



CITY OF MOORE SPECIAL EVENTS PERMIT
CITY CODE 10-404

Date Application Received _____

Applicant Name (must match signature): _____ E-mail _____

Address: _____ City: _____ State: _____ Zip _____

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

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

Sponsoring Organization Name: _____ Office Phone _____

Name of Event: _____

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

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

Event Location _____

Event Category: Non-Expressive Event Spontaneous Expressive Event Expressive Special Event

*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.

Event Type: Choose all that apply: Open to Public Private Event Ticketed Event

One Time Event Recurring/Annual Event Protest/Rally Parade

Procession/March Festival/Fair/Block Party Concert Run/Walk

Retail Grand Opening Restaurant/Bar Extended Service Other Promotion

Other Event Type: _____

Estimated number: *Participants _____ *Spectators _____ Vehicles _____

*Portable bathrooms may be required.

Please describe event and list all activities:

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

Equipment/Set Up: ___ Staging/Scaffolding ___ Fireworks ___ Generators ___ Animals

___ Tents/Canopies – Indicate quantity by size - Canopies larger than 700 sq feet # ____. Tents larger than 400 sq feet # _____

___ Inflatables/Bouncy Toys ___ Portable Restrooms

___ Yes. I am applying for an application for Relief from Noise Restrictions due to the proposed activities stated above. City Code 10-416

***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.**

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, 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** 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 in order to be processed.
- YES** I am setting up an Inflatable/Bouncy Toy. 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.

Applicant Signature

Applicant Printed Name

Date

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

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS THAT:

For and in consideration of the City of Moore issuing a permit for a Special Event, I _____(applicant) 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) during the _____ (event) held on _____date(s), at _____, 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.

IN WITNESS THEREOF, the above named, intending to legally bound, has executed this Hold Harmless and Indemnification Agreement the ____ day of _____, 20____

Applicant Signature

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public

CITY USE ONLY

Special Event: _____

POLICE DEPARTMENT

POLICE CHIEF'S SIGNATURE

DATE: _____

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

COMMENTS: _____

FIRE DEPARTMENT

FIRE MARSHAL'S SIGNATURE

DATE: _____

RECOMMENDS APPROVAL DENIAL OF SPECIAL EVENT

COMMENTS: _____

MANAGEMENT

CITY MANAGER'S SIGNATURE

DATE: _____

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

COMMENTS: _____

_____ \$ **50.00/day Special Events serving alcoholic beverages**
_____ \$ **Free All other special event permits**

PERMIT ISSUED _____ **YES** _____ **NO**

City Clerk's Office

Date