



City of Columbus Special Event Permit Application

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit. **For the protection of the City of Columbus and its assets, and for the overall success of the event in question, the City of Columbus Special Event Committee 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: Jake Novicki	2. TODAY'S DATE: 3.11.2026	
3. ADDRESS:	4. EMAIL: jacobnovicki@columbusne.us	
5. CITY: Columbus	6. STATE: Nebraska	7. ZIP CODE: 68601
8. DAY PHONE: 402-562-4240	9. CELL PHONE: 531-348-3606	
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE: City of Columbus, NE		
11. COMPANY ADDRESS/CITY/STATE/ZIP: 2500 14th Street, Suite 3 Columbus, NE 68601	12. COMPANY PHONE:	
13. NAME OF ALTERNATE CONTACT PERSON:	14. ALTERNATE'S CELL PHONE:	
EVENT INFORMATION		
15. EVENT NAME: Adult Slow Pitch Softball League		
16. EVENT LOCATION: Gerrard Park - Columbus, NE		
17. ESTIMATED # OF PARTICIPANTS: 25 Teams	18. ESTIMATED # OF SPECTATORS: N/A	
19. ACTUAL EVENT DATE(S): May 19th, 2026	20. ACTUAL EVENT TIME(S): 5pm-10pm	
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S):	
23. EVENT TEAR-DOWN DATE(S): July 9th, 2026	24. EVENT TEAR-DOWN TIME(S):	
25. ADDITIONAL DOCUMENTS ATTACHED – Check as applicable:		
<input checked="" type="checkbox"/> Checklist (Pg 8 – 9) <input checked="" type="checkbox"/> Acknowledgement of Contact (Pg 10) <input type="checkbox"/> Site Plan (Pg 11) <input type="checkbox"/> List of Vendors (Pg 12) <input type="checkbox"/> Street Closure Request Consent Form (Pg 13) <input type="checkbox"/> Certificate(s) or Proof of Liability Insurance (see instructions on Pg 2)		
26. Please provide a detailed description of the event, using a separate sheet of paper if necessary.		
Adult Slow Pitch Softball League that begins Tuesday, May 19th and officially end on Wednesday, July 9th. Men's League is every Tuesday and Co-Ed is every Wednesday during this time frame.		



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APPLICANT ACKNOWLEDGMENT

I, the Event Sponsor, agree to indemnify and defend the City of Columbus, 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 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.

Jake Novicki
NAME OF APPLICANT
Jake Novicki
SIGNATURE OF APPLICANT

Columbus Parks and Recreation
NAME OF ORGANIZATION
3.11.2026
DATE

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

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

Submit the completed application to:
City of Columbus
2500 14th St, Suite 3. PO Box 1677
Columbus, NE 68602
eventpermit@columbusne.us
Phone: (402) 562-4232

FOR OFFICIAL USE ONLY

Approved by Administration:
Betsy Eckhardt
Director of General Services
3/11/2026
Date

Approved by Parks & Recreation (if applicable):

Park and Recreation Director

Date

Approved by Police Department (if applicable):
[Signature]
Chief of Police
3/17/2026
Date

Approved by Public Works (if applicable):

Public Works Director

Date



City of Columbus Special Event Packet CHECKLIST

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See **ACKNOWLEDGEMENT OF CONTACT** (Pg 10) for contact information of applicable City Departments.

NAME OF EVENT Adult Slow Pitch Softball League		
Reservation of a City Park for event (if Yes, check which one. Possible fees apply.) <input type="checkbox"/> Frankfort Square <input type="checkbox"/> Pawnee Park <input type="checkbox"/> Bradshaw Park <input type="checkbox"/> Centennial Park <input checked="" type="checkbox"/> Gerrard Park <input type="checkbox"/> Glur Park <input type="checkbox"/> Wilderness Park <input type="checkbox"/> Sunset Park <input type="checkbox"/> Other small neighborhood park _____ (name of park) <input type="checkbox"/> Public Entertainment District _____ (name of district)	YES X	NO
Description of Event: Adult Slow Pitch Softball League that begins Tuesday, May 19th and officially end on Wednesday, July 9th. Men's League is every Tuesday and Co-Ed is every Wednesday during this time frame.		
Reservation of a shelter within a City Park – fees apply		X
Wedding in a City Park – fee applies		X
Electricity – fees apply, payable at the City Clerk's office		X
Participants in addition to Event Sponsor: Attach LIST OF VENDORS (Pg 12). <u>All must have the required Liability Insurance. See Pg 2</u>		X
Sale of Merchandise, Food, Beverages: Sales on street or parking lot requires Vendor Permit from the Police Department; Sales in City Park requires Concessionaire permit .		X
Parade: Attach requested route		X
Street Usage/Closure: If the event is in the street, street barricades are required. Signatures of affected residents/businesses are required. Use Street Closure Request Consent Form (Pg 13)		X
Neighborhood Block Party		X
Parking Space(s) blocked on City streets or Lots		X
Use of City-Owned Parking Lot		X
Tents: Show setup on Site Plan.		X



	YES	NO
<p>Alcohol served/sold: complete a Special Designated License Application (SDL). Contact City Clerk at (402) 562-4224 to learn about the required timeline of submittals. Additional fees apply, and the license must include local approval by the City Council.</p> <ul style="list-style-type: none"> • Apply at the NE Liquor Control Commission https://lcc.nebraska.gov/special-designated-licenses • Fencing required. NLCC Title 237, Chapter 2, Section 013.03F requires 2 rows of fencing, placed 4' apart, unless waived by the Nebraska Liquor Control Commission. Orange plastic fencing is recommended. • Attach copy of SDL Application to this application. • Must check all ID and use bracelets or hand stamps during the event. 		X
<p>Alcohol NOT served/sold: (Bring Your Own Beverage – BYOB)</p> <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. 	X	
Fencing: Required for alcohol sales, per plan included on approved SDL.		X
Usage of bleachers, picnic tables or trash cans from Parks Department – fees apply		X
Usage of Sound System in Frankfort Square		X
Public Dance: Will require SDL if alcohol is served or sold.		X
Open Fires: Explain in detail		X
Occupation of City Park after 12:00 Midnight: Requires City Council approval		X
Bands or Amplified Music: Noise Ordinance enforced at 11:00 PM		X
Advertising/Promotion of event: Attach detailed plans. <i>Encouraged not to advertise until event approval is granted.</i>		X
Inflatable Devices: Show setup on Site Plan. Must have required <i>additional</i> Liability Insurance.		X
<p>Live animal entertainment including: petting zoos, pony rides, and horse-drawn carriage rides Show setup on Site Plan, & provide clean up and disposal plan. Must have required <i>additional</i> Liability Insurance.</p>		X
Carnival Rides: Show setup on Site Plan.		X
Powered Equipment: Attach list.		X
Spotlights or Lasers: Attach specifications.		X
Race or Competition: Attach detailed map. If street closure will be requested for race route, use Street Closure Request Consent Form (Pg 13)		X
Booths/Structures: Show setup on Site Plan. Attach additional specs as applicable.		X



<p>Public Entertainment District Commons Area – fees apply, must currently hold a liquor license within a designated Public Entertainment District. (Those businesses that are not within the boundary of the Public Entertainment District must apply for an SDL to participate in a Commons Area event.)</p> <ul style="list-style-type: none"> • On the site plan below, label the boundaries of the commons area requested, within a designated public entertainment district. • Provide a copy of current liquor license. • Apply to the NE Liquor Control Commission for a requisite entertainment district liquor license, and provide copy of application. • Follow all requirements set forth in Chapter 53 of the Nebraska Revised Statutes as to entertainment districts. • Upon receipt, provide a copy of entertainment district liquor license received from the NE Liquor Control Commission. • Designate the times, day for the sale and consumption of alcohol within the proposed commons area. (As required by State Statute: Food must be sold at all times which alcohol is being sold) • No glass containers allowed. • Comply with any and all conditions requirements, or restrictions that the City Administration or City Council has imposed on the Entertainment District use. • Must check all ID and use bracelets or hand stamps. • Must provide adequate restroom and waste disposal facilities. 	YES	NO <input checked="" type="checkbox"/>
<p>Other special/unique provision or information pertaining to the event which have not been addressed in this application – Please describe in detail:</p>		



City of Columbus Special Event Packet Acknowledgment of Contact

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. **Prior to submittal of your special event permit application**, 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. If City services are needed for an event, acknowledge below the date, point of contact and method in which you contacted applicable City department/s. *This form should be included with the Special Event Permit Application.*

For Services or Questions including, **Street Closures; Reservation of Frankfort Square; usage of Parking Lots; Parade Routes; Electricity; Insurance; Parking Stall Closure – Please contact Administration:**

Director of General Services, Betsy Eckhardt (email: betsy.eckhardt@columbusne.us)

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Reservation of City Parks (other than Frankfort Square), Concessionaires Permits, Rental of bleachers or picnic tables, usage of extra trash receptacles, usage of sound system in Frankfort Square – Please contact the Park and Recreation Director:**

Park and Recreation Director, Sydney Mroczek 402-562-4234 sydney.mroczek@columbusne.us

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Special Designated Liquor Licenses or special consideration of City Code by the City Council – Please contact the City Clerk's Office:**

402-562-4224 cclerk@columbusne.us

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including, **Traffic Control Materials (barricades, cones) – Please contact the Street Department: 402-562-4253**

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

For Services or Questions including **Safety, Security, Traffic Control Assistance, Vendor/Solicitors permits – Please contact the Columbus Police Department: 402-564-3201**

Date Contacted: _____

Who was Contacted: _____

Method of Contact: Phone Email Personal Visit Other

City of Columbus Special Event Packet



SITE PLAN

Draw a detailed site map, placing all tents, stages, 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:

A large, empty rectangular box with a double-line border, intended for drawing a detailed site map for the event.

