

**CITY OF LA VISTA, NEBRASKA**  
**PERMIT APPLICATION**  
**PARADES, PROCESSIONS AND PUBLIC ASSEMBLIES**

Pursuant to §131.05 of the La Vista Municipal Code no parade or procession shall be allowed upon any street or public way, nor shall any open-air public assembly be held upon any street, public way, or other public place in the City until a permit is obtained. Applications must be submitted no less than 30 calendar days prior to the date of the event.

Type of Event (Please check all that apply)

Parade

Procession

Public Assembly

**PLEASE TYPE OR PRINT CLEARLY**

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**APPLICANT READ**

This permit application is used by the City to evaluate your organization's request for a Public Assembly Permit. Please answer all questions completely and accurately. **Failure to submit the application pursuant to the deadlines contained herein or submission of an incomplete application may result in denial of a permit.**

The City is NOT responsible for determining whether your application is complete at the time of submission.

Date of Event:

From: \_\_\_\_\_ To: \_\_\_\_\_

If Multiple Dates, please list additional dates below.

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Operation

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Event: (Specific Information Required – Attached additional page if necessary)

---

---

---

Location of Event (If Parade/Procession – please list route):

---

---

---

---

Estimated Number of Participants: \_\_\_\_\_  
Maximum Attendance at Any One Time: \_\_\_\_\_

---

### PROPERTY OWNER APPROVAL

Will event be held on property owned by someone other than applicant?  Yes  No

If yes, written authorization from owner is required (please include with application)

---

### TENT(S)

Will any tents or covered structures be used at the event?  Yes  No

If yes, a tent permit is required. There is a fee for each tent/structure (and a drawing of the location and type of cover must be submitted with this application). The Chief Building Inspector must review the structures prior to event.

Please attach a drawing showing location and size specifications.

---

### BARRICADES/FENCING

Will any barricades be required?  Yes  No

If yes, will the City of La Vista be asked to provide such barricades?  Yes  No

If yes, there is a fee for barricades, and the City of La Vista Public Works Director, must be contacted for number required. Please call 402-331-8927 for information.

If barricades are required and the City of La Vista will not provide, please describe barricades to be used.  
(Attach applicable drawing)

---

---

---

Will there be fencing?  Yes  No

If yes, please describe and attach drawing.

---

---

---

---

### FIREWORKS/BONFIRES/ETC.

Will there be any bonfires/fireworks/etc. involved with the event?  Yes  No

If yes, a burn permit is required, and must be approved by the La Vista Fire Chief.

---

### LIQUOR LICENSE

Will alcohol be served at the event?  Yes  No

If yes, a special designated license, issued by the State of Nebraska is required. The application must be reviewed by the City of La Vista Council prior to submission to the State. To obtain a form, go to <http://www.lcc.ne.gov/licensing.html>. Please allow proper time for review by the La Vista City Council (which meet the 1st and 3rd Tuesday of each month) and submission to State (which must be received 10 days before event date). There is a fee to the State and to the City, determined by State Fee and the current City Master Fee Ordinance.

## VENDORS

Will there be vendors/concessions at the event?  Yes  No

There is a fee for each vendor/concession at events. This fee is based on the current Master Fee Ordinance. Collection of this fee is required from applicant and must be submitted prior to event date. A copy of each vendor insurance certificate must be included with application.

### Vendor

### Type of Vending/Concession

(For Additional Vendors – Please attach a separate sheet)

## STREET CLOSURES/PARKING

Will any street closures be required?  Yes  No      Parking Adjustments?  Yes  No

If yes, please list the streets and area of request. (A drawing is required)

---

---

---

## **PORTABLE RESTROOMS**

Will additional toilet facilities be required for the event?  Yes  No

If yes, please describe the number and include a drawing showing location of each facility.

### Number of additional facilities to be provided

List any additional information

---

---

---

Will these facilities be provided by the City of La Vista?  Yes  No

If the City of La Vista will be providing the facilities, the applicant will be required to pay all costs involved, including any costs for use of City employees. An itemized list of costs will be provided to applicant.

---

#### **POLICE/FIRE PERSONNEL**

Will City Police/Fire Personnel be required for event?  Yes  No

If yes, the cost of personnel must be paid by applicant. An itemized list of cost will be provided.

If outside security/safety personnel will be provided, please list information.

---

---

---

---

---

#### **INFORMATION**

**The Chief of Police, will review all permit applications and consider the following prior to making a recommendation to the City Clerk regarding the granting or denial of said permit, any or all of which could be grounds for denial:**

- (1) Whether the conduct of the proposed activity will substantially interrupt the safe and orderly movement of traffic to its route.
- (2) Whether the conduct of the proposed activity will require the diversion of so great a number of police officers of the City as to prevent normal police protection to the City.
- (3) Whether the conduct of the proposed activity will require the diversion of so great a number of ambulances as to prevent normal ambulance service to other portions of the City.
- (4) Whether the concentration of persons, animals and vehicles at parade assembly points or the site of the proposed activity will unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to those assembly areas or sites.
- (5) Whether the conduct of the proposed activity will interfere with the movement of firefighting equipment en route to a fire.
- (6) Whether the conduct of the proposed activity will reasonably likely cause injury to persons or property, provoke disorderly conduct or create a disturbance.
- (7) If a parade or procession whether it is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- (8) Whether the activity is being held for the sole purpose of advertising any product, goods or event and designed to be held purely for private profit.

Recommendation will be made within 10 working days after the filing of the application. If the application is not approved the City Clerk shall mail to the applicant within 12 working days after the date of the application filing, a notice of his/her action stating the reasons for denial.

If the permit is granted, the City of La Vista reserves the right to require the applicant to provide such things as trash receptacles, port-a-johns, drinking water, first aid facilities, an emergency telephone, etc. If it is determined that additional City public safety personnel must be utilized the applicant will be liable for these costs. Applicants will be notified in advance of any additional requirements and/or costs.

Approval of the permit application does not remove or reduce any liability for damages, injury or monetary loss from the event organizers to any person, business or corporation caused by or as a result of this event.

---

### **CERTIFICATION AND RELEASE**

I certify that I have read and understand the "Applicant Read" paragraph on page one of this permit application and that all information, statements, and materials submitted as a part of this Permit Application are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in denial of my permit. I authorize the City and/or its agents, to verify any of this information. I authorize all persons, companies and government authorities to release any information relating to this application and hereby release any said persons, companies and government authorities from any liability for any damage whatsoever for issuing this information.

---

---

Signature of Organization Official

---

Printed Name of Organization Official

---

Title of Organization Official

---

Date

---

Phone Number

**Please include all applicable drawings and any additional information with application**