



# **Working Together for a Safer Community**

## **Jenks Police Department**

*P. O. Box 2007 211 N. Elm Street Jenks, Oklahoma 74037*

A Special Event is an activity typically scheduled once or twice during a concurrent 12-month period at a specific location or an activity that is unusual from the organization's day-to-day operation. The application is submitted to request a review and approval to use a public right of way, easements, or other public resources. This type of application is required on all such events within the City of Jenks. There is no fee for a Special Event Application or its approval.

A Special Event Application will be routed to the Special Events Committee for processing. The Committee reviews the application for completeness and discusses the operational characteristics of the event. The Event Organizer(s) will be invited to this Committee review. The Committee will send its recommendation regarding the event to the City Manager's Office. The City Manager reviews the application and may make additional recommendations. The application is then placed on the City Council Agenda. The City Council then approves or denies the event. Please allow a minimum of four weeks for this review period and final decision of the approval or disapproval of the event. You are encouraged to attend a City Council meeting for your event's City Council review. The agendas are displayed at the City of Jenks City Hall at 211 N. Elm, in Jenks, Oklahoma.

An application approval does not imply City sponsorship. The Event Organizer will be responsible for any extra ordinary costs relating to the public for this event; for example, required Jenks Police Officers and services, approved barricades, directional signage, adequate cleanup, and/or damage occurred to City property and facilities due to the event. The Event Organizer has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, County/City Public Health Regulations, Police Safety Requirements, and Insurance Coverage Requirements.

The Special Events Committee shall consist of a representative of the Police Department, Fire Department, Public Works Department, Jenks Chamber of Commerce, Finance Department, Planning Department, and City Managers Office (ex-officio). The chair of the Committee shall be the representative of the Police Department.

**City of Jenks  
Special Event Application**

**Event and Event Organizer Information**

Event Title: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Description: \_\_\_\_\_

(Include Site and Street Maps)

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Primary Mailing Address: \_\_\_\_\_  
Street City State Zip

Agency Status: Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Fundraiser? / What cause: \_\_\_\_\_

**Timeline of Event**

**Event Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Closing for Set-up, Staging, Chutes, etc: Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Street(s) to be closed: \_\_\_\_\_

**Event Opens:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Closing for Festival, Race, Parade, etc: Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Street(s) to be closed: \_\_\_\_\_

(Attach diagram/maps as appropriate)

**Event Closes:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

**Event Dismantle:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

**Race or Parade Start Times:** \_\_\_\_\_

**Daily Festival Event Times:** \_\_\_\_\_

**Event Co ordination and Considerations**

Security Plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Company contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Medical Plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Event contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Traffic Plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Company contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Parking Plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Location of Areas: \_\_\_\_\_  
Disabled Parking: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Location of Spaces: \_\_\_\_\_

(Attach diagram/map/plans as appropriate)

**Additional Responsibilities**

Open Air Event: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Private Property: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Owner of Property/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Non-City Public Property: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Owner of Property/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
City of Jenks Property Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Alcohol/Beer: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Food Sales: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Number of Food Vendors: \_\_\_\_\_  
Tents: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Tent Sizes/Locations (attach map): \_\_\_\_\_  
Other Information: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Permits Needed: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Appropriate Zoning: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Venue Insurance: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Agency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

(Attach diagram/map as appropriate)

**Mitigation of Impact to the Effected Areas**

Entertainment: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explain: \_\_\_\_\_  
Sound Amplification: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Portable Rest Rooms: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Company contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Number of Portable Rest Rooms: \_\_\_\_\_ Number of ADA Accessible Portable Rest Rooms: \_\_\_\_\_  
Will you dispose of waste/garbage throughout the term of your event and leave the venue clean? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Will you mail or hand deliver information to the affected areas two weeks prior to your event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Affidavit of Applicant**

Jenks Police Officers and services, approved barricades and directional signage will be required for street closings, traffic/crowd control, and security. The Event Organizer has the responsibility to be aware of and comply with City Ordinances and Regulations including but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the cover letter for further information in reference to Special Events.

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event. I further certify that I, on the behalf of the Event Organizer, am also authorized to commit that Organizer and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Jenks and Police Department.

PRINT NAME: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Route To: Jenks Police Department, Attn: Chief Don Selle, P.O. Box 2007, Jenks, Oklahoma 74037, (918) 299-6311, Fax (918) 299-2011

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**For the City of Jenks Special Event Committee Use Only**

Date received: \_\_\_\_\_ Date for Review: \_\_\_\_\_

Special Event Coordinating Committee Recommendation: Approval: \_\_\_\_\_

Recommendations/Conditions: \_\_\_\_\_

Date routed to City Manager: \_\_\_\_\_ Approval: \_\_\_\_\_

Date routed to City Council: \_\_\_\_\_ Approval: \_\_\_\_\_

Comments: \_\_\_\_\_