



CITY OF
FREMONT
NEBRASKA

EVENT GUIDE & AGREEMENT

For any Event Organized & Advertised that uses City Property or Right-of-Way

Streets, Trails & Parking Lots

The City of Fremont recognizes the tremendous benefits that events bring to a community, so we thank you for choosing Fremont as the site for your event. In order to help organizers requesting to use City of Fremont facilities run a safe and successful event, the following information and application is provided.

Section A: Event Approval Steps

Section B: Event Application

Section C: Insurance Requirements

Section A: Event Approval Steps

Please use the checklist below and contact city staff at (402) 727-2630 with any questions.

Step 1: Review Insurance Requirements in Section C. Any event requiring use of City property or Public Right-of-Way is subject to the event insurance requirement. Contact City of Fremont at (402) 727-2630 for specific information

Step 2: Complete the Event Application and submit to Fremont City Clerk. Submitting form by email is preferred, or in person (address and information are included on the application). Please include the certificate of liability insurance, following instructions in Section C. Note: The application must be received no less than 60 days prior to the scheduled event date.

Step 3: Resubmit application if necessary. City of Fremont staff will communicate any adjustments necessary, for example recommendations for safety, permits required, etc.

Step 4: Sign agreement to place event approval on City Council meeting agenda.

Step 5: Leave City of Fremont property as you found it. In order to avoid fees assessed for City staff clean-up after the event, be sure property is free of trash, signs, etc.

Step 6: No permanent paint is allowed on streets, sidewalks, or other city property. Tape or chalk paint (non-permanent) is allowed to mark routes, but must be removed immediately after the event.

Step 7: Enjoy your event in Fremont under the agreed guidelines!

Thank you for your cooperation and for planning your event in Fremont!

Additional Instructions for Parades:

- 1) Parade routes suggested are Parade Route A or Parade Route B, Located at www.fremontne.gov
- 2) Parade organizers and participants shall not be allowed to throw candy into traveled way of parade. Distribution of candy, brochures, tokens, etc. may be distributed along sidewalk areas by organizers to parade observers.
- 3) Organizers shall assist in placements of barricades/protective warnings where necessary, as required by the Street and Police Departments.

SPECIAL NOTE: If your event will cross any State Highway, it will require approval from Nebraska Department of Transportation (NDOT), prior to processing City approval of the event. Special reader boards or additional barricade costs required will be the responsibility of the organizer. Please contact the Engineering office at (402) 727-2639 for instructions on obtaining NDOT approval no later than 60 days in advance of your event.

Section B: Event Agreement

This application agreement must be filed with the Fremont City Clerk at 400 E. Military Ave,
Fremont, NE at least 60 days prior to the date of the event

Fees may be applicable

Date(s) of Event:		Event Name:	
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Contact Person:		Phone:	
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Address:	
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Email:		Daytime Phone	
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Name of Organization Hosting Event:	
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Type of Event:	
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Example: Running, Biking, Parade, etc. (Held on City Property of Public Right-of-Way)

Will alcohol be served at this event?		Yes		No	If yes, Special Designated License is required.
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Refer to Nebraska Liquor Control Rules and Regulations for Licensing and Fencing Requirements

Please describe activities included in this event:	
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Event Location:	
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Please List any Street or Sidewalk Closures:	
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- Before an event is scheduled on City owned property, it must receive prior City approval
- Street Closures will be reviewed by Staff for adequacy.
- Please attach map of route of any proposed event

Event activities shall end by 12:00 AM.

Event Start Time:	:	AM / PM	Start Time Needed to Set Up & Access Area (if applicable):	:	AM / PM
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Event End Time:	:	AM / PM	Ending Time Needed to Clean up Area (if applicable):	:	AM / PM
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Security:

Special Designated License Events: Any event that serves alcohol security is highly recommended, and in some instances required. At events attended by more than A TOTAL of 150 people over the course of the event which do not involve a sit-down meal served to all attendees simultaneously, there shall be a minimum of one security person for up to A TOTAL of 200 and one more security person for each 200 TOTAL additional people over the course of the event. Security personnel shall have no duties other than maintaining order and enforcing all liquor laws and license conditions including prohibiting minors and intoxicated attendees from consuming or possessing alcohol.

Security personnel shall be certified law enforcement officers or contract with a reputable security company approved by the City.

1. Name of Security Company and phone number _____

2. IF not a security company, names of security personnel and phone numbers

3. Total number of Security personnel working the event _____

If police are called to the event for any reason that is considered by the Chief of Police to be a result of inadequate security, the Chief of Police may refuse to sign any future event permits for the person or institution requesting a special event permit.

Number of anticipated attendees:

I represent that I am authorized to sign the agreement on behalf of the organization hosting this event and, if the event is approved by the City of Fremont, my organization agrees to defend, indemnify, and hold the City of Fremont harmless for any loss or claim of loss related to this event

Authorized Signature for Host Organization

Date

Section C: Insurance

MISCELLANEOUS INSURANCE CATEGORIES

EXAMPLE CERTIFICATE ATTACHED

GENERAL LIABILITY INSURANCE CATEGORY "A"

Minimum \$2,000,000 - to include \$5,000 Medical Expense

City of Fremont named as Additional Insured on a Primary & Non-Contributory basis.

Coverage must include waiver of subrogation in favor of city.*

*Use language on attached example 'CATEGORY A' in "Description of Operations" box.

General Aggregate	\$2,000,000
a. Bodily Injury/Property Damage	\$1,000,000 each occurrence
b. Personal Injury Damage	\$1,000,000 each occurrence
c. Contractual Liability	\$1,000,000 each occurrence
d. Products Liability & Completed Operations	\$1,000,000 each occurrence
e. Auto (unless no vehicles are used)	\$ 1,000,000 each occurrence
f. Fire Damage	\$ 100,000 each occurrence
g. Medical Expense	\$ 5,000 any one person

Examples: Road/Street Activities (Includes Running, Biking, Parades, Festivals, etc.),
Fireworks (may include additional insurance requirements - 1.4 g consumer fireworks),
Farmer's Markets

LIQUOR LIABILITY INSURANCE CATEGORY "B"

Events serving alcohol are required to provide Liquor Liability insurance in the amount of \$1,000,000, in addition to Category "A" requirements above.

City of Fremont named as Additional Insured on a Primary & Non-Contributory basis.*

*Use language on attached example 'CATEGORY B' in "Description of Operations" box.

GENERAL LIABILITY INSURANCE CATEGORY "C"

Minimum \$5,000,000 - to include \$5,000 Medical Expense

City of Fremont named as Additional Insured on a Primary & Non-Contributory basis.

Coverage must include waiver of subrogation in favor of city.*

*Use language on attached 'CATEGORY C' example in "Description of Operations" box.

General Aggregate	\$5,000,000
a. Bodily Injury/Property Damage	\$2,000,000 each occurrence
b. Personal Injury Damage	\$1,000,000 each occurrence
c. Contractual Liability	\$1,000,000 each occurrence
d. Products Liability & Completed Operations	\$1,000,000 each occurrence
e. Auto (unless no vehicles are used)	\$1,000,000 each occurrence
f. Fire Damage	\$ 100,000 each occurrence
g. Medical Expense	\$ 5,000 any one person

Examples: Fireworks (may include additional insurance requirements - 1.3 g display fireworks),
Special/Unusual Hazards, Activities on or crossing State Highways.

The City of Fremont will identify appropriate category for any event not listed above. In no instances will the required Insurance be less than \$2,000,000 with \$5,000 Medical Expense.

