# Special Event Application

The City of Bartlesville welcomes and encourages Special Events. A special event is any activity that occurs on 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 openings, certain outdoor business promotional events, bicycle races, runs, walks, parades, marches, processions, and motorcades.

This application must be completed, signed, and submitted to the Community Development 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 <u>at least 45 days prior</u> to the proposed event.**

*Please review the following checklist for any necessary documents needed (if applicable):*

☐ Tent Permit Application
☐ Approved Food Permit
☐ Certificate of Liability Insurance
☐ First Aid Plan
☐ Security Plan
☐ Traffic Plan (if closing roads or impacting traffic)
☐ Race Route
☐ Signed Agreements (MOUs, IGAs, etc.)
☐ Site Plans (including locations for first aid, trash/recycling, restrooms, crowd control, tents, signs/banners)
☐ Number of City-owned Equipment (barricades, trash cans, picnic benches)
☐ Parking Plan
☐ Communications Plan

***Incomplete applications will not be accepted for processing and will be returned to the applicant. Please complete all sections legibly. Completion of this application does <u>not</u> approve your event for this year or subsequent years.***

# Application Process

Applications and permits, along with any necessary fees, must be submitted to the Community Development Department 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, submission of an application does not equate to 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 served basis.

Please do not begin advertising your event until your application is approved and a permit is issued. 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.

Once approved, it is the applicant's responsibility to coordinate necessary event resources to ensure event success. Approval of your application does not automatically reserve City resources or staff. 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 applicable fees 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.

# Key Points

**Alcohol**: If alcohol is to be served or sold, sponsors must have an approved Oklahoma ABLE license, as required for the particular type of event, and must comply with City policy on alcohol service.

**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.

**Fireworks**: Fireworks are not permitted without approval from the City of Bartlesville Fire Department prior to application submission.

**Food Vendors**: Permits are required from the Washington County Health Department for all food vendors. These permits must be maintained on-site throughout the event and presented upon request.

**Insurance**: Prior to issuance of a special event permit, applicants 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. Failure to do so will be arranged by the City at the expense of the applicant.

**Road Closures and Race Routes**: Events that require road closures require City resources. Closure of any major thoroughfare or arterial requires upfront approval from the Bartlesville Police Department.

**Parades**: An authorized downtown parade route is attached to your application. If you wish to use an alternate parade route, the route must be approved by the BPD.

**Security**: Public events involving 500 attendees or more may require the hiring of police officers or certified security personnel to provide for security and/or traffic control. Events that require the closure of a major thoroughfare, arterial, or highway may also require the assistance of police officers or certified security personnel.

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

**Tents**: Applicants shall comply with the requirements of the Fire Marshal for tents over 400 square feet are to be used 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 areas. A special exception to allow parking in public rights-of-way may be submitted for review by the BPD, however, approval will only be granted in cases where extreme hardship exists.

## Submitting Your Application

**Electronically**: Email your application and all supporting documents to madavis@cityofbartlesville.org. Once your application has been submitted, City staff will contact you via email to discuss your event and any additional requirements necessary.

**In Person**: Bring your completed application and all supporting documents to the Community Development Department, 2nd Floor, City Hall, 401 S Johnstone Ave. between the hours of 8:30 a.m. and 4 p.m. Monday thru Friday.

Please wait at least two business days before inquiring on the status of your application. Inquiries should be directed to Melissa Davis by email at madavis@cityofbartlesville.org or by phone at 918-338-4238.

## Important Phone Numbers

Washington County Health Department (food permits) – 918-335-3005

City of Bartlesville (all departments) – 918-338-4232

Washington County Courthouse (alcohol permits) – 918-337-2870

Bartlesville Fire Department (fireworks, tent permits) – 918-338-4091

Special Events

# Event Summary

*For City Use Only*

Date of Submission: _____
Event Category: _____
Road Closure: _____

| | |
|---|---|
| Event Title: | |
| Event Description and Purpose: | |
| Event Location: (include site name, address, etc.) | |
| Event Type: (check all that apply) | ☐ Run/Walk ☐ Protest/Rally ☐ Parade/March ☐ Bike Tour<br>☐ Street Fair ☐ Circus/Carnival ☐ Film ☐ Bike Party<br>☐ Concert ☐ Marathon ☐ Triathlon<br>☐ Other: _____ |
| Requested Event Date: | First Choice: _____<br>Second Choice: _____ |
| Times: | Event Start: _____ Event End: _____<br>Setup Begins: _____ Cleanup Ends: _____ |
| Is this an annual event?<br><br>If yes, how many years? Where was the event held in prior years? | |
| Estimated Attendees: | |
| If approved, would you like your event posted to Visit Bartlesville's online Community Calendar? | ☐ Yes ☐ No<br>*If yes, please provide a description of the event as you'd like it to appear on the calendar.* |

# Applicant Information

| | |
|---|---|
| Organization Name: | |
| Applicant Contact Name: | |
| Street Address: | |
| Work Phone: | |
| Cell Phone: | |
| Email Address: | |
| Is this organization a commercial entity? | |
| Is this organization a nonprofit entity? | *If yes, please attach a copy of your IRS 501 (c) tax exemption letter.* |
| Are admission, entry or participation fees required? | *If yes, please provide detailed amounts.* |
| Are vendor or other fees required? | *If yes, please provide detailed amounts.* |
| Do you have a co-host(s)?<br><br>*If yes, please provide names and contact information.* | |

# Event Location and Site Plan

Site map descriptions should include a detailed description of activities in the event, entry and exit points, water stations, start/finish points, inflatables, event timeline, etc. Please use the space provided below or a separate sheet of paper to write/draw your event description and maps.

Routes must 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 letter no later than 30 days prior to the event.

***NOTE: All equipment requested from the City of Bartlesville must be picked up and returned by the applicant.***

| Equipment | Number Requested |
|---|---|
| Trash Cans | |
| Barricades | |
| Picnic Benches | |

# Special Planning Items

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

# BARTLESVILLE POLICE DEPARTMENT

EVENT REQUEST SECURITY 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:**

**Attach map when possible**

**ADDRESS:**_____

**CITY:**_____

**ZIP:**_____

**NAME OF BUSINESS OR PROPERTY OWNER:**

_____

_____

**Do you feel this event creates significant public safety risk?** YES_____ NO_____

EXPLAIN:_____

_____

_____

_____

Any person or organization desiring to conduct or manage a parade/event within the city limits of Bartlesville, Oklahoma, shall provide security when determined necessary by City Staff. The police department will not provide security detail unless,

1. The organizer of the event wishes to hire off duty police officers through the Fraternal Order of Police (FOP) through the FOP's off duty security liaison. The cost per hour per off duty Officer will be discussed with the FOP's security liaison at the time of contact.
   The FOP off duty security liaison can be reached by contacting Sgt. Ryan Deshields or Corporal Corey Boyd at the following e-mail addresses,
   rldeshields@cityofbartlesville.org or cwboyd@cityofbartlesville.org

Any person or organization has the option of hiring a private security detail for their authorized event. This is encouraged, but must be approved through the police department with a security plan provided when security is determined to be necessary for the event.

## ORGANIZER CONTACT INFORMATION

NAME: _____

ADDRESS: City/Zip Phone#

Contact Person for Event : Email Address:

Home Phone# Work Phone# Cell Phone#

# Event Authorization Directions

- Attach route map to the application.
- Attach a written security plan including number of security personnel that will be on site.
- Name/Address/Telephone of any private security company used and if armed or unarmed.
- The Bartlesville Police Department Staff will review the application. You will be notified of approval of the event or the need for more information.
- Bartlesville Police Department Staff may request to meet with the organization's contact person to establish event details.
- Applicants with **questions,** email jlperdue@cityofbartlesville.org.

# Submission

The applicant is responsible for any costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Application. The applicant must complete, sign, and date this application and submit along with a copy of a valid driver's license to madavis@cityofbartlesville.org. Applications may also be submitted in person to the Community Development Department, 2nd Floor, City Hall, 401 S Johnstone Ave.

> I certify that the information contained in this application is true and correct to the best of my knowledge and believe 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 financial 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 Application, 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

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**CITY OF BARTLESVILLE STAFF USE ONLY**

Police Department:

Fire Department:

Engineering Department:

Public Works Department:

Parks and Recreation Department:

Utilities Department:

Community Development Department:

**ALCOHOL ON CITY PROPERTY APPLICATION**

Event Name: _____

Location Requested (submit one application per location): _____

Date(s) Requested: _____

Time of Event: _____

Hours When Alcohol Will Be Served: _____

Sponsoring Organization/Group: _____

Group Address: _____

Group Representative/Primary Contact Person: _____

Telephone: (Personal): _____ (Business): _____

Email: _____

Will there be a charge for drinks? ☐ Yes ☐ No

Type of alcohol to be served or sold? _____

Estimated Number of Attendees: _____

Please list specific food to be served during this event: _____

By signing below, I, and/or my organization, certify that I/we will:

1. Require proof that all persons served are 21 years of age or older.
2. Be personally responsible that underage persons will not obtain alcoholic beverages and that service will be immediately halted to persons under the influence of alcohol.
3. Defend, indemnify, and hold harmless the City of Bartlesville, its employees, and agents for all liability claims arising out of this event.
4. Provide, prior to the start of the event, a valid Certificate of Insurance of liability insurance coverage with liquor liability naming the City of Bartlesville as an additional insured in the amount of $1,000,000.
5. Be personally responsible for any repairs necessary as a result of the event.
6. Comply with the City of Bartlesville Municipal Police (dated May 10, 2022) concerning the distribution of alcoholic beverages on Downtown City rights-of-way and Bill Doenges Memorial Stadium, as well as all applicable Federal, State, County, and City laws, regulations, and policies concerning the distribution of alcoholic beverages.

**X**_____ **X**_____

Signature of Organization Agent/Individual Date

**NOTE: THIS EXECUTED DOCUMENT SHALL SERVE AS A PERMIT FOR THE SALE AND/OR DISTRIBUTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY.**

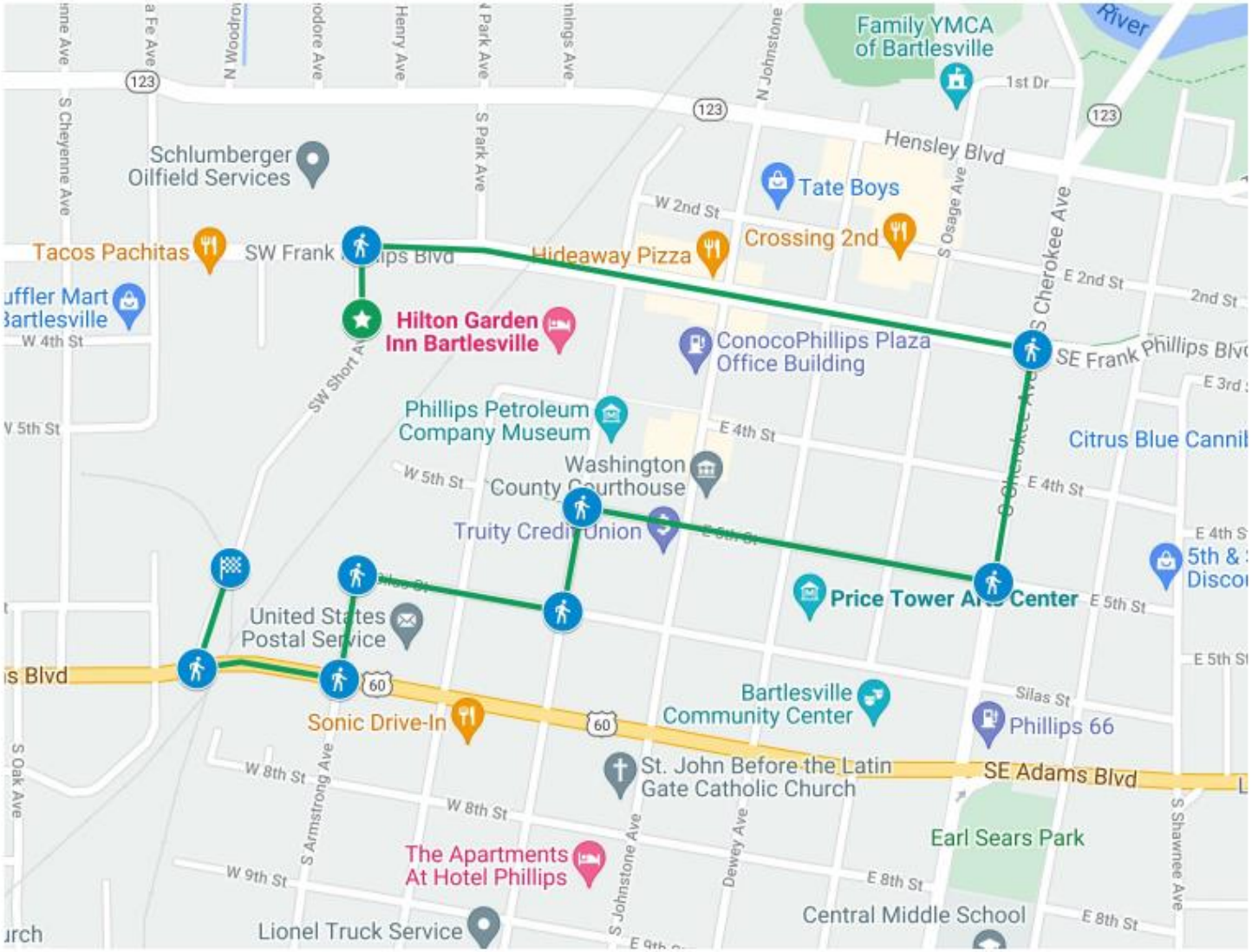
**FOR CITY STAFF USE:**

☐ Approved ☐ Denied ☐ Rental Fee: _____ ☐ Insurance Policy Received ☐ ABLE Permit Received

## Authorized Parade Route

Directions from Parade Start to Parade End

- Parade Start - SW Short Ave.
- SW Frank Phillips Blvd.
- Corner of SE Frank Phillips Blvd. and S Cherokee Ave.
- Corner of S Cherokee Ave. and E 5th St.
- Corner of W 5th St. and SW Keeler Ave.
- Corner of SW Keeler Ave. and Silas St.
- Corner of Silas St. and S Armstrong Ave.
- Corner of SW Armstrong Ave. and SW Adams Blvd.
- Corner of SW Adams Blvd. and SW Short Ave.
- Parade End
- Parade Route




Parade Route Revised Dec. 2021