

City of Norman, Oklahoma

Special Event Permit Application

This application is to be completed by the person or organization wishing to hold the special event. It must be submitted to the Norman City Clerk's Office at least 90 days prior to the date of the event. Upon processing your application, you will be contacted by a representative of the City of Norman in order to discuss the required permits necessary in order to hold your event.

If you need additional room to fill out this application, please attached a separate sheet with the necessary additional information.

Date of Application: _____

GENERAL EVENT INFORMATION

- Please attach a detailed map of the area/location of the special event. Please provide the original map and four copies. The map must show the locations of the following items, if applicable. Please check all that apply.

<input type="checkbox"/> Beer Sales Locations	<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 Tents
<input type="checkbox"/> Parking Areas	<input type="checkbox"/> Public Entry Points	<input type="checkbox"/> Restrooms
<input type="checkbox"/> Security Tent(s)	<input type="checkbox"/> Sign/Banner Placement	<input type="checkbox"/> Stages/Production Areas
<input type="checkbox"/> Street Closures	<input type="checkbox"/> Trash receptacles/Recyclables	<input type="checkbox"/> Vendor Booths/Tents
<input type="checkbox"/> Emergency Access Points (including a 16' unobstructed fire lane)	<input type="checkbox"/> Other Pertinent Details	

- Proposed Date(s) of Event: _____

- Proposed Name of Event: _____

- Type of Event: _____

<input type="checkbox"/> For Profit	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Carnival
<input type="checkbox"/> Competition	<input type="checkbox"/> Concert	<input type="checkbox"/> Farmers Market
<input type="checkbox"/> Festival	<input type="checkbox"/> Parade	<input type="checkbox"/> Rally/Demonstration
<input type="checkbox"/> Walk/Run Footrace	<input type="checkbox"/> Other _____	

- Event Location/Address: _____

(For event sponsors seeking licensing to sell alcohol, the Department of Public Works will issue an address to the special event.)

6. Event Duration:

a. Site Preparation:

i. Start Time: _____ End Time: _____

b. DAY ONE

i. Start Time: _____ End Time: _____

c. DAY TWO

i. Start Time: _____ End Time: _____

d. DAY THREE

i. Start Time: _____ End Time: _____

e. Dismantling/Clean Up

i. Start Time: _____ End Time: _____

7. Have you met to discuss your event with the affected persons in the area surrounding the event? If so, briefly describe the communication.

EVENT SPECIFICS

1. Estimated Attendance: _____

2. Number of Support Persons: _____

3. Security Information:

It is the responsibility of an event producer to provide adequate security for an event and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control. Security personnel must meet the requirements of the Norman Police Department.

a. Number of Security Personnel: _____

- b. Security Firm Contact Information: _____

- c. Are City Police needed? _____

- d. Other Security measures, if any: _____

4. Will stage(s) be set up? _____
a. What will the dimensions of the stage(s) be? _____

5. Will you be using electricity? _____
6. Will tent(s) be set up? _____
a. What will the dimensions of the tent(s) be? _____

7. Will there be vendors? _____

a. How many vendors do you estimate? _____
b. How many food vendors do you estimate? _____
c. Please provide a list of sales tax permit numbers for each vendor and Health Department permit numbers, if applicable, if they are food vendors. Out of state vendors will be reviewed on an individual basis.
8. What first aid facilities will you provide? _____

a. What ambulance service will be used? _____

b. What medical personnel will be on site? _____

c. Please be sure to indicate the proposed locations of the first aid stations on your site map.

9. How will trash issues be handled?

NOTE: Failure to clean up trash and debris within 24 hours from the end of the event or prior to reopening of the street, whichever is sooner, will result in the City of Norman providing clean up and the event sponsor will be charged all costs incurred.

a. Trash and Recycling Contact Person: _____

i. Phone: _____

ii. Email: _____

b. Briefly describe your plan for trash and recycling removal and cleanup:

CONTACT INFORMATION

1. Event Coordinators/Contact Persons: _____

2. Contact Information:

Phone Number: _____

Email Address: _____

Address: _____

Fax Number: _____

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 Norman as an additional insured; apply as primary insurance regardless of any insurance which the City of Norman 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 (i.e., the University of Oklahoma).

- 1. Insurance Company: _____
- 2. Type/Risk: _____
- 3. Amount: _____
- 4. 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: _____
