

City of Blair

Amphitheater Rental Packet

APPLICATION PROCESS & PLANNING A SUCCESSFUL EVENT

An Amphitheater Rental Application is required for events or activities using City-owned Amphitheater. Applications must be submitted no less than **60 days prior** to the event. Rentals are processed on a first come, first served basis. *For larger events requiring the coordination of numerous spectators, vendors, volunteers, etc., it is highly recommended that the Event Sponsor contact City staff at least four months or up to one year in advance of the event to reserve your dates in the requested space. Written Application along with all supporting documentation must then be submitted no less than 45 days prior to the event, or risk denial of your rental.* Some events may require approval from City Council.

Submit your completed application
to: City of Blair
218 South 16th Street, Blair, NE
68008
Email: cityclerk@blairnebraska.org
Phone: (402) 426-4191

APPLICATION REQUIREMENTS

Completion of the application packet will help us to identify the scope of your event and the support services you may need. It is the applicant's responsibility to ensure that the details of the organized event have been communicated thoroughly with City staff. Please coordinate with necessary City staff in advance of the event to make sure you are able to execute your tasks during the day and time of your event. The applicant should not expect City of Blair staff to be present during the duration of the event. Topics for consideration with contact information for appropriate City staff are found on the **ACKNOWLEDGMENT OF CONTACT**.

Mandatory documentation is listed below. All applicable documentation must be turned in at the time of application submission along with all appropriate fees. **Please submit as much descriptive information as possible with your application.**

- Amphitheater Rental Application, signed and filled out in its entirety (Pg 6- 7)
- Proof of Liability Insurance coverage (if required)
- *Additional forms and documentation as applicable to your event*

Upon review of the application, the City may approve the event or decide that the event will require formal approval by the Blair City Council. Applicants may be required to attend a review meeting with the Parks, Recreation, and Cemetery Advisory Board prior to the event date to finalize the logistics.

DEFINITIONS

EVENT SPONSOR: The person or organization that initiates, plans and carries out a project or activity.

VENDOR: Any person, group, organization, or business selling or *providing* a product or service. Examples include *but are not limited to:* the sale of food or merchandise, or other entity which the Special Event Committee deems to be considered a **vendor**.

VOLUNTEER: A person, group, or organization not selling or providing a product or service, who freely offers to take part in the event, including participants who host and organize activities at the event.

LIABILITY INSURANCE

The **Event Sponsor** must provide a Certificate of Liability Insurance (or a copy of the complete policy) demonstrating minimum coverage specifically covering the event as follows below. ***Verbiage must be included describing the event activities which will take place at the event.***

MINIMUM LIABILITY INSURANCE REQUIREMENTS (Sample Certificate included at the end of Packet)

- Limit for each occurrence must be \$1,000,000
- Limit for damage to rented premises (each occurrence) \$100,000
- Limit for Personal & Adv Injury \$1,000,000
- General Aggregate Limit \$2,000,000
- Products - Comp/Op Aggregate Limit \$2,000,000
- The policy must include a waiver of subrogation in favor of the City of Blair, NE.

STORMWATER MANAGEMENT

All requirements of the Stormwater Management Plan must be followed including:

- Portable restroom facilities shall be properly staked and secured and not located within 50-feet of a storm sewer inlet or against a street or parking lot curb.
- Trash receptacles brought in on site must have provisions for a tarp or appropriate cover for after event hours to prevent rain or snow from entering.
- No dumping of any chemicals, cleaners, oils, or other grey waters into the storm sewer system or natural drainage ways.

If you have any questions, or if non-approved or accidental discharges occur to the storm sewer system or nature drainage ways, please contact the Engineering Department at 402-562-4309.

ELECTRICAL REQUIREMENTS

Electricity is available in the Amphitheater and is included in your rental.

FEES

Possible fees may be incurred for certain services, as applicable. For the full City of Blair fee schedule listed in our Municipal Code, see:

[City Clerk | Blair, NE - Official Website](#) under the Municipal Code

SANITATION and CLEANUP

The City provides a limited number of waste receptacles in the City parks and along the downtown sidewalks. Public use of City amenities is not to be impeded (i.e., covering City waste receptacles is prohibited). Additional waste receptacles or dumpsters are the sole responsibility of the applicant and must be placed on a hard surface such as asphalt or concrete.

The applicant is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon the conclusion of the event the area must be returned to a clean condition. As the Event Sponsor, if you set a standard of leaving the venue better than you found it, you will have a beneficial impact on the Columbus community and establish a good reputation for future events. *The Event Sponsor is*

responsible for all cleanup and will be charged for any additional cleanup that is left to be done by the City.

SAFETY AND SECURITY

The Event Sponsor is required to provide a detailed plan for crowd control and internal safety. It is the sole responsibility of the Event Sponsor to provide security. The number and type of security personnel required will depend on expected attendance, history of the event, nature of the event, and the amount and type of advertising used to promote the event. Please be aware that there are differences between certified law enforcement officers (authority and ability to arrest, enforce laws, discretion to use force) and private security (limited by law to observe, report and deter crime but not authorized to use force or make arrests). For more questions regarding event safety and security, please contact the Blair Police Department at (402) 426-4747.

MARKETING/ADVERTISING/PROMOTION

Receipt of approval from all involved parties is strongly encouraged before the event is marketed, advertised, or promoted. Ensure that event materials such as handouts, websites, social media posts, etc., include details, maps, and parking options as described in this application, following approval by the City.

SIGNAGE

City of Blair regulations prohibit placement of advertising signs on utility poles, traffic controllers, and traffic signs. It is also prohibited to place a sign, poster, or notice of any kind in the street right-of-way or on any other structure located in the right-of-way. Signs that are hung on utility poles, traffic signs, or traffic lights create a safety risk and also may cause damage. They also create a traffic hazard when plated on roadside corners by distracting drivers or blocking the view of motorists. Even small signs stuck into the ground are a potential traffic hazard if located in the right-of-way. A good standard is to keep signs behind the sidewalk or fifteen (15) feet from the roadside. *The use of spray paint or permanent marking paint is prohibited.* Sidewalk chalk is allowed.

Improper placement of signage will be removed by the City. All signage must be removed from City of Blair property within four hours of the conclusion of the event.

AMPLIFIED SOUND

Amplified sound must be directed away from residences and may only be allowed during the hours of 7:00 a.m. until 10:00 p.m., with the exception of July 4th and New Year's Eve, or by special approval

CHANGES AND CANCELLATIONS

All cancellations must be made in writing or emailed to cityclerk@blairnebraska.org. Cancellations should be received no later than seven (7) days prior to the proposed event date. The City understands that minor changes may occur prior to the event. We ask the applicant to submit all changes immediately, no less than 48 hours prior to the event.

The City reserves the right to cancel, delay, or relocate an event prior to or on the day of the event due to poor weather conditions that may cause excessive damage to City property. City staff recommends the applicant have plans in place to notify participants of changes or cancellations. The City is not responsible for any costs associated with the changes or cancellations.

VISIBILITY

City staff recommends that event organizers be easily identifiable during the event by using safety vests or specific colored shirts so that the event sponsor & volunteers can easily be located

**CITY OF BLAIR
AMPHITHEATER RENTAL APPLICATION**

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit.
For the protection of the City of Blair and its assets, and for the overall success of the event in question, the City of Blair reserves the right to make exceptions to or to impose additional requirements to the policies stated herein based on individual circumstances.

EVENT SPONSOR/APPLICANT/RESPONSIBLE PARTY INFORMATION	
1. NAME:	2. TODAY'S DATE:
3. ADDRESS:	4. EMAIL:
5. CITY:	6. STATE:
	7. ZIP CODE:
8. DAY PHONE:	9. CELL PHONE:
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE:	
11. COMPANY ADDRESS/CITY/STATE/ZIP:	12. COMPANY PHONE:
13. NAME OF ALTERNATE CONTACT PERSON:	14. ALTERNATE'S CELL PHONE:
EVENT INFORMATION	
15. EVENT NAME:	
16. EVENT LOCATION:	
17. ESTIMATED# OF PARTICIPANTS:	18. ESTIMATED# OF SPECTATORS:
19. ACTUAL EVENT DATE(S):	20. ACTUAL EVENT TIME(S):
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S):
23. EVENT TEAR-DOWN DATE(S):	24. EVENT TEAR-DOWN TIME(S):

25. ADDITIONAL DOCUMENTS ATTACHED- check as applicable

- ☐ Checklist
- ☐ Acknowledgement of contact
- ☐ Site plan
- ☐ List of vendors
- ☐ Certificate or proof of liability insurance
- ☐ Proof of Non-Profit Status (if applicable)

26. Please provide a detailed description of the event, using a separate sheet of paper if necessary.

City of Blair
Amphitheater Rental Application

I, the Event Sponsor, agree to indemnify and defend the City of Blair, 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. As applicable, I, or the organization acting as the Event Sponsor, have provided within this application, the required insurance which will cover all losses that may occur at the event, and to, by and between the Event Sponsor and the Volunteers. All Vendors have provided their own insurance, unless otherwise stated. (Per Definitions of Event Sponsor, Vendor, and Volunteer on Pg 2)

I 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 application. Failure to comply with the conditions of the special event application may result in a revocation of current and future applications. I agree to be bound by the above terms as a condition to the issuance of the Special Event Permit.

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) as the Event Sponsor to the terms and conditions herein.

NAME OF APPLICANT

NAME OF ORGANIZATION

SIGNATURE OF APPLICANT

DATE _____

Before submitting your application, please make sure that the following steps have been completed. Have you:

- 0 Signed and dated your application?
- 0 Provided all documents and information as requested in this application?
- 0 Submitted required Certificate(s) of Insurance?

Submit the completed application to:

City of Blair
218 South 16th Street, Blair, NE 68008
Email: cityclerk@blairnebraska.org
Phone: (402) 426-4191

FOR OFFICIAL USE ONLY

Approved by Administration:

City Administrator
Date

Administrative Staff Acceptance _____ Date _____

**City of Blair Amphitheater Rental Application
CHECKLIST**

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See *ACKNOWLEDGEMENT OF CONTACT* (for contact information of applicable City Departments).

<i>NAME OF EVENT</i>		
Reservation of a City Park for event (if Yes, check which one. Possible fees apply.) <input type="checkbox"/> Generations Park Amphitheater	YES	NO
Description of Event:		
Electricity		
Participants in addition to Event Sponsor: Attach <i>LIST OF VENDORS</i> (Pg 12). All must have the required Liability, Insurance. See Pg 2		
Sale of Merchandise, Food, Beverages		
Parking Space(s) blocked on City streets or Lots		
Use of City-Owned Parking Lot		

Alcohol NOT allowed to be served/sold: (Bring Your Own Beverage - BYOB) <ul style="list-style-type: none"> • No glass containers allowed. • Personal serving size(s) only. • Event Sponsor responsible for monitoring underage drinking, waste pickup, providing bathroom facilities, etc. 		
Occupation of City Park after 12:00 Midnight: Requires City Council approval		
Bands or Amplified Music: Bands must finish by 10:00 PM		
Advertising/Promotion of event: Attach detailed plans. <i>Encouraged not to advertise until event approval is granted.</i>		
Powered Equipment: Attach list.		
Spotlights or Lasers: Attach specifications.		

SITE PLAN

Draw a detailed site map, placing all activities, booths, portable toilets, gates, cooking equipment & fences, including the approximate sq. ft. area to be used. Attach additional sheets if necessary.

NAME OF EVENT:

City of Blair Amphitheater Rental Application
LIST OF VENDORS
 (PER DEFINITION ON PAGE 2, for use as applicable)

[illegible]