



**CITY OF MOORE SPECIAL EVENTS PERMIT
CITY CODE 10-404**

Date Application Received _____

Name of Event _____

Facility/Location Requested _____

Event Date(s): _____ Event Hours: From: _____ AM/PM To: _____ AM/PM

Set-Up Date(s): _____ Set-Up Hours: From: _____ AM/PM To: _____ AM/PM

***Permits must be submitted at least 1 month in advance of the event**

Estimated: Participants _____ Spectators _____ Vehicles _____

Type of Organization: (Check One) Not for Profit ___ For Profit ___ Individual _____

Federal I.D. # _____ Tax Exempt # _____ Tax ID # _____

This event is open to: General Public _____ Private Event _____

Sponsoring Organization Name: _____ Office Phone _____

Contact Person Responsible for Event/Charges: _____ E-mail _____

Phone: Work# _____ Home# _____ Fax# _____ Cell# _____

Address: _____ City: _____ State: _____ Zip _____

Additional Contact Person: _____ Work# _____ E-mail Address _____

Please describe Event and list all activities:

Yes ___ I am also applying for an application for Relief from Noise Restrictions due to the proposed activities stated above. City Code 10-427

CHECK TYPE OF EVENT	EVENT DETAILS	EQUIPMENT AT EVENT
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***Please provide on a separate piece of paper a detailed map of where everything will be for your event.**

- | | | |
|-----------------------|-------------------------------------------------------------------|-----------------------------|
| _____ CONCERT / MUSIC | _____ (1) FOOD | _____ (3) PORTABLE RESTROOM |
| _____ PICNIC/PARTY | _____ (2) ALCOHOL | _____ TENTS |
| _____ TOURNAMENT | _____ WATER | _____ POLY-CARTS |
| _____ WEDDING | _____ ELECTRICITY | _____ (4) INFLATABLE |
| _____ CAR SHOW | _____ STREET CLOSURES | _____ OTHER |
| _____ PARADE | _____ VENDORS: # _____ | |
| _____ OTHER | _____ (1) MOBILE FOOD TRUCKS: City License and ODHS Permit Number | |

***APPLICANT IS RESPONSIBLE FOR SECURITY AND CONTROL OF THIS EVENT. APPLICANT'S INITIALS _____**

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

- YES (1) 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, 250 12th St. Ave. N.E., Norman, OK 73071 (405) 321-4048 Health Department Permit must be posted on site. If you have a mobile food truck a Temporary Mobile Food Service License Application must be filled out at City Clerk's office: 301 N Broadway; 793-5000 for payment.
- YES (2) Low-Point Beer will be sold and/or served at this event.** A special event permit must be obtained from the Cleveland County Court Clerk's office, 200 S. Peters, Norman, OK 73069 (405) 321-6402. Permit MUST be attached to this application in order to be processed. 37 Oklahoma Statute 163.11 (N) Please attach a sketch/map of the venue, designating where beer will be sold/served and the boundaries of the event venue. Must also contact Cleveland County Health Department (405) 321-4048 for license and inspection.
- YES Intoxicating Beverages will be sold and/or served at this event.** A state Annual Special Events License and/or a State Quarterly Special Events 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 in order to be processed. 37 Oklahoma Statute 521 (K) 37 Oklahoma Statute 521 (K) (2)
- YES (3) Portable Restrooms may be required to rent;** determination based on the amount of people at each event. The person or organization using the facilities will be required to rent them.
- YES (4) Requirements for Moon bounces (Inflatable's) for Moore Community Center & Parks**
Renter receives an insurance policy from either the inflatable rental business being used or their own homeowner's insurance company. Any person (18 or above) renting the Room(s) or Gym at the Community Center or renting a pavilion in any Moore Park is required to supply \$125,000.00 insurance

policy with the following added as "additional insured": Policy Must Read: Additional Insured: City of Moore & Moore Public Works Authority; 301 N. Broadway, Moore, OK 73160. Must have the policy one week before the rental.

Send To: Teresa Smith – Moore Parks and Recreation Department
tsmith@cityofmoore.com or (405) 793-5088 – fax
(405) 793-4332 – Direct Line

CITY USE ONLY

POLICE DEPARTMENT

POLICE CHIEF'S SIGNATURE

RECOMMENDS APPROVAL DENIAL OF SPECIAL EVENT
RECOMMENDS APPROVAL DENIAL OF NOISE VARIANCE

COMMENTS: _____

FIRE DEPARTMENT

FIRE MARSHAL'S SIGNATURE

RECOMMENDS APPROVAL DENIAL OF SPECIAL EVENT

COMMENTS: _____

MANAGEMENT

CITY MANAGER'S SIGNATURE

APPROVED DENIED SPECIAL EVENT APPLICATION
APPROVED DENIED RELIEF FROM NOISE RESTRICTION APPLICATION

COMMENTS: _____

