BARTLESVILLE POLICE DEPARTMENT
EVENT REQUEST AUTHORIZATION FORM

Date of Event: __________________________  Start Time: ____________  End Time: ____________

Type of Event:

PARADE ☐  RUN (length) ☐  WALK (length) ☐
Parade Routes and 5K Runs have been established (See attached pages)

OTHER TYPE OF EVENT (Describe):

SELECTED ROUTE: Please Indicate the selected route and attach map.
(Description)

Location of Event:

Any person or organization desiring to conduct or manage a parade/event within the city limits of
Bartlesville, Oklahoma, shall submit the following information no less than 60 days prior to the event for
approval by the Bartlesville Police Department. An administrative/application fee shall accompany
this form (see fee schedule below).

Name of person or organization conducting event:

ADDRESS: ____________________________  City/Zip: ____________________________  Phone#: ____________

Contact Person for Event: ____________________________  Email Address: ____________________________

Home Phone#: ____________________________  Work Phone#: ____________________________  Cell Phone#: ____________________________

ADMINISTRATIVE/APPLICATION FEE SCHEDULE

Basic Event- parade or run.................. $125.00  All Day Event..................................... $250.00

Extended Event- Charged by day......... $250.00 per day

MAKE CHECKS PAYABLE TO: BARTLESVILLE POLICE DEPARTMENT

APPLICANTS SIGNATURE: ____________________________  DATE: ____________

APPROVAL OF EVENT AS SUBMITTED

Special Operations Captain or Designee: ____________________________  Date: ____________

NEED FOR MORE INFORMATION

Special Operations Captain or Designee: ____________________________  Date: ____________

ASSIGNED OFFICER IN CHARGE OF EVENT:

Departmental Use Only
Event Authorization Directions

1. Any person or organization desiring to conduct or manage a parade/run/event within the city limits of Bartlesville, Oklahoma, shall submit a completed Event Authorization form **60 days prior to the event** for approval by Bartlesville Police Department staff.

2. Attach route map to the application (**map on pages 3 & 4**).

3. **An administrative/application fee shall accompany the form** (**see fee schedule below**). Make checks payable to Bartlesville Police Department, and note event name and date on the memo line C/O Bartlesville Police Reserves.

   **ADMINISTRATIVE/APPLICATION FEE SCHEDULE**
   
   Basic Event - parade or run....................................................$125
   
   Intermediate Event - all day event ..............................................$250
   
   Extended Event- requiring extended resources; multiple days $250 per day

4. Mail the APPLICATION, ROUTE MAP, and FEE CHECK, no later than **60 days prior to the event** to: Bartlesville Police Department (Care of Bartlesville Police Reserves), 615 S Johnstone, Bartlesville, OK 74003.

5. The Bartlesville Police Department Staff will review the application. You will be notified of approval of the event or the need for more information.

6. Bartlesville Police Department Staff may request to meet with the organization’s contact person to establish event details.

7. Applicants with **questions**, email eagray@cityofbartlesville.org.

Make checks payable to:

Bartlesville Police Department

(Care of Bartlesville Police Reserves)

615 S Johnstone Av.

Bartlesville, OK 74003