

City of Davis



Special Event Permit Application

Date: _____

Permit # _____

This application is to be completed by the person or organization wishing to hold the special event. Completed Special Events Permit applications must be received by the City Clerk no later than sixty (60) days prior to the event start date.

The City will distribute, for review, copies of your Permit Application to all City Departments affected by your event. You may be contacted individually by these departments, if they have specific questions or concerns about your event. You will be notified if your event requires any additional information, permits, licenses, or certificates.

Date of Event: _____ **Time:** _____ am/pm through **Date:** _____ **Time:** _____ am/pm

GENERAL EVENT INFORMATION

_____ Applicant Name	_____ Name of Organization	_____ Address	_____ Phone Number
_____ Alternate Contact	_____ Name of Organization	_____ Address	_____ Phone Number

Exact address and location of event

PLEASE ATTACH A DETAILED MAP OF THE AREA/LOCATION OF THE SPECIAL EVENT. The map must show the locations of the following items, if applicable. Please check all that apply.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Emergency Access Points | <input type="checkbox"/> Event headquarters |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> First Aid Tent | <input type="checkbox"/> Parking Areas | <input type="checkbox"/> Public Entry Points |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Security Tent | <input type="checkbox"/> Sign/banner placement | <input type="checkbox"/> Food Handlers |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Trash Receptacles | <input type="checkbox"/> Vendor Booths/ Tents | <input type="checkbox"/> Firework Display |
| <input type="checkbox"/> Generators/Electrical Supply | <input type="checkbox"/> Stages/Production Area | <input type="checkbox"/> Other Pertinent Info | |

This event will be:

_____ Parade _____ Festival _____ Carnival _____ Walk/Run _____ Concert
_____ Competition _____ Film/Video Production _____ For Profit _____ Non-Profit
_____ Other - _____

Nature of Event

Expected number of people and/or vehicles involved: People _____ Vehicles _____

Is this a public event? _____ Yes _____ No Is there an admission fee? _____

Will there be music at this event? _____ Yes _____ No

Will there be live entertainment, or loud speakers used? _____ Yes _____ No If yes, indicate location on map.

Event organizer must obtain health permits from all food handlers. If alcoholic beverages will be sold at the event, a beverage garden permit must be obtained. You must present all required licenses prior to permit approval.

Will there be any street closures? _____ Yes _____ No If so, list streets and close and open times. All Affected residents and businesses must concur with the closing.

Street: _____ Closed Date: _____ Time: _____

Street: _____ Closed Date: _____ Time: _____

Street: _____ Closed Date: _____ Time: _____

Please describe the parking arrangements (if needed) and indicate on map:

Will your event require portable restroom facilities? _____ Yes _____ No If yes, indicate location on map.

Will you need barricades? _____ Yes _____ No If so, how many? _____

All barricaded entries and exits need to be manned by assigned personnel 21 years or older.

Depending upon event and expected attendance, security may be required at the expense of the event organizer.

Depending on nature of the event and any pyrotechnics or open flames, fire protection may be required at the expense of the event organizer.

Depending upon type and size of event, a first aid station on-site may be required at the expense of the event organizer.

If public services will be required, applicant will need to make necessary arrangements with the proper department after department signature is obtained. Services may be provided at the expense of the event organizer.

OTHER CITY DEPARTMENT REQUIREMENTS (if any):

Police (additional fees may apply):

Fire (additional fees may apply):

Public Works (additional fees may apply):

Parks and Recreation/Public Facilities (additional fees may apply):

INSURANCE INFORMATION

An applicant shall maintain in full force and effect during the full period of the event, public liability insurance in an amount sufficient to cover potential claims for any bodily injury, death, or disability and for property damage, which may arise from or be related to the special event. The insurance policy shall name the City of Davis as an additional insured; apply as primary insurance regardless of any insurance which the City of Davis may carry; and obligate the insurance company to give notice to the authorizing official at least thirty days before any cancellation of the policy. The authorizing official may establish the amount of such insurance, subject to review or reconsideration. The proof of insurance must be provided prior to allowing the special event to take place. This section does NOT apply to governmental bodies applying for a permit.

Insurance Company:

Type/Risk:

Amount:

Policy Number:

SIGNATURE

The information provided in this application and its attachments is complete and accurate to the best of my knowledge. I understand that I am under a continuing obligation to update any information supplied, and/or supply any new information as it becomes available.

Signature of Authorized Agent: _____ Date: _____

Permit Fee: \$150.00 Paid by: _____ Receipt #: _____

Event: _____ **Event Date:** _____

APPROVAL:

City Clerk _____ Date: _____

Chief of Police _____ Date: _____

Fire Chief _____ Date: _____

Public Works Manager _____ Date: _____

Parks & Recs Manager _____ Date: _____

City Manager _____ Date: _____

Please submit your completed application to the City of Davis, City Clerk, 227 E Main St, Davis, OK 73030.

If you have additional questions, please call (580) 369-3333.