

City of Piedmont, Oklahoma

Special Event Permit Application

Parades, Street Meetings, Block Parties, & Other Events

Date: _____

Permit #: _____

Completed Special Events Permit applications must be received no later than fourteen (14) days prior to the event start date.

The City will distribute, for review, copies of your Permit Application to all City Department affected by your event. You may be contacted individually by these departments only if they have specific questions or concerns about your event. You will be notified if your event requires any additional information, permits, licenses, or certificates.

Date of Event: _____ **Time:** _____ am / pm **through Date:** _____ **Time:** _____ am / pm

Applicant Name	Name of Organization	Address	Phone Number
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Alternate Contact	Name of Organization	Address	Phone Number
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Exact address and location of event (please attach a map of the location if needed) _____

This event will be:

_____ Parade _____ Street Meeting _____ Block Party _____ Other (Please Explain Below)

Nature of Event: _____

Expected number of people and/or vehicles involved: _____ People _____ Vehicles

Is the public welcome? _____ Yes _____ No Is there an admission fee: _____ Yes \$_____ ; _____ No

Will there be music played at this event? _____ Yes _____ No If there will be music, the volume must be kept to a minimum and music will not be allowed after 10:00 p.m.

Will there be amplifiers, loud speakers or live entertainment? _____ Yes _____ No If yes, please indicate location on your map.

Event organizer must obtain health permits from all food handlers. If alcoholic beverages will be sold at the event, and are not provided by a professional caterer, an ABC permit is required.

Will event include [] Alcohol [] Non-Profit Food Vendors [] Pre-Packaged Food / Beverage Items

[] Animals [] Professional Catering [] Pot Luck Items [] Retail Food Vendors

Will there be any street closures? _____ Yes _____ No If so, list streets and close & open times. All affected residents and businesses must concur with the closing.

Street: _____ Closed Date: _____ Time: _____ Open Date: _____ Time: _____
Street: _____ Closed Date: _____ Time: _____ Open Date: _____ Time: _____
Street: _____ Closed Date: _____ Time: _____ Open Date: _____ Time: _____

Please describe the parking arrangements (if needed) and indicate on map: _____

Will your event require portable restroom facilities? _____ Yes _____ No If so, please indicate location on map.

All barricaded entries and exits need to be manned by the requestor, by adults 21 years and older. Other police requirements will be listed below: Will you need barricades? _____ Yes _____ No If so, how many? _____

Escort Required? _____ Yes _____ No If yes, explain: _____

Event will require use of: Generators [] Fireworks or Other Explosives [] Canopies or Tents [] Cooking Equipment []
Other Electrical [] Include details of any and all of these items on the map.

Depending upon event and expected attendance, security may be required. Off-duty Piedmont Police may be used as security for a fee.

Depending upon type and size of event, a first aid station on-site may be required.

Will public services be required? Applicant to make necessary arrangements with the proper department at the time signature is obtained.

OTHER CITY DEPARTMENT REQUIREMENTS (if any):

Police: _____

Fire: _____

Public Works: _____

City Hall: _____

Event: _____

Event Date: _____

APPROVAL:

Chief of Police _____	Date: _____	373-1334
Fire Chief: _____	Date: _____	373-5210
Public Works Director: _____	Date: _____	373-2000
City Manager: _____	Date: _____	373-2000

Please submit your completed application to the City of Piedmont Police Department at 325 Piedmont Rd. N. You may also mail your application to:

Special Event Permits
Piedmont Police Department
P.O. Box 488
Piedmont, OK 73078

If you have additional questions, please call (405) 373-1334.