked YES, please provide proof of a Nebraska sales tax permit, including the state tax identification number, or exemption from the state and federal taxing authorities, if applicable.

State Tax ID #: \_\_\_\_\_

**EVENT FEATURES:**

All event features are subject to the approval of the City of Papillion. Additionally, certain event features such as street closures and separate permits may be required from the City of Papillion. For information regarding City of Papillion permits, please call 402-597-2021.

**ALCOHOL SERVICE:**

Are you requesting to sell and/or serve beer at your event? (Please check YES or NO below)

- YES     NO

Additional Information Required: If you checked "YES" above, a special designated liquor license is required by the Papillion City Council.

**FOOD AND NON-ALCOHOLIC BEVERAGES:**

Are you requesting permission to sell and/or serve food and/or beverages? (Please check YES or NO below)

- YES     NO

Additional Information Required: If you checked "YES" above, you must comply with all state health code requirements to sell and/or serve food and/or non-alcoholic beverages.



**VENDORS:** A complete listing of all vendors participating in the event including the name, address and phone number of all the managers and the type of business that will be conducted as well as the list of items for sale including food, beverage and other merchandise.

**MERCHANDISE:**

Are you requesting permission to sell merchandise?  Yes  NO  
(Please check appropriate response).

If you check YES, please provide proof of a Nebraska sales tax permit, including the state tax identification number, or exemption from the state and federal taxing authorities, if applicable.

State Tax ID #: \_\_\_\_\_

**AMPLIFIED SOUND:** Are you requesting permission to have amplified sound? Amplified sound must be directed away from residences and must comply with the City of Papillion noise ordinance. No amplified sound before 8:00 a.m. or after 10:30 p.m. without permission from the Papillion Chief of Police. (Please check YES or NO)

YES → Hours of Amplified Sound: \_\_\_\_\_ To: \_\_\_\_\_  
 NO → Describe Sound System: \_\_\_\_\_  
(Please describe purpose & plans for amplified sound) \_\_\_\_\_  
\_\_\_\_\_

Additional Information Required: If you checked "YES" above, please identify the proposed location of sound system, direction of sound and location of speakers on your site map.

**TENTS AND CANOPIES:** Will your event feature any tents and/or canopies? (Please check YES or NO below).

YES → Number of Tents/Canopies: \_\_\_\_\_  
 NO Tent/Canopy Size(s): \_\_\_\_\_  
\_\_\_\_\_

\*If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.

Additional Documentation Required: If you checked "YES" above, please indicate the number of tents with the corresponding size. A separate document with this information may be attached. All tents and/or canopies must be indicated on the site map. The event organizer is responsible for any damage caused to the park property/facility and must consult the City of Papillion prior to installation.

**VEHICLES:** Are you requesting permission to operate vehicles on City of Papillion service roads for delivery of equipment and supplies? (Please check YES or NO below)

YES → Number of vehicles: \_\_\_\_\_  
 NO → Vehicle Description(s): \_\_\_\_\_  
\_\_\_\_\_

Are you requesting permission to retain vehicles on-site for the duration of the event?

YES → Number of vehicles: \_\_\_\_\_  
 NO → Vehicle Description(s): \_\_\_\_\_  
\_\_\_\_\_



**PARKING:** Will your event require parking? (Please check YES or NO below).

- YES → Estimated Number of Vehicles: \_\_\_\_\_
- NO → Description on where the vehicles will be located during the event: \_\_\_\_\_

Will your event require transportation of participants/spectators from the parking lot site(s) to the event site?

- YES  NO Describe: \_\_\_\_\_

Additional Information Required: If you checked "YES" above, please identify the proposed location(s) of parking on your site map.

**STAGES/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, BARRICADES AND OTHER STRUCTURES**

If you are planning to erect, install, or use any of these structures, please describe below and identify the locations of all structures on your site map. Include sizes and quantities of individual structures.

**STAGES/PLATFORMS:** Will your event include the installation of stages/platforms? The location of the stages/platforms must be identified on the site map and approved by the City of Papillion. (Please check YES or NO below).

- YES → Number of Stages: \_\_\_\_\_
- NO → Stage Description(s): \_\_\_\_\_

**PORTABLE TOILETS:** Will your event include the use of portable toilets? (Please check YES or NO below).

- YES → Number of Portable Toilets: \_\_\_\_\_ AND Number of Accessible ADA Portable Toilets: \_\_\_\_\_
- NO → Descriptions: \_\_\_\_\_

Additional Documentation Required: If you checked "YES" above, please clearly indicate the location and the number of portable toilets on the site map. All portable toilets must be removed from City of Papillion property within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The locations must be approved by the City of Papillion.

**DUMPSTERS:** Will your event include the use of dumpsters? The location of the dumpsters must be identified on the site map and approved by the City of Papillion. (Please check YES or NO below).

- YES → Number of Dumpsters: \_\_\_\_\_
- NO → Description(s): \_\_\_\_\_

**FENCING:** Will your event include the installation of fencing? The location of the fencing must be identified on the site map and approved by the City of Papillion. (Please check YES or NO below).

- YES → Description: \_\_\_\_\_
- NO \_\_\_\_\_

**BARRICADES:** Will your event include the use of barricades? The location of the barricades must be identified on the site map and approved by the City of Papillion. (Please check YES or NO below).

- YES → Number of Barricades: \_\_\_\_\_
- NO → Description(s) of location: \_\_\_\_\_



**OTHER STRUCTURES:** Will your event include other structures not identified above? The location of all other structures must be identified on your site map and approved by the City of Papillion. (Please check YES or NO below).

YES → Number of Structures: \_\_\_\_\_  
 NO → Description(s): \_\_\_\_\_  
\_\_\_\_\_

**STREET CLOSURES OR USE OF PUBLIC WAY:** Are you requesting to close off a city street for an event?

YES → Description: \_\_\_\_\_  
 NO \_\_\_\_\_

All street closures and proposed routes are to be identified on the site map and are subject to approval by the City of Papillion. For more information regarding the closure of city streets, please contact Papillion Public Works at 402-597-2043. The City of Papillion is not responsible for any costs associated with the private rental of barricades or road closure signs.

**Is any portion of this event on a state highway?**

YES → Description: \_\_\_\_\_  
 NO \_\_\_\_\_

**If yes, a separate permit will be required by the Nebraska Department of Roads.**

**POLICE AND/OR FIRE PERSONNEL:** Will your event require any police or fire department personnel?

YES → Description: \_\_\_\_\_  
 NO \_\_\_\_\_  
\_\_\_\_\_ # of Police \_\_\_\_\_ # of Fire

## MAPS

**SITE MAP:** (Required for all applications)

Please attach a site map clearly indicating the set-up of your event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound, tents and canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, dumpsters, trash receptacles, banners, signs, fencing barricades, and other structures, proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on City of Papillion property during the event, locations of alcohol (in a fenced off area), food and merchandise service/sale, and proposed street closures. All site maps are subject to the approval of the City of Papillion.

**ROUTE MAP:** (Required for only RUNS, WALKS, or other COURSE ACTIVITIES)

All run, walk, or other activities in which participants will be following a course will be required to attach a route map and a written document of the proposed route of the event. All proposed route maps are subject to the approval from the City of Papillion. The use of any outside parkways or parks such as city streets, must be identified on the site map and approved by the City of Papillion. Additionally, the City of Papillion is not responsible for any costs associated with the denial of the proposed route.



# SIGNATURE

I, the applicant, agree to indemnify and defend the City of Papillion, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do so solemnly swear (or affirm) that all answers given and statements made on this application are complete and true to the best of my knowledge and beliefs. I have read and understand the terms and conditions outlined in this document and the terms of City of Papillion Municipal Code Chapter 146 and the Policy Governing the Facility Use and Event Permits and agree to abide by them.

I agree to allow inspections by the Chief Building Official or his/her designee Inspector to ensure all structures comply with City Code.

I understand that if a permit is granted, it will not be used or represented in any way as an endorsement by the City of Papillion.

Unless expressly provided for in the permit, Facility Use & Event Permit does not grant the permit holder exclusive rights to City property including but not limited to any right to restrict access, use First Amendment activities of any other person on City property, which is open to the general public.

Cancellations must be made in writing, no later than fourteen (14) days prior to the event for a full refund. Any amendments or revisions to the original application shall be promptly provided to the City Clerk and must be made at least one (1) day prior to the event. All requests for amendments or revisions must be made in writing and are subject to the approval of the City.

I agree to be bound by the above terms as a condition to the issuance of the Facility Use & Event Permit.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Thank you for completing your application. Before you submit your application to the City of Papillion, please make sure that the following steps have been completed:

Have you:

- Signed and dated your application?
- Attached your event site map and/or route map?
- Submitted your application 60 days prior to your event?

Submit your completed application to:

City of Papillion  
Attn: City Clerk  
122 East 3rd Street  
Papillion, NE 68046  
Phone: (402) 597-2021  
Fax: (402) 339-0670



# FOR OFFICE USE ONLY

Event: \_\_\_\_\_

Date: \_\_\_\_\_

**1. Event Permit Fee:** \$ \_\_\_\_\_ or NA Total = \_\_\_\_\_

**2. City Staff Fees:** (Write NA in the total column if this even does not require City staff present)

- |                 |                  |   |                  |   |                  |               |
|-----------------|------------------|---|------------------|---|------------------|---------------|
| A. Parks & Rec  | # of Staff _____ | X | # of hours _____ | X | \$35.00 per hour | Total = _____ |
| B. Police       | # of Staff _____ | X | # of hours _____ | X | \$60.00 per hour | Total = _____ |
| C. EMT          | # of Staff _____ | X | # of hours _____ | X | \$40.00 per hour | Total = _____ |
| D. Public Works | # of Staff _____ | X | # of hours _____ | X | \$45.00 per hour | Total = _____ |
| F. Other        | # of Staff _____ | X | # of hours _____ | X | \$40.00 per hour | Total = _____ |

**3. Fencing Installed by the City (\$25/every 50 ft. )** # of feet needed \_\_\_\_\_ or NA Total = \_\_\_\_\_

**4. Barracades/Cones:** (Write NA in the total column if this event does not require any additional barricades or cones)

- |                      |                        |   |              |               |
|----------------------|------------------------|---|--------------|---------------|
| A. Small Barracades  | # of barricades: _____ | X | \$5.00 each  | Total = _____ |
| B. Large Barracades  | # of barricades: _____ | X | \$10.00 each | Total = _____ |
| C. Jersey Barracades | # of barricades: _____ | X | \$20.00 each | Total = _____ |
| D. Small Cones       | # of cones: _____      | X | \$2.00 each  | Total = _____ |
| E. Large Cones       | # of cones: _____      | X | \$3.00 each  | Total = _____ |

**5. Items to be moved:** (write NA in the total column if applicant does not need any items moved)

- |  |                      |               |
|--|----------------------|---------------|
| A. Picnic Table (1 - 6 tables = \$100, 7 or more tables = \$200)   | # of tables _____    | Total = _____ |
| B. Bleachers (1- 3 bleachers = \$100, 4 or more bleachers = \$200) | # of bleachers _____ | Total = _____ |
| C. Other : _____   | # of item _____      | Total = _____ |

**6. Other Rental Equipment:** (write NA in the total column if this event does not require additional equipment rental from the City)

- |          |              |   |                    |               |
|----------|--------------|---|--------------------|---------------|
| A. _____ | X # of _____ | X | \$ _____ per _____ | Total = _____ |
| B. _____ | X # of _____ | X | \$ _____ per _____ | Total = _____ |
| C. _____ | X # of _____ | X | \$ _____ per _____ | Total = _____ |
| D. _____ | X # of _____ | X | \$ _____ per _____ | Total = _____ |
| E. _____ | X # of _____ | X | \$ _____ per _____ | Total = _____ |

**Grand Total =** \_\_\_\_\_

Event Representative: \_\_\_\_\_  
(PRINT NAME)

Event Representative: \_\_\_\_\_  
(SIGN NAME)

City Representative: \_\_\_\_\_  
(PRINT NAME)

City Representative: \_\_\_\_\_  
(SIGN NAME)

Event organizers may also rent equipment from River City or TODCO. Event organizers are not required to rent from the City; however, they are required to comply with all City instruction given after the review of the application.

