

NOTE: You must first download and save *****Please save before submitting.***** this form to your desktop. Once completed, save the form and submit it.

Application for Special Event

Contact: Special Event and Recreation Program Coordinator

Phone: (580) 616-7210

Email: specialevent@enid.org



Initial application is due 30 days in advance of your event. At any point during the application process you may contact the event coordinator with any questions or concerns.

We are excited you have chosen Enid to hold your special event and we are committed to making the application process as smooth and efficient as possible. The attached application is for your use in preparing for, and conducting your event. Further, you need only submit the documents applicable to your event. Below, you will find an application checklist to help you ensure the application process goes smoothly.

Special Event Checklist

Answer all questions and sign the document.

If your event is less than 30 days away contact the Special Event and Recreation Program Coordinator at (580)616-7210, and we will do our best to assist you.

If street closures are necessary for your event, please contact Lt. Wilson or Officer Liebl of the City of Enid Police Department Training Center at (580)242-7000 after you submit your application. EPD will evaluate for officer assistance needs and assist you with scheduling and payment of officers.

A site map/drawing of the entire event area to include the location of any stage, tents, medical facilities, areas designated for alcohol consumption, food service areas, restroom facilities, refuse disposal areas, pedestrian crossings/routes is required if there will be street closures.

Certificate of General Liability in the amount of \$10,000 with the City of Enid listed as a Certificate Holder as well as additionally insured is required by this permit/contract. Please submit your insurance 30 days prior to event.

Only the City Manager or their designee can waive any fees associated with a special event. This includes all fees charged by Enid Police Department or Enid Fire Department.

If food or beverages will be sold at your event, commercial vendors must be a licensed Mobile Food Vendor through the City of Enid.

Visit Enid helps publicize Enid events with free listings on its community calendar. Go to VisitEnid.org and under the Visitor subhead click on Submit Your Event. Sending your event poster in .pdf or .jpg formats to Rob@VisitEnid.org will also help Visit Enid publicize your event on its social media channels. Call (580)233-3643 with any questions.



List of Fees

Special Event Permit:	\$25.00
Fire/Medical Assistance on site:	\$30.00 per hour (Scheduled & Paid through EFD)
Off-Duty Police Officers on site:	\$30.00 per hour (Scheduled & Paid through EPD)
Barricades on site:	\$5.00 per barricade
Traffic Cones on site:	\$1.00 per traffic cone
Clean up Services:	\$ Actual Costs
Additional Dumpsters:	\$25.00 per dumpster
Additional Polycarts:	\$5.00 per polycart
Electric Hook-Up:	\$5.00 per hour of use
Water Hook-Up:	\$5.00 per hour of use
Picnic Tables:	\$5.00 per table (Maximum of 12 tables)

Office Use Only Permit # _____

Name of Event _____		Date(s) of Event _____	
Hours of operation _____		Location _____	
Is this a new event?	Yes No	If no, how many years _____	
Is the General Public invited?	Yes No		
Is there a fee to attend/spectate?	Yes No	Expected attendance: _____	
Is there a fee to participate?	Yes No	Expected participants: _____	
Type of Event: Concert Wedding Parade 5K Run Bicycle Ride Sporting Event			
Fundraiser Community Event Other: _____			
Description of Event:			

Organization/Group/Individual producing the event: _____			
Contact person(s) in charge of the event:			
Name: _____	Phone: _____	Email: _____	
Name: _____	Phone: _____	Email: _____	

1. Is a parade requested? YES NO N/A

2. Will there be an event stage? YES NO N/A
 If yes, where will the stage be located? _____

3. Are street closing(s) required/requested? YES NO N/A
 If yes, please attach a map of the proposed street closures and contact Lt. Wilson or Officer Liebl of the Police Department Training Center at (580)242-7000 for assistance with determining Police needs if any.
4. Will you provide on-site parking control? YES NO N/A

5. Will temporary signage of any kind be used? YES NO N/A
 If yes, must comply with City of Enid sign ordinance. Please provide size and location of signage. _____

6. Will liquor beverages be served at the event by a licensed entity? YES NO N/A
 If yes, attach Oklahoma State ABLE License. Requires City Manager approval.

7. Will wine or beer be served at the event? YES NO N/A
 If yes, attach Oklahoma State ABLE license. Requires City Manager approval.

8. Will you provide on-site security? YES NO N/A
 If yes, indicate the type of security provided by circling one or more of the following:
 Volunteers Uniformed Armed Unarmed Other: _____
 If security is desired from the Enid Police Department, please contact the Lt. Wilson of the Police Department Training Center at (580)242-7000 for assistance with scheduling.

9. Will you provide on-site medical or first aid capability? YES NO N/A
 If yes, please provide details: _____

10. Will the event involve firearms or replica firearms? YES NO N/A
 If yes, please provide details: _____

11. Will the event require additional City of Enid dumpsters placed on site?
 YES NO Red Polycarts How Many? Dumpsters How Many?

12. Have arrangements been made for or need to be made for:

Water Service ___ YES ___ NO ___ N/A
Electrical Service ___ YES ___ NO ___ N/A
Event Parking ___ YES ___ NO ___ N/A
Restroom Facilities ___ YES ___ NO ___ N/A Provider _____
Trash Barrels ___ YES ___ NO ___ N/A Provider _____
Site Cleanup ___ YES ___ NO ___ N/A Provider _____

13. Will you need picnic tables at your event location? Yes No

If yes, how many? _____

_____	Date _____
Applicant Signature	
Printed Name (Applicant) _____	
_____	Date _____
Co-Applicant Signature	
Printed Name (Co-Applicant) _____	

CITY OF ENID STAFF USE ONLY:	
City Manager Approval: ___ YES ___ NO _____	Date: _____
Police Department: _____	Date: _____
Fire Department: _____	Date: _____
Engineering: _____	Date: _____
Parks and Recreation: _____	Date: _____
Solid Waste: _____	Date: _____
City Clerk's Office: _____	Date: _____
Code Department: _____	Date: _____
**** <u>All Departments listed must review and sign off before the application can be approved</u> ****	

**APPLICATION RECEIPT
CITY OF ENID USE ONLY**



Office Use Only

Special Event Permit: _____ Permit Number: _____

Barricades on site: _____

Clean Up Services: _____

Dumpsters placed on site: _____

Electrical Hook-Up: _____

Total Service Fees***: _____

***Not to exceed \$500.00

TOTAL AMOUNT OF FEES TO BE WAIVED UNDER TITLE 1-15-15: _____

Any fees waived may only be done so by the City Manager or their designee. Permits will not be released to the applicant until all fees are paid.

Approval of Waived Fees: _____ Date: _____