

Special Event Application



CITY CODE 10-404

Event Name: _____

Event Location: _____

Event Date(s): _____ Event Hours: _____ AM/PM to _____ AM/PM

Setup Date(s): _____ Setup Hours: _____ AM/PM to _____ AM/PM

Event Type: Choose all that apply.

- Open to Public Private Event Ticketed Event Ticketed Event
- One Time Event Recurring/Annual Event Protest/Rally Parade
- Procession/March Festival/Fair/Block Party Concert Run/Walk
- Grand Opening Auction Other Promotion Restaurant/Bar Extended Service

Other Event Type: _____

Estimated Number: Participants/Vendors _____ Spectators/Customers/Guests _____
Portable restrooms may be required.

Please describe event and list all activities: _____

Event Category: Spontaneous Expressive Event Expressive Special Event Other:

Spontaneous Expressive Event is an event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution that is occasioned by news, affairs, or circumstances coming into public knowledge less than (5) five days prior to the date of such event and as such requires no prior advance submission.

Expressive Special Event is a planned event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution. An Expressive Special Event Permit must be submitted at least five (5) days in advance of event. *All other Special Event Permits must be submitted at least 1 month in advance of the event.

Does your event require any sidewalk, traffic lane or street closures? Yes* No

Equipment/Set Up: Staging/Scaffolding Fireworks Generators Animals

Inflatables/Bouncy Toys: Yes No Portable Restrooms: Yes No Tents/Canopies: Yes No

Number of tents/canopies larger than 700 sq feet _____ Number of tents/canopies larger than 400 sq feet _____

What type of surface will the tents/canopies be on? _____

*If your event requires any of the above equipment or requires any sidewalk or street closures, a detailed map must be attached to this application.

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YES - I am applying for Relief from Noise Restrictions due to the proposed activities stated above (City Code 10-416).

TO BE COMPLETED ONLY IF EVENT IS HELD AT A NON-LICENSED ESTABLISHMENT

YES - Food will be sold at this event. All food booths, trailers, food trucks etc. MUST be inspected by the Cleveland County Health Department, as well as a food handler's license obtained. Health Department Permit must be posted on site. If you have a mobile food truck, a Temporary Mobile Food Service License Application must be completed with the City Clerk's office: 301 N Broadway; (405) 793-5000 and payment made in person.

YES - Alcoholic Beverages will be sold and/or served at this event. An appropriate alcohol license or applicable state public or special event license must be obtained from the State of Oklahoma's ABLE Commission, 4545 N. Lincoln Blvd, Ste. 270, OKC, OK 73105, (405) 521-3483. License(s) MUST be attached to this application to be processed.

YES - An Inflatable/Bouncy Toy will be used AND my event will take in or on City-owned property. Include a certificate of comprehensive general liability insurance in the amount of one hundred twenty-five thousand dollars naming the City of Moore as additional insured. Evidence of insurance MUST accompany this application.

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Know all men by these presents that:

For and in consideration of the City of Moore approving this application for a Special Event, I _____ (Responsible Party) hereby agree to hold the City of Moore, its Agents and Employees, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of my participation in any or all event(s) described in this application within the City of Moore, Oklahoma; and further agrees to indemnify the City of Moore, its Agents and Employees, against any loss as a result of claims of persons or entities arising from the conducting of said event.

Responsible Party Signature Printed Name Date

Email: _____

Primary Phone: _____ Secondary Phone: _____

Address of Applicant: _____

City: _____ State: _____ Zip: _____

Additional Contact Name: _____

Email: _____

Primary Phone: _____ Secondary Phone: _____

Moore City Clerk's Office
301 N. Broadway, Moore, OK 73160

Email: cityclerk@cityofmoore.com Direct Line: (405) 793-5020 Fax: (405) 793-5025

