

Special

Events



City of
bartlesville
CONNECTED / CREATIVE / VIBRANT



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The City of Bartlesville welcomes and encourages Special Events. Special Events build a sense of community and create an environment that fosters civic pride. A *special event* is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, filming, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, walks, parades, marches and processions and motorcades.

This application must be completed, signed and submitted to the Parks & Recreation Department to process for any required permits and applicable fees. This application is used by multiple departments, which will issue individual permits, if needed. Additional requirements may include: safety/security plan, transportation/traffic control plan, approval of other governments and agencies, waste management plan, parking plan, sound impact plan, and outreach to affected neighborhood groups.

Following submission, applicants may be required to meet with City staff. Complete this application with as much information as possible and staff can assist you from there. **Event sponsors must submit applications at least 45 days prior to the proposed event.**

Check List

Before submitting your application, please include the following (as appropriate):

	Item
	Tent Permit Application (if applicable)
	Approved Food Permit
	Insurance Certificate
	First Aid Plan
	Security Plan
	Traffic Plan (if closing roads or impacting traffic)
	Race Route (if applicable)
	Signed Agreements (MOUs, IGAs, etc.)
	Site Plans, including locations for First Aid, Trash/Recycling Collection, Restrooms, Crowd Control, Tents, Banners and Signs
	Number of City owned barricades, trash cans, and picnic benches requested. (List on site plan)
	Parking Plan
	Communications Plan

Helpful Numbers

Washington County Health Department
918.335.3005

City of Bartlesville (All Departments)
918.338.4282

Washington County Court House
(Alcohol Permits)
918.337.2870

Washington County Fire Department
(Fireworks)
918.338.4091

Incomplete applications will not be accepted for processing and will be returned to the applicant. Please complete all sections legibly.

Introduction

Submitting the Application and Fee

The review and approval process begins when a completed Special Events Application, associated permits, and the non-refundable application fee are submitted to the City's Parks & Recreation Department. Applications and permits along with the application fee must be received no later than forty-five (45) days prior to the actual date of your event and may not be received earlier than one year prior to the event. Keep in mind that submitting an application, permits, and application fee is in no way to be construed as approval or confirmation of your event. In the case of applications being submitted for similar events on the same date, all submissions are reviewed on a first come, first serve basis.

After the Application is Submitted

Upon receipt of your electronic application, permits, and application fee, a representative from the City will contact you. You are encouraged to submit your application 90 days in advance of the planned event to allow adequate time for the review process. Delays may occur if your event requires a special meeting, a special route, or additional clarification. We will make every effort to complete the initial review in a timely fashion. Please do not begin advertising your event until your application is approved and a permit is issued. **Submission of an application does not equate to permit approval.**

Following Application Approval

Approval of your application does not automatically reserve City resources or staff. It is the event organizer's responsibility to coordinate the necessary resources to ensure event success. Due to any unforeseen circumstance, your event could be impacted. Please stay in contact with the City throughout your planning process.

Possible Reasons for Denial of Applications and Permits

The City reserves the right to deny a request for a Special Event Permit for any reason, including, but not limited to:

- The event will disrupt traffic within the city beyond practical solution.
- The event will unreasonably interfere with access of firefighting equipment and fire hydrants, or other first responder needs.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The application, permits and application fee were not properly submitted.
- A reoccurring event that did not leave the site clean, pay for City services, notify surrounding businesses and residences, or in any way disregard the application and permits requirements.
- Anything the City of Bartlesville deems unsafe.
- Estimated attendance and event is too large for the requested venue.
- A reoccurring event that did not leave the site clean, pay for City services, notify surrounding businesses and residences, or in any way disregard the application and permits requirements.

Key Points

Alcohol: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance. Any serving of alcohol on public property requires the appropriate county permits. For events on private property, if alcohol is sold or served, appropriate state permits are required. Note that the required permits vary, depending upon the type of alcohol to be served.

Event Signs: Permits are required for temporary signs and are a separate approval process managed by the Community Development Department. No signs may be affixed to trees, buildings or street fixtures or placed in the City's rights of way. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size and height of each on the application.

Fireworks: Fireworks are not permitted without prior approval from the City of Bartlesville Fire Department. Prior to application submission, you must obtain permission from the Bartlesville Fire Marshal.

Food Vendors: If you plan to have food vendors, permits are required from the Washington County Health Department. Note that these permits must be maintained on site throughout the special event and presented upon request.

Insurance: In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. You must submit proof of insurance with a minimum of \$1,000,000 personal injury and property damage against all claims arising.

Restrooms/Trash/Cleanup: The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

Road Closures and Race Routes: Events that require road closures require City resources.

Security: Events may require the hiring of police officers to provide for security and/or traffic control

Smoking: Smoking is not permitted in or on any public facility.

Tents: Where a tent (over 400 ft²) or similar structure is to be used, the applicant shall comply with the requirements of the fire marshal and demonstrate that the tent is flame resistant by providing a certificate of flame resistance. All tents must have proper weights suited to the size of the tent for each leg. Fire inspections may be scheduled by calling (918) 338-4091.

Traffic and Parking: A complete traffic plan (with parking and shuttle information), must be submitted. Events held on private property should provide parking in private parking areas. A special exception to allow parking within public rights of way may be submitted with the completed application kit for review by the City's Police Department. However, approval will be granted only in cases where an extreme hardship exists.

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan. The Bartlesville Police Department will determine if a more detailed safety and security plan is required. The BPD may also require professional security. You may request service from the BPD Reserve Officers at an additional cost. The application fee is based on the following event categories:

- Basic Events are those that have the least impact on the community.
- Intermediate events are those that are no more than one day, require road closures, are proposed to have fireworks, or amplified music.
- Extended Events include any event that will last more than one day, where alcohol will be served, may require road closures, or are proposed to have fireworks, amplified music or more than 500 attendees.

Event Parking/Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while leaving accessible parking for surrounding business and residents at all times. **The City of Bartlesville may require your event to provide staff on-site or hire an off-duty police officer to ensure compliance with the approved parking plan.**

Road Closure/Event Notification for the Public

If your route or event is approved, as the event organizer, you are responsible for notifying all businesses and residences along the route or event area and providing all equipment and labor to accomplish the closing. Below is a list of required road closure processes that must be submitted to the City. An additional list of public notifications steps may be necessary depending on the details of your event. The permittee is required to furnish or rent from the City all traffic control devices. **(Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications.)**

Road Races and Parades

If you are applying for a road race or parade, two pre-determined routes for 5K races and one route for parades are listed below. Detailed descriptions and maps are attached to this application. Note that some variations of the approved routes are available, but must be submitted, reviewed and approved by the City in advance.

- Downtown 5K Route (6th Street to 20th Street via Jennings Ave and Dewey Ave - 5 km)
- Shawnee 5K Route (8th Street to 19th Street via Shawnee and Pathfinder Parkway - 5 km)
- Downtown Parade Route (Start and finish in Phillips parking lot via Frank Phillips, Osage, 6th St, and Adams)

Required notification process for all events and/or road closures:

- With your completed application, submit a PDF file with event description, road closure description, exact times of closure and a map. Post the same road closure information on your event web site.
- Thirty days prior to event date, e-mail, mail, or hand-deliver road closure description with a map to all businesses and residents along designated route or within affected event area. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.

Submitting Your Permit Application

To complete your application save this file to a location on your computer or server using the following format:

YourEventName_EventMonthName_EventYear.pdf

If technical difficulties prevented you from saving this document, or if you wish to hand-deliver it, you may print this file and hand-deliver it, along with all required information, including your event description, newspaper ad, road closure description, list of business and/or residents notified, and road closure map, to the Park and Recreation Department, 2nd floor, Bartlesville City Hall, 401 S. Johnstone, Bartlesville, OK 74003 between the hours of 9:00 a.m. and 5:00 p.m. most weekdays.

To submit your application electronically:

1. Email your application and supporting documents (site plan, route maps, traffic control plan, etc.) to kdwalker@cityofbartlesville.org
2. Once your application is submitted, a Bartlesville City staff person will contact you via email to discuss your event and any additional requirements, and to set up a meeting with other city staff, if needed.
3. Please wait two business days before inquiring on the status of your application. Inquiries should be directed to **Lisa Beeman, Community Development Director** at lbeeman@cityofbartlesville.org.

Date of Submission: _____

Event Category: _____

Road Closure: _____

Event Summary

Event Title:	
Event Description and Purpose:	
Event Location: (include site name, address, etc.)	
Event Type: (check all that apply)	<input type="checkbox"/> Run/Walk <input type="checkbox"/> Protest/Rally <input type="checkbox"/> Parade/March <input type="checkbox"/> Bike Tour <input type="checkbox"/> Street Fair <input type="checkbox"/> Circus/Carnival <input type="checkbox"/> Film <input type="checkbox"/> Bike Party <input type="checkbox"/> Concert <input type="checkbox"/> Marathon <input type="checkbox"/> Circus/Carnival <input type="checkbox"/> Triathlon <input type="checkbox"/> Other _____
Is a road or driveway closure requested?	
Are you:	<input type="checkbox"/> Serving Alcohol <input type="checkbox"/> Using Fireworks <input type="checkbox"/> Setting up tents over 400 ft ²
Requested Event Date:	First Choice: _____ Second Choice: _____
Times:	Event Start: _____ Set Up Begins: _____ Event End: _____ Clean Up Ends: _____
Is this an annual event? If yes, how many years? Where was the event held in prior years?	
Estimated Attendees:	

Note that completion of this application does not approve your event for this year nor subsequent years.

Contact Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with City Staff for reserving City resources and staffing. For Film, Television and Movie permit applications, the Organization is the production company and the Applicant is the Producer and Production Manager.

Organization/Company Information

Organization Name:	
Contact Name(s):	
Street Address:	
Work Phone:	
Cell Phone:	
Email Address:	

Applicant Information

Organization Name:	
Applicant Contact Name(s):	
Street Address:	
Work Phone:	
Cell Phone:	
Email Address:	

Organization/Company Information

Is this organization a commercial entity?	
Is this organization a nonprofit entity?	<i>If yes, attach copy of IRS 501(c) tax exemption letter.</i>
Are admission, entry or participation fees required?	<i>If yes, provide detailed amounts.</i>
Are vendor or other fees required?	<i>If yes, provide detailed amounts.</i>
Cell Phone:	
Email Address:	
Do you have a co-host(s)?	<i>If yes, provide names and contact information.</i>
If approved, would you like your event posted to the City's online Community Calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide a description of the event as you'd like it to appear on the calendar.</i>

Film, Television and Movie Permit

Local Address of Production Company:	
Location Manager (24 Hour Contact):	
Work and Cell Phones:	<i>Work:</i> <i>Cell:</i>
Email Address:	
Project type (check one)	<input type="checkbox"/> Feature Film <input type="checkbox"/> Documentary <input type="checkbox"/> TV Movie <input type="checkbox"/> Music Video <input type="checkbox"/> Commercial <input type="checkbox"/> Public Service Announcement <input type="checkbox"/> Corporate Video <input type="checkbox"/> TV Series/Pilot <input type="checkbox"/> Other _____
Services Required:	<input type="checkbox"/> City Police <input type="checkbox"/> City Parks <input type="checkbox"/> Fire Department <input type="checkbox"/> Sanitation/Cleanup <input type="checkbox"/> Public Works/Transportation <input type="checkbox"/> Hospitality (hotel/catering) <input type="checkbox"/> Washington County Environmental Health (on site food service) <input type="checkbox"/> Other _____
Have you contacted the Convention & Visitors Bureau for assistance?	

Event Location & Site Plan

Site Map descriptions should be a detailed narrative including a description of activities in the event, such as event entry and exit, water stations, start/finish sites, inflatables, and a time line of your event. Please write this description in the space provided below or attach the description as a PDF.

Routes need to be approved by the City. Surrounding businesses that will be impacted by the event must be notified and proof of notification must be attached to the application no later than 30 days prior to the event. The City of Bartlesville cannot create site maps/routes or traffic plans, but is willing to review them or refer you to a professional event planner.

Note that you must submit two copies of your site plan, including the traffic and parking/shuttle plan (with curb cuts and traffic patterns) with your completed application.

Equipment Requested from the City of Bartlesville (All equipment must be picked up and returned by applicant)	
Equipment	Number Requested
Trash Cans	
Barricades	
Picnic Benches	

Special Planning Items

Will the event require the use of fireworks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide required documentation, including proof of Fire Marshal approval.</i>
Will alcohol be served?	<input type="checkbox"/> Beer <input type="checkbox"/> Beer and Wine <input type="checkbox"/> Alcohol Sales <input type="checkbox"/> Beer, Wine & Spirits <input type="checkbox"/> Free/Host Alcohol <input type="checkbox"/> Host and Sale Alcohol <input type="checkbox"/> Other _____ <i>If yes, provide required documentation, including proof of permit submission.</i>
Will a tent or tents over 400 ft ² be installed?	<i>If yes, provide proof of Fire Marshal approval.</i> Total Number of Tents: _____ Size of Tents: _____
Will this event require signs/banners?	<i>If yes, provide location, size, height and number of signs/banners on your site plan.</i>
Will your event require the closing of any streets or parking lots in the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach a written description and map of all roads to be closed including closure times and methods.</i>
If yes, list any street(s) and parking lots to be closed.	
Will you have food vendors?	<i>If yes, provide proof of permit submission. A copy of the Washington County Health Department's Food Permit can be downloaded from http://www.ok.gov/health2/documents/CPD-Washington-PR.pdf</i>
Do you intend to cook food in the event area?	<i>If yes, specify method.</i> <input type="checkbox"/> Charcoal <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____

Security

Will your event require overnight security?	
Will you require police officers outside of the event time frames listed in this application?	<i>If yes, please explain.</i>
Please describe your security plan, including crowd control, internal security and venue safety.	<i>If needed, you may attach a separate Word document to your application.</i>
If applicable, name of professional security company you plan to hire.	<i>Please contact Bartlesville Police Department to arrange for off-duty officers.</i>
Address of Company:	
Work Phone:	
Cell Phone:	
Email Address:	
Private Patrol Operator License Number:	

Submission

In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a copy of a valid Oklahoma driver's license to:

City of Bartlesville
Parks & Recreation Department
401 S Johnstone Ave
Bartlesville, Oklahoma 74003

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Bartlesville Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Bartlesville.

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Bartlesville Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Applicant Signature

Date

City of Bartlesville staff use only

Police Department:

Fire Department:

Engineering Department:

Public Works Department:

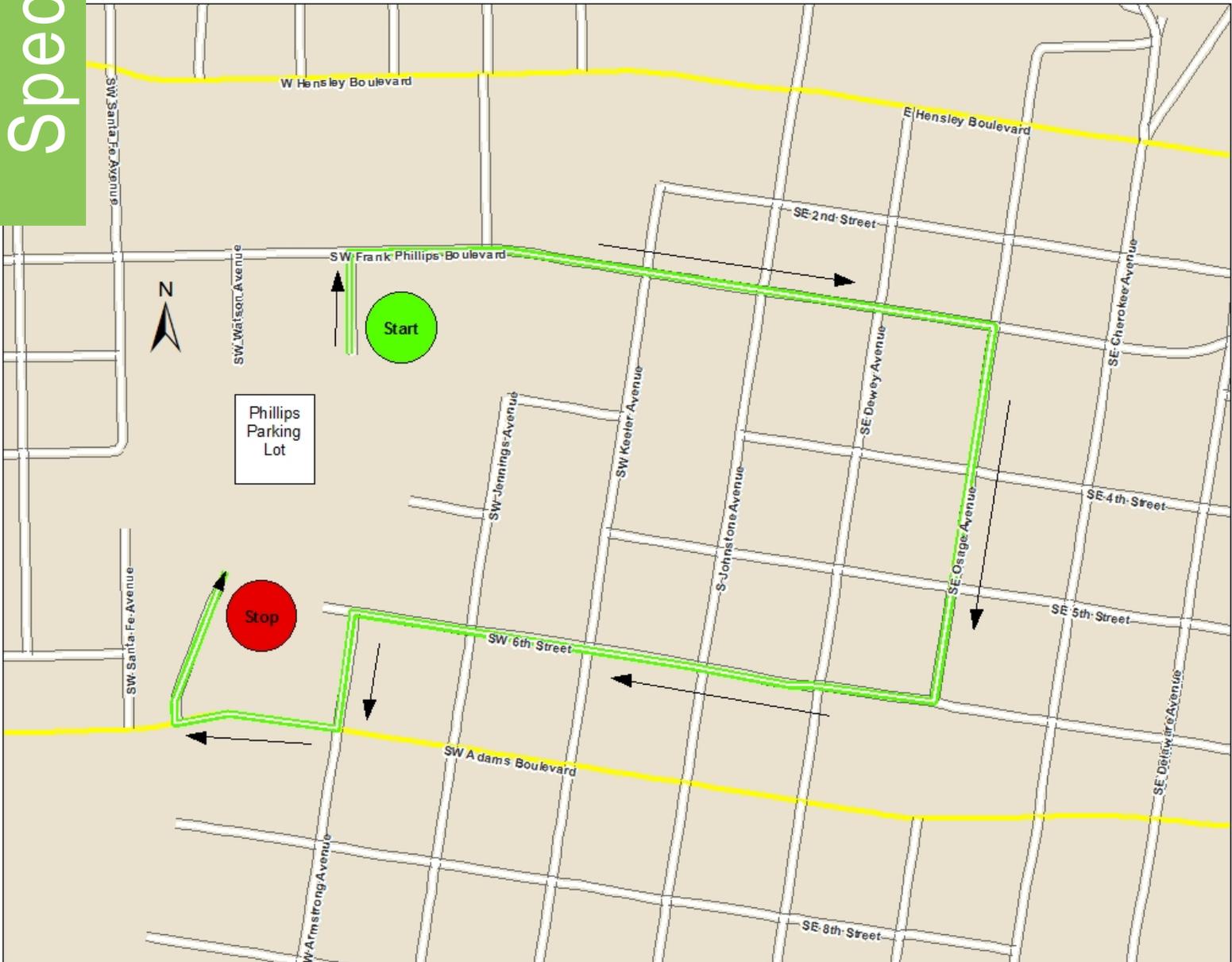
Parks & Recreation Department:

Utilities Department:

Community Development Department:

Authorized Parade Route

Please initial if using his route and attach with application.



Authorized Downtown 5K Route



Please initial if using his route and attach with application.

