

Special Events Request Use of Public Facilities, Parks and Streets	Page 1
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Purpose: This request form shall be submitted for organizations or individuals (hereinafter called "Applicant") making a Special Event Request on the streets, parks or public facilities of the City of Alliance, Nebraska (hereinafter called "City"). By making this request for use, the Applicant agrees to abide by applicable City ordinances or state statutes, and by all additional terms provided in this request form which, when accepted by the City Manager, constitutes a contract between the Applicant and the City. The Applicant agrees to abide by specific conditions placed on the use request as may be set by the City Manager. All requests for use of city property must be approved by the City Manager, and must be submitted to the City Manager's office no less than 10 days prior to the proposed use.

Applicant Information

Organization:

Applicant(s) Name: Please Print	Phone Number:
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Emergency Contact(s) Name: Please Print	Phone Number:
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Application(s) Mailing Address:

Description of Event (Include estimate of crowd size, types of activities, ages of participants/spectators, whether animals and/or vehicles are included, etc.) *The Applicant agrees to provide this and all other relevant information to the City to permit coordination with applicable City departments in order to assure the safe conduct of the event.*

Area or Facility to be Used (attach a map to indicate street closures & parade routes, if applicable.) *If substantial traffic disruption is anticipated, the Applicant agrees to submit and pay for a newspaper notice informing the public of the streets to be closed, the date and time of the closure, and alternative routes, if applicable.*

Date and Time of Use *(This form must be submitted 10 days prior to the requested use date.)*

Use of Alcoholic Beverages. *The Applicant shall request the appropriate license from the Nebraska Liquor Control Commission for the event requested above..*

Require Liquor License? Yes No If yes, a copy must be attached.

Liability Insurance (MUST BE ATTACHED) *Applicant shall provide actual Proof of Insurance for a general liability policy effective for the Date(s) listed above covering the event described above in the amount determined in accordance with guidelines in Appendix A.*

Other Special Needs or Considerations (list special requirements for preparation, conduct, or clean-up of the event) *The Applicant agrees to clean-up the area after the event, including picking up all litter, trash, and loose debris.*

Barricades Street Closure Increased Police Presence Extra Picnic Tables Extra Trash Bins

Applicant's Signature:

Review by City Departments: *Please include any concerns or needs you see with the requested event on Page 1.*

Police Services

Department Notes:

Signature:

Date:

Fire/EMS Services

Department Notes:

Signature:

Date:

Streets

Department Notes:

Signature:

Date:

Parks

Department Notes:

Signature:

Date:

Risk Management

Hazard Category: Low Medium Special (*see Appendix "A")

Department Notes

Signature:

Date:

City Manager's Action

The request of the Application was Approved Denied by the City Manager on date:

The City Manager placed the following conditions on the event:

APPENDIX A
LEVEL OF RISK AND RECOMMENDED INSURANCE REQUIREMENT

Low Hazard:

Minor physical activity by participants and no severe exposure to spectators, such as: Outdoor Meetings, Small Theatrical Performances, Auctions, Social Gatherings (without alcoholic beverages), Flea Markets, Political Rallies, Parades (without motorized vehicles and/or large animals.)

Crowd size less than 500.

If a private, and/or not-for-profit organization is sponsoring the event, a minimum of \$500,000 per occurrence and/or aggregate, combined single limit for Bodily Injury and Property Damage is required. It is recommended that the City be named additional insured.

It is recommended that commercial enterprises sponsoring events which charge a fee be required to furnish proof of other coverage (inclusions, such as Worker's Compensation and Employer's Liability, Products and Completed Operations, Contractual Liability, etc.)

MEDIUM HAZARD:

Physical Activity by participants and moderate exposure to spectators, such as: Dances, Animal Shows, Picnics, "Family Type" concerts, Parades (with floats, motorized vehicles and/or large animals.) Team or individual sporting events (non-professional.)

Crowd size less than 1,000.

A minimum of \$1,000,000 per occurrence and/or aggregate, combined single limit for Bodily Injury and Property Damage is recommended, with the City named additional insured; also Vehicle Liability Coverage on all participating vehicles (owned, non-owned and hired) and such inclusions as are deemed necessary.

SPECIAL HAZARD:

Major participation by participants and/or moderate to severe exposure to spectators, such as: Circuses, Carnivals with rides, Rock concerts, Professional or collegiate sporting events, Rodeos, all vehicle races, and Fireworks displays.

*ALL EVENTS WITH CROWD SIZE OVER 1,000
ALL FUNCTIONS WHERE ALCOHOL IS SERVED.*

The level of coverage (not less than \$1,000,000 and any required inclusions such as Worker's Compensation and Employer's Liability, Products and Completed Operations, Contractual Liability, etc.) shall be based on the determination by city personnel of potential hazards. Potential hazards which would elevate the amount of coverage required include but are not limited to: fireworks and/or pyrotechnics; open fires, smoke machines, exotic or wild animals; displays or use of modern or antique weaponry; high power racing vehicles; poor claims experience and/or unsettled claims against the Applicant; etc.