



City of Papillion

Facility Use and Event Permits

On September 2, 2014, the Papillion City Council approved an ordinance that defines an event on City owned property. Below is helpful information on determining what qualifies as an event, the application process to obtain a Facility Use and Event permit, and frequently asked questions.

Facility Use and Event Permits

In Chapter 146 of the Papillion Municipal Code, the City defines an event as the following:

An occasion or activity whereby:

A. More than 100 people are expected to gather; or

B. More than one (1) vendor gathers to conduct business on City-owned property for a set date(s) and time(s) for a period of time not to exceed ten (10) consecutive calendar days; or

C. As administratively determined to be necessary for any specific City-owned property. This may include the following:

- Have an impact on traffic in the City or use a City street
- Use of amplified sound
- Any advertising or sponsorship activities
- Liquor (requires a separate license)
- Tents
- Rented tables and chairs
- Stages
- Walk/run events and routes
- If a fee is collected for any part of your event/class/program

- Specific location reservations i.e. Park Shelters, Walnut Creek, Public Parks etc.
Note: If your event is held in a park, you MUST rent the adjacent park shelter. Checking park shelter rental availability will need to take place prior to approving your event date. Please note that shelter rental fees apply.

(This definition shall exclude occasions or activities and participants in City-sponsored community events and sporting tournaments.)

If administration determines that your request qualifies as an event, you will need to fill out the Facility Use and Event Permit application. All applications must be submitted to the City Clerk a minimum of sixty (60) days prior to the date of the event. Permits are issued on a first come, first served basis.

Application Process

1. Submit a \$250 permit application fee which secures the date for your event. (This fee does not apply to non-profit organizations.)
2. Submit the completed application to the City Clerk no less than sixty (60) days prior to your event.
3. The application will be reviewed by a team of City officials with three potential outcomes:
 - a. Approval
 - b. Tentative approval with further information required
 - c. Denial
4. The City Clerk will contact you with the decision no more than 30 days from the submission of your application.

Frequently Asked Questions

1. When do I need to apply for an event permit?

If you have an event on public property with more than 100 participants, have an impact on traffic in the City, use amplified sound, require the use of advertising or sponsorship for the event, sell or distribute food, goods or merchandise (including classes of any kind), use of liquor, use of tents, use of rented tables and chairs, require a stage, host a charitable event i.e. run/walk, conduct a class or program where fees are charged, require a specific location or City venue reservation you may need a permit. Please contact the City Clerk at 402-597-2021 if you are unsure if your activity qualifies as an event.

2. Whom should I contact about an event permit?

Please contact the City Clerk at 402-597-2021 or cityclerk@papillion.org.

3. What does it cost to obtain a Facility Use and Event Permit?

There is a \$250 application fee. The application fee is only refundable if the applicant cancels the event no less than fourteen (14) days prior to the event date.

4. How do I apply for a permit?

The host company/sponsor should contact the City Clerk to receive an application or download a copy on the City of Papillion website, www.papillion.org, by clicking on the City Clerk's page, then on Licenses & Permits, then Vendors & Solicitors.

5. How do I reserve a date for a potential event?

Applicants shall file with the City Clerk a written sworn application signed by the applicant at least sixty (60) days prior to the date when the intended event is to commence. Only completed applications with the required site map and application documents will be received.

6. When is the application fee due for my event?

At the time the application is formally submitted. Again, the application fee is refundable if the applicant notifies the City Clerk of the event cancellation at least fourteen (14) days prior to the event date.

7. Are there additional fees required for my event?

There may be additional costs incurred in acquiring the necessary permits, certifications, plans, insurance, and any other documentation as required by the City of Papillion, and the State of Nebraska. These expenses are at the sole responsibility and expense of the applicant.

8. What hours may I hold my event?

All activities including set up and tear down must be completed between the hours of 7 a.m. and 11 p.m. Access to the park outside of these hours is subject to approval by the Chief of Police.

9. What if I need to make changes to my original Event permit application?

We understand that changes may occur prior to the event. We ask the applicant to submit all changes immediately to the City Clerk. However, all changes must be submitted at least one (1) day prior to the event.

10. How long will it take to process my permit?

City staff is allowed 30 days to review the application, so please plan accordingly. An approved permit may be revoked if the applicant supplies false or misleading information, fails to complete the application or to supply required information or documents by the time required, demonstrates an inability to comply with terms or conditions specified in the approval, breaches any provisions of the event permit or any rules and regulations required by the City, or violates any applicable laws or ordinances in the period preceding the event and/or during the event.

11. Will I need insurance for my event?

Yes. According to the Papillion Master Fee Schedule, the applicant is required to provide an insurance certificate to the City of Papillion, 122 East Third Street, Papillion, Nebraska

68046. The certificate is required to name the City of Papillion as an additional insured in an amount of \$1,000,000 per occurrence and \$5,000,000 general aggregate. In addition, all food vendors and caterers must provide a copy of their current General Liability Insurance Certificate.

12. How do I obtain the necessary insurance requested?

Your personal insurance agent or broker will work with you to create the certificate of insurance needed for your event.

13. What is your cancellation policy?

All cancellations must be made in writing, no later than fourteen (14) days prior to the event for a full refund.

14. Do you provide rain dates?

No rain dates will be provided for inclement weather. The Recreation or Parks Director reserves the right to cancel or relocate an event due to poor weather conditions. However, you may reapply to have your event at another time.

15. Can I get my money back if we have to cancel our event due to weather or other unforeseeable acts of nature?

No. We are sorry, but the application fee is non-refundable in this case.

16. May we erect a tent and/or hang signs or banners at our event?

You must note on your application if you plan to hang signs or banners at your event. Fastening, stapling, or attaching any rope, sign, banner, flyer, or other object to City of Papillion property, including but not limited to any tree, shrub, or park feature (including existing park signs), without approval expressly provided in the event permit is strictly prohibited. All signage must be removed from City property within four (4) hours of the conclusion of the event. The use of spray chalk or spray paint is prohibited on City property.

To erect a tent, you must receive permission from the Parks Director for appropriate tent locations.

17. Will I have access to water, electricity or other park services during my event?

The City does not provide electricity or water unless agreed upon in advance by the Parks Director. Any other requests for services should be requested in the application.

18. When would a city park shelter rental request require a Facility Use and Event permit application?

Please refer to FAQ question 1.

19. May I host my child's birthday party on a ball field?

No. Ball fields are not permitted for birthday parties.

20. May I have inflatables or mechanical rides at my event?

No. Inflatables and mechanical rides are not permitted.

21. Can I get a permit for exclusive playground rental?

No. Playgrounds are open to the public at all times and are not permitted for events.

22. Can I sell/serve alcohol at my event?

An event may be permitted to allow the sale and/or consumption of alcoholic beverages depending upon the event location and any other applicable regulations. Alcoholic beverages are prohibited on public property without the approval of the Papillion City Council. If the event is not restricted by these prohibitions, a copy of all applicable licenses must be submitted with your application. Events where alcoholic beverages will be sold and/or consumed will not receive approval without submittal of all applicable licenses.

If your event includes the sale and/or consumption of alcoholic beverages, the site plan submitted with your application must show the location where sales and/or consumption will occur. The applicant will be responsible for enforcing any applicable City, County, and State laws governing the sale and consumption of alcoholic beverages. Issuance of a permit by the City of Papillion does not relieve the permit holder of the obligation to comply with all applicable State laws related to alcoholic beverages and, to the extent that any permit is inconsistent with State laws or other lawful regulations, the permit shall be deemed void to the extent it conflicts with such laws or regulations.

23. How do I obtain permission to sell or give away food/beverages at my event?

If food and/or beverages are to be served to the public, it shall be the responsibility of the event organizer to ensure all vendors have the required local, state or federal permits required to dispense said goods.

24. What if groups or individuals are using the park space that I am permitted for when I arrive on my event date?

Make sure you have your permit available. This permit shows that you have permission to use the space for the stated date and time. If you have problems, please contact the Park Director at 402-669-5897 or the Recreation Director at 402-681-5419.

25. Can I reserve athletic areas, such as softball fields, with a City of Papillion Event Permit?

No. Ball fields cannot be reserved by obtaining a permit. All athletic surfaces can only be reserved, if available, by contacting the Recreation Office at 402-597-2028.

26. Are restroom facilities available for my event?

Public restrooms in the parks are open April 1st through October 31st. Depending on the size of your event, it is likely you will need to rent portable restrooms for your event

participants. Those numbers will be determined by City Staff, as well as the appropriate locations for the portable restrooms.

27. Are there any activities that are prohibited on public property and the event permit?

Yes. According to the Facility Use and Event Permit policy, the following items and activities are prohibited on City property:

- Smoking outside of designated areas
- Weapons
- Drugs
- Skateboards
- Inline skates
- Bonfires or open flames other than in enclosed grilling containers.
- Fireworks
- Alcoholic beverages are permitted with a separate permit and approval by City Council.

28. Once I've obtained my permit, how can I get equipment to the site?

Parking or driving on grass or athletic fields is strictly prohibited unless specified in the application and approved by City Staff. If staff and supply vehicles need to be driven to the site to unload equipment or supplies, the Papillion Parks Director will provide directions on appropriate access roads and locations.

29. Can I reserve parking spaces for my event?

Parking provisions are not included in the issuance of any event permit. However, public parking is available at parking lots and on designated streets throughout the city.

30. What amenities will the City of Papillion provide to assist me with my event?

The City of Papillion does NOT provide or rent amenities such as portable toilets, sound systems, stages, tables, chairs, tents or canopies. Some City equipment and City staffing resources are available at the expense of the applicant and all fees for this are listed on the back page of the application. All other event amenities and features shall be the sole expense and risk of the event organizer.

31. Do I need to clean up after my event, or will the City of Papillion Park employees provide maintenance and clean up services?

All applicants are REQUIRED to provide trash removal services and are responsible for cleaning up the site. If dumpsters are requested, they must be placed at locations designated by the Papillion Parks Department.

32. If my event has less than 100 participants and includes an exercise class/boot camp/running group component on City of Papillion property, do I still need a permit?

Yes, as well as all necessary documents and insurance requested in the application.

33. Can other people from the general public come into the area where I'm hosting my event?

Unless expressly provided for in the permit, the event permit does NOT grant the permit holder with any property rights to park property including but not limited to possessory rights, and the right to restrict access and use of any member of the general public on park property.

Questions to Consider Prior to Planning Your Event:

1. Does the event require street closures?
2. Are you planning to serve alcohol at your event? How will the use of alcohol affect the tenor, participant safety and enjoyment of the event as well as security and insurance costs? What are your plans to keep others from bringing in alcoholic beverages and to keep patrons from taking alcoholic beverages out of the event site? Keep in mind that the consumption of alcoholic beverages on public property is prohibited unless permission is granted by the Papillion City Council.
3. What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the genre of music booked? Please note that there are decibel limits to sound amplification and that there are specific times that amplified sound is allowed.
4. Is parking readily available?
5. What other events are planned throughout the City on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary resources?
6. What other local, state and federal agencies may require additional permitting (i.e. liquor, food vendors, etc.)?