



WHAT REQUIRES A SPECIAL EVENT?

A Special Event Application must be completed, submitted, approved, and processed by Ponca City Parks & Recreation in order to reserve an outdoor park space, parkway or park road for any of the following:

- Public event, e.g. outreach, rally, promotional event or religious event
- Bike race, bike ride, cross country meet, walk or run
- Outside event with amplified music or speaker system

DO NOT ADVERTISE FOR AN EVENT BEFORE OBTAINING WRITTEN APPROVAL FROM PONCA CITY PARKS & RECREATION. THE USE OF SOCIAL MEDIA IS CONSIDERED ADVERTISING IF DISTRIBUTED PUBLICLY. SPECIAL EVENT APPLICANT MUST BE 21 YEARS OF AGE OR OLDER TO SUBMIT AND SIGN A SPECIAL EVENT APPLICATION

DO NOT COMPLETE THIS FORM IF YOU ARE INTERESTED IN RESERVING:

- Pavilion or shelter house for a private function
- Picnic Area for a private function

SPECIAL EVENT APPLICATION PROCESS:

Application Submission:

Please complete and submit the Special Event Application to Ponca City Parks & Recreation for review and approval. The Special Event Application can be submitted to Eric Newell by email at parkandrec@poncacityok.gov, by fax to Parks & Recreation at Fax (580) 767-0471, by mail or in-person to the Ponca City Parks & Recreation Office at 905 W. Hartford, Ponca City, OK 74601. **Submittal of an application does not automatically grant you approval or confirmation to conduct your planned event.**

Attach a detailed route and/or site map to your application. **Your application will not be reviewed if a route and/or site map(s) are not included.** Your route and/or site map must be approved by the Parks & Recreation Director to ensure that it will not interfere with other park activities.

Application Review:

After receipt of your application, you will be notified via email within two (2) weeks regarding the status of your application. It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing. Revisions are subject to the review and approval of the Parks & Recreation Director.

Certificate of Insurance (COI):

ALL special events (*excluding wedding ceremonies*) are **required** to submit a "Certificate of Insurance" in the amount of **\$1,000,000** of general liability coverage naming **City of Ponca City as an additional insured** for the date(s) of the event including set-up and teardown date(s). City of Ponca City must be listed as the *Certificate Holder* with the address listed as PO Box 1450, Ponca City, OK 74602.

SPECIAL EVENT RULES AND REGULATIONS:

All special events, participants and guests, vendors and exhibitors shall abide by all municipal codes, ordinances and rules governing the parks and parkways.

Additional Information:

Ponca City Parks & Recreation reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. Moreover, Ponca City Parks & Recreation may postpone approval of event (s) until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a Special Event.

Amenities:

Ponca City Parks & Recreation does not provide amenities such as portable restrooms, sound systems, banquet tables, chairs, tents, canopies or other equipment. Ponca City Parks & Recreation does not have a list of preferred vendors. Events are free to work with vendors of their choice.

Cancellation:

- All cancellations must be made in writing.
- A special event may be rescheduled if, and only if, the Director can accommodate a make-up date.
- **No rain dates will be issued.** No refunds will be granted due to inclement weather, unless the cancellation of your event is a decision made by Ponca City Parks & Recreation Director due to severe weather conditions.

Clean-up:

- Event holder shall be responsible for the collection and removal of all event related garbage and litter from the site and surrounding areas. All garbage collection and removal shall be to the satisfaction of Ponca City Parks & Recreation. Event holder will be billed for any additional cleanup (\$50.00 per employee per hour) and/or damage to park property.
- The use of confetti is prohibited.

Damage to Park Property: Event holder shall be responsible for any actual documented physical damage to the premises caused by its event, employees, agents, representatives, and guests. Within five (5) days of the conclusion of the event, the premises shall be restored to the satisfaction of the Director.

Event Timeline: All set-up and teardown dates and times must be approved by the Director, and must be noted on the Special Event Application.

Fees:

Additional Fees: All events are required to pay for any extra arrangements needed, city stage if reserved, and/or pavilions and shelter houses.

Grilling: Grilling must be confined to enclosed metal containers. Hot coals must be cooled or doused with water after use and must be disposed of in designated coal containers. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited.

Indemnification: The event holder agrees at all times during the existence of this to indemnify the City of Ponca City for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the event holder, its agents or employees. Event holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

Law Enforcement / Traffic Control:

- Ponca City Parks & Recreation reserves the right to require the presence of Ponca City Police Department (PCPD) at any event even if a private security company is hired by event.
- Fees for PCPD assistance may apply. Event holder is responsible for payment of said fees.
- Event holder shall contact PCPD at least 30 days prior to their event date.
- Ponca City Parks & Recreation will also notify PCPD of any and all events approved in Ponca City by the Ponca City Parks & Recreation Department.

Parking:

Event parking will not block city streets, alleys, byways, highways, and/or personal property including driveways. Parking on grass areas is prohibited unless approved by Parks & Recreation director. Event holder shall specify on the site map where event parking will be located.

Pavilion or Shelter House Reservations:

Applying for a Special Event does not guarantee the availability of a pavilion and/or shelter house(s). If your event or route affects the use of a pavilion and/or shelter house(s), make sure to request it in the application. Fees will apply. The Special Events office will check for availability and will make reservations accordingly.

Promotion and Marketing:

Costs incurred promoting and marketing for an event prior to the issuance of an approved Special Event from Parks &

Recreation and changes/modifications relative to the event from Parks & Recreation is at the sole expense and risk of the Event Organizer.

Signage:

- **Spray Paint** and **Spray Chalk** can only be used on grass surfaces and is strictly prohibited on all other Ponca City Parks & Recreation property. The Director must approve spray paint or spray chalk on any grass areas.
- **Staking is prohibited on Parks & Recreation property without prior approval from the Director.** If staking is approved by the Director, event holder is required to contact Okie811.
- Signage in the park to promote an event is allowed no more than one week prior to the actual event date. The Director must approve all signage pertaining to the event, including the placement of all signage before the event and the fastening or attaching of any rope, sign, banner, flyer or any other object to any tree, shrub or park feature on Parks & Recreation property. All course markings used along the route must be pre-approved by the Director prior to installment.

Tents:

Please be advised, staking of tents is ABSOLUTELY PROHIBITED without prior approval from the Director. If approved, event organizer is responsible for contacting Okie811. If tents and/or canopies are not staked, they must be secured with sand bags or water barrels.

Termination:

- Ponca City Parks & Recreation in its sole discretion may grant, deny, revoke or suspend any events, at any time and for any reason. Cancellation of an event for cause will result in forfeiture of all fees. For cause means if the terms of the application or any license or other code or ordinance is violated or if the event organizer makes any misrepresentation or when public safety is threatened. Cancellation can also occur if payment has not been received by due date and event organizer has not contacted Ponca City Parks & Recreation requesting an extension of their due date.
- The Special Event is subject to all local municipal codes and ordinances in addition to all rules and regulations governing parks and parkways, and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened. Excessive noise generated by a special event shall be considered a threat to public safety.

Vehicles: Vehicles are prohibited from driving on grass, park walkways and trails. Contact the Director regarding any special parking needs or vehicular access. If permission is granted for driving on grass, it will be stated in the special event permit. Any turf damage caused by any trucks or other vehicles is the responsibility of the event and the event holder.

Walks/Runs/Races/Rides:

All proposed routes are subject to the approval of the Director. If your event is requesting the closure of or use of a public street or public way, you must obtain approval and all necessary permits from the City of Ponca City. Ponca City Parks & Recreation is not responsible for any costs associated with the denial of a proposed route.

Special Events Request

Date of Application: _____

APPLICANT INFORMATION

Event Host: _____ Name of Applicant: _____

Street Address: _____ City, State, Zip: _____

Email: _____ Cell Phone: _____

Daytime Phone: _____ Evening Phone: _____

On-Site Contact: _____ On-Site Cell Phone: _____

Billing Contact: _____ Billing Address: _____

EVENT INFORMATION

Type of Event (Please check all that apply):

For Profit	Walk/Run Footrace	Carnival
Non Profit	Concert	Farmers Market
Competition	Parade	Rally/Demonstration
Festival	Other	

Is this a:

One-time event Monthly event Annual Event

Event Name: _____ Proposed Date of Event: _____

Requested Park/Area: _____ Alternate Date of Event: _____

Event Setup: Date: _____ Time: _____

Day one Start time: _____ End Time: _____

Day two Start time: _____ End Time: _____

Day three Start time: _____ End Time: _____

Event teardown Start time: _____ End Time: _____

Streets to be closed for Event: _____
(Specify on site map)

SITEMAPE

Your application will not be reviewed if a site map is not included with your application. All site maps are subject to the approval of City of Ponca City. The map must show the locations of the following items, if applicable. Please check all that apply.

Beer Sales Location	Carnival Rides	Emergency Access Points
Event Headquarters	Fencing	First Aid Tents
Parking Areas	Public Entry Areas	Restrooms (port-a-potties)
Security Tent	Sign/Banner Placement	Stage/Amplified Sound
Street Closures	Trash Receptacles/Dumpsters	Vendor Booths
Other Pertinent Details		

ROUTEMAP

Your application will not be reviewed if a route map is not included with your application.

If your event is a run, walk, bike race or other activity in which participants follow a course, you must attach a separate map of the proposed route. All proposed routes are subject to Parks & Recreation approval and use of any space outside the park (such as city streets) must be approved by the municipality. Events cannot close any city streets, roads or parkways using volunteers or event staff. Routes cannot be marked on cement or pathways. Spray paint and Spray Chalk are only permitted on grass areas with prior approval for the Director.

Expected number of Participant _____

Expected number of Spectators _____

- Will participant registration be capped? NO YES What is the registration capped at? _____
- Is your event a timed race? NO YES
- Are you marking your course? NO YES
- Does your route cross any roads or parkways? NO YES (Please show on route map)
- Are your requesting any road closures? NO YES (Please show on route map)

ALCOHOL

- Are you planning on selling alcohol at your event? NO YES
 - Are you planning on selling alcohol at your event? NO YES
- If yes, you must obtain any local, county, and/or state permits and follow applicable liquor laws.

SALES AND SAMPLING:

Please answer the following questions as it pertains to **Ponca City Parks & Recreation Property**

- Selling Food? NO YES
- Selling Non-Alcoholic Beverages? NO YES
- Selling Merchandise? NO YES
- Will you be charging admission on event date? NO YES
- Will you be collecting money donations? NO YES
- Will you be holding a silent auction/raffle? NO YES
- Will samples be distributed at no cost? NO YES Describe: _____

Provide a list of vendors, if applicable, one week prior to the event date.

PAVILION AREA(S) OR SHELTER REQUEST

Submitting a special event request does not guarantee pavilion/shelter availability. Please indicate below the pavilion and/or shelter you intend to use. Fee will apply.

Pavilion/Shelter # _____ Date(s) _____

Time(s) 8am-12pm 12:30pm-4:30pm 5pm-9pm

AMPLIFIED SOUND:

Will you have amplified sound? NO YES

Hours of amplification (including sound check):

Start time _____ AM PM *(Amplified Sound cannot begin before 8:00 AM including sound checks)*

End time _____ AM PM

DJ NO YES

Band NO YES

Type(s) of music played _____

Amplified sound must be directed away from residences. Amplified sound must comply with municipal code 7-1-9A of the City of Ponca City Code. It is the responsibility of the Event Organizer to provide electrical power to support the event.

PORTABLE RESTROOMS:

Applicant is responsible for providing sufficient portable restrooms to accommodate the size of the event. One portable restroom for every 100 people is required for all special events that do not provide beverages and one portable restrooms for every 50 people is required for special events providing beverages. Parks & Recreation restroom facilities are available March 1st to October 31st for events under 250 people.

EQUIPMENT REQUESTS:

Trash Receptacles NO YES Quantity Requested: _____

Dumpsters (if available) NO YES Quantity Requested: _____

Barricades NO YES Quantity Requested: _____

Picnic Table NO YES Quantity Requested: _____ *(for city sponsored events only)*

City Stage (fee required) NO YES Date(s) Requested: _____

STRUCTURES:

Do you plan on installing or using any of the following structures: banners, fencing, stages or tents. It is the responsibility of the host organization to obtain these structures.

Will you be bringing in a stage? NO YES

Will you be using tents or canopies? NO YES Quantity _____ Size _____

Please be advised, staking of tents is ABSOLUTELY PROHIBITED without prior approval from the Director. Tents and/or canopies must be secured with sand bags or water barrels. If approved for staking the event organizer is responsible for contacting Okie811 Hotline at (800) 522-6543.

SECURITY PLAN:

Depending on the size and activities of your proposed event, Parks & Recreation may require the presence of security at your event. Ponca City Police Department presence may also be required at your event.

Have you made provisions for on-site security services? NO YES

Will you have overnight security at your event? NO YES

Security Company _____

Contact Name: _____

Cell Phone: _____

Email: _____

MEDICAL SERVICES:

Have you made provisions for on-site medical services?

NO YES

Medical Company _____

Contact Name _____

Cell Phone _____

Email _____

Indemnification:

The event organizer agrees at all times during the existence of the event requested herein to indemnify the City of Ponca City for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this request, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the event organizer, its agents or employees. Event organizer shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

SIGNATURE:

The event organizer named above will be responsible for the conduct of the group and for the condition of the reserved area. This event is subject to all municipal codes in addition to all rules and regulations governing parks and parkways. The applicant agrees that, while using the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin or handicap.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Name of Applicant (*Print Name*)

Signature of Applicant

Date

For Office use only

Date Received: _____

Date of Event: _____

Event Approved Denied

Approved by: _____