

The City of Lincoln

Date Received \_\_\_\_\_

**REQUEST TO PERMIT: FOR A NON-STREET CLOSURE**

**A copy of this form must be available at the Event!**

Date(s) of Event: \_\_\_\_\_

Please describe below your request for use of City Property.

Description of Event (including participating merchants, vendors, exhibitors and units, etc.)

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Location of Event Property: (Address Parking Space) \_\_\_\_\_

Items occupying parking space: \_\_\_\_\_

Date(s) and time(s) for usage of Property: \_\_\_\_\_

Are licenses needed, if yes, please attach or email \_\_\_\_\_

Picnic tables needed, if yes, how many? \_\_\_\_\_

**Certificate of Liability Insurance for event must be attached to request before approval.**

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**APPROVED: (signatures)**

Police Department: \_\_\_\_\_ Mayor: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Street Department: \_\_\_\_\_

**As soon as all signatures are obtained, you will be contacted at the phone number you provided.**

**All required documents may be attached to this application or emailed to [pbateman@lincolnil.gov](mailto:pbateman@lincolnil.gov)**

*If your special event will be held more than once during this year with the same location and arrangements, you may use the same application with a change in dates.*