



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

NEED FOR MORE INFORMATION

Special Operations Captain or Designee _____ Date _____

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
