



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.

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

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**

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
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