

**CITY OF BETHANY, OKLAHOMA**  
**SPECIAL EVENTS REQUEST—USE OF PUBLIC FACILITIES, PARKS, STREETS**

**Purpose:** This form will be completed and submitted to the City of Bethany by any organization/group that is wishing to use public facilities, public streets, or public parks for public and private events. *Please see attached information sheet for specific rules and regulations.*

**Event:** Reoccurring  One-time  Event Name:

<b>A. Name of Individuals and or Organization(s)</b>	Organization	
	Applicant's Name	
<b>Phone Numbers:</b>	Mailing Address:	
	Cell:	
Other:	Email Address	

**B. Description of Event:** Include **estimate of crowd size**, types of activities, ages of participants/spectators, whether animals and/or vehicles are included, etc. *The applicant agrees to provide this and all other relevant information to the City to permit coordination with applicable City departments in order to assure the safe conduct of the event.*

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**C. Area or Facility to be Used:** Attach a map or detailed description (see page 3) to indicate street closures and parade routes, if applicable. *If substantial traffic disruption is anticipated, the Applicant agrees to pay for a newspaper notice informing the public of the street closure, the date and time of the closure, and alternative routes if applicable.*

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**D. Date and Time of Use:** *Submit this form at least 30 days prior to the requested use date.*

**E. Liability/Event Insurance:** (must be attached) *Applicant shall provide actual Proof of Insurance for general liability policy effective for the dates described in section D above for the event described in section B above. The level of insurance will be commensurate with the size of the event, to be determined by the City. The minimum amount of coverage is \$1 million.*

**F. Other Needs and Considerations:** List special requirements for preparation, conduct, or clean up of the event. See page 3 or attach separate sheet. *Applicant agrees to clean-up the area after the event, including the picking up of all litter, trash, and loose debris.*

**G. Event Components, Activities, and Forms** (check all that apply) *This indicates items that the applicant will be adding to the area.*

<input type="checkbox"/> Amplified Sound Will be Used	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Signs and banners
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Trash Containers & Cleanup	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Security and Public Safety
<input type="checkbox"/> Parades	<input type="checkbox"/> Road Closures Request	<input type="checkbox"/> On-site Cooking Facilities	<input type="checkbox"/> Entertainment Stage
<input type="checkbox"/> Inflatables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**H. Certification:** I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and behalf. I agree to comply with all Statutes, County and City Ordinances, and the general instructions stated in this application and the special conditions issued by the City in connection with the approval of the special event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will, jointly and severally, defend, indemnify, save and hold harmless the City of Bethany, Trusts of which City of Bethany is beneficiary and agents, servants and employees of these entities from any and all claims, lawsuits, judgments, and liabilities, for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the special event permit and performance of the special event application by applicant, the organization represented by the Applicant, it's employees, subcontractors or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall solely responsible by complying with the terms of the permit. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any event parameter may result in immediate cancellation of this event permit.

Signed:	Date:
Received By:	Date:

<b>Follow the instructions listed on page 4. Please forward to the addresses provided here.</b>	<b>If you are mailing:</b> City of Bethany C/O Community Development Office PO Box 219 Bethany OK 73008 <b>If hand delivering,</b> bring by 6700 NW 36th St. Bethany OK 73008 <b>If faxing send to:</b> (405) 787-5467 or <b>if emailing send to:</b> Amanda.mccellon@bethanyok.org
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**FOR EMPLOYEE USE ONLY**

**I. Review by City Departments:** The checked City departments have reviewed the request and offer the following information:

**POLICE DEPARTMENT** (Patrol, Traffic Control) Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel:

Equipment:

Special Needs:

Comments:

**FIRE SERVICE** (Access, Hazards) Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel:

Equipment:

Special Needs:

Comments:

**STREET DEPARTMENT** (Traffic Control, Closings) Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel:

Equipment:

Special Needs:

Comments:

**MEDIA OUTREACH** (Website, Press Notifications) Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel:

Equipment:

Special Needs:

Comments:

**OTHER** \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel:

Equipment:

Special Needs:

Comments:

**J. Event Determination:** This event will be handled  Administratively  Council Action. If this is a Council Action, it will be presented to the Council on \_\_\_\_\_, \_\_\_\_\_. The request of this applicant was  approved  denied.

The following conditions have been placed on this event.

**K. Authorized: City Manager or Designee:**

Signature:

Date:



**Special Event Rules and Regulations:**

- Applications can be mailed, emailed, faxed, or hand delivered but they must be delivered 30 days in advance. For block parties the application should be delivered 30 days prior to the event.
- The applicant will be notified by the City when the application has been reviewed. You will be notified of the results.
- All events in Bethany fall under the full and total authority of the City of Bethany and the ordinances of the City of Bethany.
- The proposed event may not be used as an instrument, opportunity, or method to incite violence, crime or disorderly conduct.
- Each Resource Manager will estimate the cost of the proposed event on their department. The City Manager will then provide the applicant with a bill from the City for the event. If it is determined that the costs are minimal and within normal operating costs of the City, there will be no charge.
- Fireworks are prohibited except by permission of the City Manager and the Fire Chief or their designees.

**Use of Park Instructions**

- Park hours are from 5am to 11pm. Activities in the park after closing hours may be authorized only by special permit issued by the City manager or his/her designee.
- No Bethany park may be closed to the public during regular park hours. Shelters may be rented by contacting the Public Works Department.
- Alcohol or low point beer may not be consumed, sold, or purchased in the parks.
- All unlicensed weapons are prohibited in the park. All knives, bows, crossbows, and all other dangerous weapons listed and unlisted, are also prohibited.
- No horses or livestock may be allowed in the park unless authorized by the City Manager or her/his designee.
- No person shall build a fire, except in designated areas (i.e. grills and fireplaces) unless approved by the City Manager and Fire Chief. .
- No person shall engage in loud, rude, crude, lewd, disorderly, or abusive conduct in any park.
- No person shall operate or park any vehicle in any park except on marked roads and parking lots designated therefor unless otherwise authorized by the City Manager or his/her designee.

**Use of Streets Instructions**

- All parades or use of public streets must include a Police escort.
- All instruction provided by the assisting Officers must be followed.

**Damage**

Permit holders are personally and financially responsible for any damages connected with their activities on the requested public property including but not limited to: damage to utilities, structures such as gazebos, the grounds such as creating ruts or tracks, streets such as creating stains or physical damage. All damage assessed by City Hall will require the applicant to abate such damage. Failure to do so could result in immediate denial of future applications requests and fines.

**Security**

Applicant will be required to submit a signed security contract providing for the required number of security personnel. Any special event that expects to have 500 attendees shall be required to provide two (2) license security and one (1) addition license security per thousand after one thousand attendees. In the event that off duty law enforcement is not used for the event security, the event security used must be a licensed firm and provide license personnel.

**End Time**

Permit holders are responsible for ensuring streets are clear and all event structures are removed from streets by 'end time'; that is approved in this permit application. Failure to comply and properly clear streets will be documented and could result in immediate denial of future application request.