

**Special Event Permit Application**

Special Event office, City of Wagoner• 231 Church Street •Wagoner, OK

Phone: 918- 485-2554 E-Mail: cityplanner@wagonerok.org

**Application must be filed** with the special event office**- 45 days prior to the event**

**Section 1- Applicant Information**

Name of Applicant (who will be on site during the actual event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip \_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_

E- Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporation/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profit \_\_\_\_\_\_ Non-Profit \_\_\_\_\_\_\_ Fundraiser/Cause \_\_\_\_\_\_\_\_

**Section 2- Event Information**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Set-Up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

Tear Down Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

Estimated Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual event \_\_\_\_\_\_\_\_\_ New event \_\_\_\_\_\_\_\_\_\_

**Section 3: Event Location- Facilities requested**

Park \_\_\_\_\_\_\_\_ Sidewalk: \_\_\_\_\_\_\_\_\_ Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking Lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Building/facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signed permission from property owner must be submitted with the event application. Certain codes /ordinances may still apply).

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**Type of Event:**

Concert: \_\_\_ Run/Walk/Race: \_\_\_\_\_\_ Festival: \_\_\_\_\_\_\_Parade: \_\_\_\_\_\_\_\_\_

Carnival/Fair: \_\_\_\_\_\_\_\_\_\_\_ Fireworks: \_\_\_\_\_\_\_\_\_Cook-off: \_\_\_\_\_\_\_\_\_\_\_\_

Car/Motorcycle Show: \_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a rain date possible? \_\_\_\_\_\_Yes \_\_\_\_\_\_No If yes what date/time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date is subject to availability.

**Section 4: Brief Event Description:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Event Sponsors**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Site Map**

Please attach a site map/sketch of event. This is crucial for city services: including but not limited to: traffic/fire/police/electrical/water/street departments. ***A final site plan must be submitted ten days before the event.***

**Section 7: Concessionaires/Food Vendors:**

Will your event include food concessionaries (trailers/and or food trucks Yes \_\_\_\_ No\_\_\_\_

Will they require electricity? Yes\_\_\_\_ No \_\_\_\_\_\_

50 amp \_\_\_\_\_ 30amp\_\_\_\_ 110 service\_\_\_\_\_\_\_ Vendor will use hush power generators? \_\_\_\_\_\_

Vendor will have regular generators (noise) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will they require water? Yes\_\_\_\_ No\_\_\_\_

Cook-offs: Will participants use Electric\_\_\_\_\_\_ Gas \_\_\_\_\_\_ Charcoal \_\_\_\_\_ Other \_\_\_\_\_\_

Concessionaries are required to have holding tank or will need to provide gray water boxes

Please note- You are responsible for contacting Wagoner County Health Department for state/county/city health safety regulations and requirements.

**Section 8: Alcoholic Beverages**

Will alcoholic beverages be sold at your event? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

Will alcoholic beverages be given away at your event? Yes \_\_\_\_\_ No\_\_\_\_\_\_

Please note- You are responsible for contacting the Able Commission, state, county and city for licensing requirements. A copy of licenses must be on file with special event office before your event.

Do you have a plan to ensure the safe sale and or distribution of alcohol?

Please include with your site plan.

**Section 9: Other Vendors**

Will there be any other vendors selling services/goods. Yes \_\_\_\_\_ No \_\_\_\_\_\_

Will they require water Yes\_\_\_\_\_ No \_\_\_\_\_\_ Will they require electricity? Yes \_\_\_\_\_ No\_\_\_\_\_

Will there be any inflatables, games, rides or any other vendors that might present a unique liability issue or need something critical to their operations. \_\_\_\_No \_\_\_\_Yes

Please describe.

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**Section 10: Insurance:**

The City of Wagoner requires a certificate of insurance with the City of Wagoner named as an additional insured. City of Wagoner ● 231 Church Street● Wagoner, OK 74467. City requires a minimum of One million dollars for liability.

**Section 11: Emergency Plans**

Every event differs based on the activities involved. The list below identifies the most common risks that can occur at events. Once possible risks are identified we suggest you establish an emergency plan.

This plan can then be reviewed by Special events office, Police, Fire and Emergency Services (ambulance-first aid) etc; for final approval.

Will you need a dedicated emergency unit on site during your event? \_\_\_\_Yes \_\_\_\_No

If so what hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If a dedicated unit is needed a fee may apply).

Inclement Weather ● Fire ● Accident - ● Lost Child ● Loss of utilities ● Crowd Control

Medical – First Aid ● Communications malfunction ● Intruder ● Lost & Found ● Headquarters ●Handicap Services

**Section 12: Security**

Are you planning for on-site security Yes\_\_\_\_ No \_\_\_\_\_

If yes please describe your plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they include Uniformed\_\_\_\_\_ Armed \_\_\_\_\_\_\_\_\_\_ Unarmed\_\_\_\_\_\_\_   
  
Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_

(All security plans must be pre-approved by Wagoner Police Chief)

Wagoner Police Officers assistance requested- Yes\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_(must be approved by Wagoner Police Chief)

**Section 13: Other**

Will you be utilizing tents? Yes\_\_\_\_ No\_\_\_\_\_ Please note- stakes can’t be driven into concrete, asphalt or brick surfaces. Tents will need to be secured with water barrels or tent weights.

Is electricity needed? Yes\_\_\_ No\_\_\_\_ Amps needed \_\_\_\_\_\_\_\_\_\_\_

Will you have live music/stages? Yes \_\_\_\_ No\_\_\_\_\_

What are your electric needs for sound system / lighting etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you plan on providing Portable Restrooms? Yes\_\_\_\_\_ No \_\_\_\_\_\_

Do you plan on providing roll-offs/dumpsters? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

If not-what are your plans for trash removal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barricades: The number needed (based on final site plan)? \_\_\_\_\_\_\_\_\_\_(number needed may require outside rental).

Will transportation/shuttle services be needed for your event \_\_\_\_\_\_Yes \_\_\_\_\_No

Will you be utilizing banners at the event site or around the City? Yes\_\_\_\_ No\_\_\_\_\_\_

Will you need additional handicap parking \_\_\_\_\_Yes \_\_\_\_No How many spaces \_\_\_\_\_\_\_\_\_

Fireworks: Fire Chief must be contacted before planning begins

The City of Wagoner is tobacco/vape free.

Do you plan to have healthy eating options at your event? \_\_\_\_Yes \_\_\_\_\_No

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The State of Oklahoma requires a special event permit for sales tax purposes. Please include a copy of permit with your application.

**Section 14: Street Closings**

What streets are you requesting to close? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a traffic diversion plan? Please include with street closing map

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are pleased that you have chosen Wagoner to host your special event. We are committed to making the application process as efficient as possible. If you have any questions or concerns please contact the special event office asap.

**Section 15- Certification**

*I certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application, intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the City of Wagoner and its respective officers, agents, employees and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. All the above applies in case of inclement weather.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature

Printed Name (Applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City of Wagoner Staff Use Only\***

Mayor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Police Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Park & Recreation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Planning/Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Events Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electric Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*All departments must review before the application can be approved**

**Check List**

**Before submitting event application- please include all that apply to your event**

**Site Plan• Insurance Certificate• Emergency Plan/Security Information•**