



# City of Dewey

411 E. Don Tyler  
Dewey, OK 74029  
Phone #: (918) 534-2272  
Fax #: (918) 534-2274

## SPECIAL EVENT PERMIT APPLICATION

“Special Event” includes, but is not limited to, any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of public streets, rights-of-way, sidewalks, traffic, etc. and/or generates considerable public participation. This application process ensures that the activity meets legal requirements, allows the City to adequately schedule public services needed, and alerts the appropriate departments.

**DATE SUBMITTED:** \_\_\_\_\_

**NAME OF APPLICANT/CONTACT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER: DAY:** \_\_\_\_\_ **EVENING:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_ **TO** \_\_\_\_\_ **HOURS: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**ADDRESS/LOCATION OF EVENT:** \_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF EVENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED NUMBER OF ATTENDEES:** \_\_\_\_\_

**FACILITIES/PROPERTY REQUESTED OF THE CITY & WHEN NEEDED (street, sidewalk, park, public property):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EQUIPMENT REQUESTED OF CITY & WHEN NEEDED (fire protection, traffic control devices, etc.):** \_\_\_\_\_

**SERVICES REQUESTED OF CITY & WHEN NEEDED (custodial, traffic control, street cleaning, etc.):** \_\_\_\_\_

**PARKING PLANS (include locations, dimensions, and capacity of spaces):** \_\_\_\_\_

**INSURANCE REQUIREMENT – A Certificate of Insurance naming the City as Additional Insured in the minimum amount of \$1,000,000.00 per occurrence is required, but may be more if the City determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the City prior to receiving the Special Event Permit.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**NAME OF EMERGENCY CONTACT:** \_\_\_\_\_

**EMERGENCY CONTACT PHONE NUMBERS:** \_\_\_\_\_

**Please Note:** This application may be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and hydrants; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

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**CITY OF DEWEY USE ONLY**

**Indemnity Agreement:**      **Attached** \_\_\_\_\_      **Not Needed** \_\_\_\_\_

**Fire Department Notified:**      **Date** \_\_\_\_\_      **Initial** \_\_\_\_\_

**Police Department Notified:**      **Date** \_\_\_\_\_      **Initial** \_\_\_\_\_

**Public Works Notified:**      **Date** \_\_\_\_\_      **Initial** \_\_\_\_\_

**APPROVED / DISAPPROVED**

\_\_\_\_\_  
**City Manager**

**SPECIAL EVENT INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_ specifically and expressly agree to defend, indemnify, and hold harmless the CITY OF DEWEY and all its officers, official, employees, and agents from and against any claim, damage, liability, cost penalties, attorney fees, etc. of whatsoever kind an account of death or injury of any or all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting there from, to any party arising from or in any matter connected with the EVENT taking place on publicly owned property, by an act or omission or negligence of the CITY OF DEWEY or any of its officers, officials, employees, or agents except to the extent prohibited by law.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date