

Special Event Application

Working Together for a Safer Community



Jenks Police Department

P. O. Box 2007 • 211 N. Elm Street
Jenks, Oklahoma 74037

A Special Event is an activity typically scheduled once or twice during a concurrent 12-month period at a specific location or an activity that is unusual from the organization's day-to-day operation. The application is submitted to request a review and approval to use a public right of way, easements, or other public resources. This type of application is required on all such events within the City of Jenks. There is no fee for a Special Event Application or its approval.

A Special Event Application will be routed to the Special Events Committee for processing. The Committee reviews the application for completeness and discusses the operational characteristics of the event. The Event Organizer(s) will be invited to this Committee review. The Committee will send its recommendation regarding the event to the City Manager's Office. The City Manager reviews the application and may make additional recommendations. The application is then placed on the City Council Agenda. The City Council then approves or denies the event. Please allow a minimum of four weeks for this review period and final decision of the approval or disapproval of the event. You are encouraged to attend a City Council meeting for your event's City Council review. The agendas are displayed at the City of Jenks City Hall at 211 N. Elm, in Jenks, Oklahoma.

An application approval does not imply City sponsorship. The Event Organizer will be responsible for any extra ordinary costs relating to the public for this event; for example, required Jenks Police Officers and services, approved barricades, directional signage, adequate cleanup, and/or damage occurred to City property and facilities due to the event. The Event Organizer 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.

The Special Events Committee shall consist of a representative of the Police Department, Fire Department, Public Works Department, Jenks Chamber of Commerce, Finance Department, Planning Department, and City Manager's Office (ex-officio). The chair of the Committee shall be the representative of the Police Department.



City of Jenks Special Event Application

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 Zip

Agency 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: _____

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: Yes No Company Contact: _____ Phone: _____

Medical Plan: Yes No Event Contact: _____ Phone: _____

Traffic Plan: Yes No Company Contact: _____ Phone: _____

Parking Plan: Yes No Location of Areas: _____

Disabled Parking: Yes No Location of Spaces: _____

(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)

MITIGATION OF IMPACT TO THE EFFECTED AREAS

- Entertainment: Yes No Explain: _____
- Sound Amplification: Yes No Start Time: _____ End Time: _____
- Portable Rest Rooms: Yes No Company contact: _____ Phone: _____
- Number of Portable Rest Rooms: _____ Number of ADA Accessible Portable Rest Rooms: _____

Will you dispose of waste/garbage throughout the term of your event and leave the venue clean? Yes No

Will you mail or hand deliver information to the affected areas two weeks prior to your event? Yes No

EXTRAORDINARY USES:

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

AFFIDAVIT OF APPLICANT

Jenks Police Officers 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. 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 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 and Police Department.

Print Name

Signature

Date

Route To: Jenks Police Department, Attn: MPO Brad Shouse, P.O. Box 2007, Jenks, Oklahoma 74037, 918.299.6311 / Fax 918.299.2011, email bshouse@jenksok.org

FOR CITY USE ONLY

- All required information provided Certificate of Insurance provided
 Hold Harmless Agreement provided (approved City Form)

FOR THE CITY OF JENKS SPECIAL EVENT COMMITTEE USE ONLY

Date Received: _____ Date for Review: _____

Special Event Coordinating Committee Recommendation: Approval: _____

Recommendations/Conditions: _____

Date routed to City Manager: _____ Approval: _____

Date routed to City Council: _____ Approval: _____

Comments: _____

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 sponsor)

By: _____
(Title)

Witness

(Print Name)

Phone Number: _____