



## **City of Jenks Special Event Application**

Special Event Applications are submitted for review and approval for events conducted on a public property, public right of way or easement, and/or events that require the use of other public resources. This application is required on all such events within the City of Jenks and must be submitted 90 days before the event (exceptions may be granted for special, unusual circumstances). There is no fee for a Special Event Application or its approval.

The point of contact during the application process will be Cpl. Brad Shouse; his contact information is listed below. He will be glad to answer questions and offer guidance during this process to insure that your submitted application packet is complete with all required documentation.

Once the completed application packet has been accepted, a date will be scheduled for the applicant to present their plan to the Special Events Committee. The Committee will send its recommendation regarding the event to the City Council, who will vote to approve or deny the event. You are encouraged to attend the City Council meeting for your event's City Council review. Agendas are displayed at the City of Jenks City Hall at 211 N. Elm and online at [www.jenks.com](http://www.jenks.com).

An application approval does not imply city sponsorship. The applicant will be responsible for any extra ordinary costs relating to the public for the event; for example, required city personnel and services, approved barricades, directional signage, adequate cleanup, and/or damages occurring to city property and/or facilities. The applicant has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, County/City Public Health Regulations, police safety requirements, and insurance coverage requirements.

Please direct all questions to your point of contact listed below.

### **Point of Contact**

Cpl. Brad Shouse

P. O. Box 2007

Jenks, OK 74037

918-556-7481

[bshouse@jenksok.org](mailto:bshouse@jenksok.org)

**EVENT AND EVENT ORGANIZER INFORMATION**

Event Title: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Location (Include Site and Street Maps): \_\_\_\_\_

Total Anticipated Attendance (Participants, staff, vendors, crowd, etc.): \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Primary Mailing Address: \_\_\_\_\_  
Street City State ZipAgency Status:  Profit  Non-Profit  Fundraiser / What cause: \_\_\_\_\_**TIMELINE OF EVENT**Event Set-up: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Closing (for Set-up, Staging, Chutes, etc): Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_

(Attach Diagram/Maps as appropriate)

Event Opens: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Closing (for Festival, Race, Parade, etc): Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_

(Attach Diagram/Maps as appropriate)

Event Closes: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Dismantle: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Race or Parade Start Times: \_\_\_\_\_

Daily Festival Event Times: \_\_\_\_\_

**EVENT COORDINATION AND CONSIDERATIONS**

Security Plan: \_\_\_\_\_

Medical Plan: \_\_\_\_\_  
 Safety Plan: \_\_\_\_\_  
 Fire Prevention Plan: \_\_\_\_\_  
 Traffic Plan: \_\_\_\_\_  
 Parking Plan: \_\_\_\_\_  
 Disabled Parking: \_\_\_\_\_  
 Noise & Light Pollution Plan: \_\_\_\_\_  
 Restroom Facilities Plan: \_\_\_\_\_  
 Refuse Collection Plan: \_\_\_\_\_

(Attach Diagram/Map/Plans as appropriate)

**ADDITIONAL RESPONSIBILITIES**

Open Air Event:  Yes  No  
 Private Property:  Yes  No Owner of Property/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Non-City Public Property:  Yes  No Owner of Property/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City of Jenks Property:  Yes  No Explain: \_\_\_\_\_  
 Alcohol/Beer:  Yes  No Explain: \_\_\_\_\_  
 Food Sales:  Yes  No Number of Food Vendors: \_\_\_\_\_  
 Tents:  Yes  No Tent Sizes/Locations (Attach map): \_\_\_\_\_  
 Other Information:  Yes  No Explain: \_\_\_\_\_  
 Permits Needed:  Yes  No Explain: \_\_\_\_\_  
 Appropriate Zoning:  Yes  No Explain: \_\_\_\_\_  
 Venue Insurance:  Yes  No Agency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

(Attach Diagram/Map as appropriate)

**EXTRAORDINARY USES:**

- Animals       Firearms       Explosives/Fireworks       Road Closures       Cooking
- Alcoholic Beverages Served       Tents/Temp Structures       Aircraft
- Other (specify) \_\_\_\_\_

**City of Jenks  
Special Event Application**

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**EVENT OVERVIEW**

**Please attach your typed response to these questions.**

1. Describe your organization and its purpose.

2. Describe your experience managing similar events and/or activities.

3. What is the purpose of the event?

4. Summarize your event.

5. Has an event like this been held before? By whom?

6. What do you see as the biggest challenge for a successful event?

7. What is your budget for the entire event?

8. Do you have adequate funding to hold the event at this time? If not, when will you have the funds and how will you acquire them?

9. What is your advertising plan?

10. How many people will be needed to staff the event?

11. List all the organizations that will provide staff for the event (include numbers).

12. List any special equipment needed and the organization that will provide it.

13. How do you see your event impacting Jenks? Benefits? Challenges?

**AFFIDAVIT OF APPLICANT**

City personnel and services, approved barricades and directional signage will be required for street closings, traffic/crowd control, and security. The Event Organizer has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park/Public Safety requirements. Further, the Event Organizer is responsible for:

- 1) Providing evidence of public liability coverage in a sum of not less than \$1,000,000 (one million) dollars, including property damage coverage of not less than \$100,000 (one hundred thousand) dollars before the event date or within ten days of Council approval, whichever comes first, and
- 2) Notifying businesses in the affected areas two weeks prior to the event.

Failure to comply with these requirements may result in additional fees and denial of subsequent applications by the Event Organizer. An application approval does not imply City sponsorship. Review the cover letter for further information in reference to Special Events.

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event.

I further certify that I, on the behalf of the Event Organizer, am also authorized to commit that Organizer and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Jenks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Route To:** Jenks Police Department, Attn: Cpl. Bradley Shouse, P. O. Box 2007, Jenks, OK 74037  
Email: [bshouse@jenksok.org](mailto:bshouse@jenksok.org)  
Phone: 918-556-7481

**CITY OF JENKS and RELATED ENTITIES  
SPECIAL EVENT**

**HOLD HARMLESS AGREEMENT**

That (name of event sponsor) \_\_\_\_\_, hereinafter referred to as "APPLICANT" with mailing address at:

\_\_\_\_\_  
has made application to use certain property, streets, sidewalks, or easements under the ownership or control of the City of Jenks, Oklahoma, or its related public trust entities e.g. the Jenks Public Works Authority and the Jenks Aquarium Authority d/b/a the Oklahoma Aquarium, hereinafter collectively referred to as "CITY", for a special event to be held on \_\_\_\_\_ between the hours of \_\_\_\_\_, such special event described as follows:  
\_\_\_\_\_  
\_\_\_\_\_

That APPLICANT warrants that any participating agencies selected or employed by APPLICANT for the special event carry public liability and property damage insurance.

That in consideration of CITY granting APPLICANT approval for the special event above described, APPLICANT agrees to hold CITY, its officers, agents and employees harmless and indemnify the same from any claims which could be asserted by APPLICANT, its invitees, agents or employees, for damages, personal injury or death which occurred as a result of said special event which was not caused by the deliberate or grossly negligent acts or acts of CITY's officers, agents or employees.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name of Sponsoring Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name