



# PERMIT TO CONDUCT BUSINESS

Lincoln Parks and Recreation  
3131 "O" Street, Suite 300  
Lincoln, NE 68510  
P: 402-441-7847 | F: 402-441-9249  
parks@lincoln.ne.gov

**APPLICANT NAME:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ORGANIZATION** Name (if any): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position of Applicant with Organization: \_\_\_\_\_

**PARK/FACILITY NAME:** \_\_\_\_\_

Specific Area(s) Requested: \_\_\_\_\_

**DATE(S)** Requested: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

**HOURS REQUESTED:**

Set Up (Start and End Times) \_\_\_\_\_ to \_\_\_\_\_

Event Time (Start and End Times) \_\_\_\_\_ to \_\_\_\_\_

Tear Down (Start and End Times) \_\_\_\_\_ to \_\_\_\_\_

**FEE:** COST IS \$25.00 PER EVENT. *This fee will not be refunded if event is canceled.*

**EVENT INFORMATION:**

Estimated number of persons expected to attend: \_\_\_\_\_

Will the crowd be there all day or come and go? \_\_\_\_\_

How many vehicles are expected? \_\_\_\_\_ Participant Vehicles \_\_\_\_\_ Hosts \_\_\_\_\_

Types of vehicles expected: \_\_\_\_\_

Do you need to temporarily drive or park on the grass?  YES  NO

Are there costs to the participants (entry fees, vending, games' fees, etc.)?  YES  NO

If yes, please explain, including amounts: \_\_\_\_\_

Will there be sales of any kind?  YES  NO

Please list and describe the business activity or sales that you are planning:

List the on-site contact person(s) and cell phone number(s): \_\_\_\_\_

How are you marketing and promoting? \_\_\_\_\_

Will there be sales and distribution of food items?  YES  NO

**QUESTIONS/COMMENTS:** \_\_\_\_\_

**APPLICANT ACKNOWLEDGMENTS:**

The undersigned applicant(s) both personally and on behalf of the organization or members, in consideration of being issued a permit for the use of City park or facility, agree and understand as follows:

- \_\_\_\_\_ **INITIAL** The applicant and its agents members, participants and invitees shall indemnify, defend and hold harmless City, its officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from this application, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission of the applicant, owner, or anyone for whose acts any of them may be liable. This indemnification shall not include damages or injuries to the City, its officers, agents, and employees caused solely by the negligence of the City, its officers, agents and employees. This provision shall termination of the event or use.
  
- \_\_\_\_\_ **INITIAL** The applicant and its agents members, participants and invitees shall fully comply with this application, as well as all applicable statutes, municipal ordinances, rules, and regulations.
  
- \_\_\_\_\_ **INITIAL** Failure to fully comply as set forth therein may result in immediate termination of the event.
  
- \_\_\_\_\_ **INITIAL** The applicant shall, at the time of making application, pay to the Parks and Recreation Department the applicable fees due.
  
- \_\_\_\_\_ **INITIAL** Admission fees, if any, to any event shall be subject to the approval of the Director.
  
- \_\_\_\_\_ **INITIAL** The applicant has submitted this application with the \$25.00 Permit to Conduct Business fee that will not be refunded if the event is canceled.
  
- \_\_\_\_\_ **INITIAL** The applicant shall maintain public liability insurance for the duration of the permit with a minimum combined single limit of \$1,000,000 aggregate for any one occurrence, naming the City as an additional insured. The applicant shall file a certificate of insurance with the Director at the time of making application showing this policy issued by an insurance company authorized to do business in the State of Nebraska.
  
- \_\_\_\_\_ **INITIAL** No alcohol is permitted on park property.
  
- \_\_\_\_\_ **INITIAL** This application shall not be determined as immediate authorization for use of park property or facility. Authorization is given ONLY when the necessary reviews and approval is granted. Applicants will be notified upon approval or denial of this application.

PRINTED NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARKS AND RECREATION DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_