



The City of Anadarko

501 W. Virginia, Anadarko, OK 73005-405.247.2483

www.cityofanadarko.org

Special Event Permit Application

Type of Permit Requested

Date: _____

Application, contents. Application to conduct a special event shall be made to the city manager or his/her designee, in writing no later than thirty (30) days before the event, by the person or persons in charge or responsible therefore. The application shall set forth, at a minimum the following information.

Broadcast Permit: _____

Block Party & Public Assembly Permit: _____

Requestor's Name (Organization, Group or Person's): _____

Address: _____

Primary Contact #: _____ Secondary Contact #: _____

Email Address: _____ Fax #: _____

Event Name: _____

Event Location: _____

Event Date: _____

Event Start Time: _____ Event Termination Time: _____

List specific assembly and dispersal locations, the specific route and the plans, if any, for disassembly and dispersal:

Estimated number of people attend the special event: _____

The number of participating event staff to be provided: _____

A complete description of the event or activity for which a permit is requested:

The method of notifying participants of the terms & conditions of the special event: _____

List of Event Subcategories:

Will music be provided, either live or recorded? ____ Yes ____ No

List the number, types, and locations of all loudspeakers and/or amplifying devices to be used at the event:

Will food or beverages be served at the event? ____ Yes ____ No

Provide a plan for restroom based upon the estimated attendance. _____

Initial Below to confirm compliance to Section 7-1-2F, Chapter 1, Title 7 of the Anadarko City Code:

_____ Certify that all food vendors are properly licensed by the appropriate regulatory agency.

_____ Assurance that the applicant will make provisions for adequate police presence, if any, and that the applicant will conform to necessary fire prevention, building code, public works requirements, and/or any other city/county/state rules, regulations and guidelines. The level of police presence shall be determined by the police department. The city reserves the right to deny any permit based on the applicant's failure to meet any of the provisions listed above.

_____ Assurance that the applicant will make provision for garbage and litter cleanup associated with the special event during and after the special event in the specified area. The assurance shall also include the posting of a performance bond in the amount hereinafter provided, which bond shall be forfeited to the city if the cleanup is not adequate. Adequacy of the cleanup effort will be assessed by the city manager or his/her designee.

_____ Assurance that the applicant will cause all booths, stands, signs and any other movable fixtures pertaining to the event to be removed immediately after the special event.

_____ Assurance that the special event will be conducted for a lawful purpose.

_____ A provision whereby the applicant shall agree to indemnify and hold harmless the city, its servants, agents and employees, for all claims caused by or arising out of the activities permitted.

_____ As determined by the city, the applicant shall provide an appropriate policy of insurance to protect the city from liability that may result from the special event.

_____ Such other information as the city may deem necessary in order to provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare.

_____ The city may grant permission to the sponsor of an event in a public right-of-way to charge an admission fee for attendance at the event. Consideration and granting of such permission shall be based upon the location and duration of the event, its impact upon traffic circulation, provisions for emergency access and crowd safety and control, the frequency of event at the location, and other appropriate factors.

_____ Certify that the information provided on the application is true and factual.

Compliance Guidelines

Posting of permit—All permits required by this article shall be posted in a conspicuous location at the site on which the special event or activity will occur. Upon the request of any police officer or code compliance officer of the city, the owner, lessee of the property or other representative of the special event shall produce such permit for inspection.

Designated person required—The person designated in the permit application required in this section as being the person in charge of the event or activity for which the permit is sought must remain at the location of the event or activity during the entire time stated in the permit for which the event or activity is authorized.

Surrender of permit upon demand—It shall be unlawful and a violation of this section for the person designated in the permit application as being in charge of the event for which a permit is sought to fail or refuse to surrender the permit, on demand, to any state, county, or municipal police officer.

Permit Fees—There shall be no fees charged for the issuance of this permit, however, all individual vendor fees shall be collected as outlined in other titles and section of the City Code. A deposit may be required for the assurance of clean-up after the event as determine by the City Manager based upon the size of the area. The deposit can be refunded after inspection by the City Manager or his designee. All fees for utilities usage and the estimated cost associated by each department shall be paid in advance.

Permits may be issued to persons or organizations, and a planned event is permitted only after city review and approval of the street closure, a traffic control plan, and payment of all costs anticipated to be incurred by the city. The City Manager may waive the fees if they determine the event is held for the benefit of the community and open free to the general public.

Property Owner's Signature authorizing use of the property for the event: _____

Permittee designated as the person in charge of the event: _____

City Manager or Designee approval of event: _____