



# Special Event Permit Application

City of Choctaw  
 P.O. Box 567  
 2500 N Choctaw Rd  
 Choctaw, OK 73020  
 (P) 405.390.8198  
 (F) 405.390.8607  
 mychoctaw.org

APPLICANT'S NAME			PHONE NUMBER
APPLICANT'S MAILING ADDRESS	CITY	STATE	ZIP
NAME OF ORGANIZATION			
ORGANIZATION'S MAILING ADDRESS	CITY	STATE	ZIP
ORGANIZATION'S CONTACT NAME			CONTACT PHONE NUMBER
ORGANIZATION Employer Identification Number (EIN)			
HAS APPLICANT EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR INVOLVING MORAL TURPITUDE?	NO	YES	
ARE YOU REQUESTING USE OF CITY PROPERTY?	NO	YES	IF APPLICABLE YOU MUST ALSO COMPLETE A PAVILION RESERVATION APPLICATION
ADDRESS OF EVENT			
DATE(S) OF EVENT:		TIME(S) OF EVENT	

**With my signature below, I understand that I must provide a detailed account (Letter of Intent) of the upcoming event with this form, a site plan, a list of vendors, and a Certificate of Insurance, to be presented to the City for approval. I also understand the fees involved will be set by the City and must be paid within seven (7) days after approval. Certificate of Insurance must be presented prior to the event if unavailable at time of application. Key for city facility will NOT be issued without Certificate of Insurance. Incomplete applications will not be processed.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**Do Not Write Below This Line Administrative Use Only**

Date Received \_\_\_\_\_ by: \_\_\_\_\_

Letter of Intent  Yes  No Certificate of Insurance  Yes  No Other applicable attachments?  Yes  No

Deposit Required?  Yes  No Date of Council Meeting \_\_\_\_\_ Fee Amount: \_\_\_\_\_

**SIGN IN APPROVAL, OR IF DENIED, RETURN TO CITY CLERK INSTEAD OF NEXT DEPARTMENT**

City Clerk \_\_\_\_\_ City Manager \_\_\_\_\_

Police Dept \_\_\_\_\_ Fire Department \_\_\_\_\_

Public Works \_\_\_\_\_ Parks Department \_\_\_\_\_

Approved  Denied Reason Denied: \_\_\_\_\_

Contingency?: \_\_\_\_\_

PERMIT REQUIRED

An application for a permit is required to be submitted to the City Clerk’s Office no later than thirty (30) days prior to commencement of the event. The application must be completed in its entirety. The City Clerk may require additional information to evaluate whether a permit may be issued.

REQUIRED ATTACHMENTS

- ◇ Brief description of the Special Event;
- ◇ Permission from property owner if not the legal, registered owner of property;
- ◇ List of vendors to be present at Special Event;
- ◇ Oklahoma County Health Department license for all applicable vendors;
- ◇ Oklahoma Sales Tax Permit for all applicable vendors;
- ◇ Oklahoma ABLE Commission Special Event License for all alcoholic beverages vendors;
- ◇ City of Choctaw Alcoholic Beverages license for all alcoholic beverages vendors;
- ◇ Certificate of Insurance;
- ◇ Map indicating area used to include street closures, barricade/cone placement, location of vendors on event site, event parking, etc.

**>>>>INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

SALES TAX COMPLIANCE

When including vendors at a Special Event, the event organizer is required to notify the Oklahoma Tax Commission, as well as report all sales including money made from admission, if applicable. The event organizer will be responsible for ensuring the event vendors are properly remitting sales tax to the State of Oklahoma and are reporting under the Choctaw tax code “5506.”

REVOCAION OF PERMIT

Any permit issued may be revoked or any application for issuance of a permit may be refused if the application submitted by the applicant contains any false, fraudulent or misleading statement.

INSURANCE

The event organizer shall assume full responsibility for ensuring the protection of all City property within the event site, including but not limited to streets, sidewalks, trees, plants, shrubs, buildings, and the like. Any damage which may occur to City property will be the responsibility of the event organizer if the same occurs within the event site during the term of the event as a result of the event. This section specifically excludes normal wear and tear as determined by the Public Works Department.

The applicant will be required to submit evidence of a certificate of liability insurance with the City of Choctaw as the named insured. The amount of insurance at minimum is to be equal to the Oklahoma Tort Liability Claims Act: \$25,000 Property Damage, \$100,000 Personal Injury, \$1,000,000 per occurrence. Insurance must be in effect beginning on the date of set-up and lasting until the removal of all equipment. Failure to abide by the guidelines and recommendations of the City of Choctaw may result in the immediate termination of the Special Event Permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Special Event permit  
List of Vendors**

VENDOR NAME	CONTACT NUMBER	OKHD LIC #	SALES TAX LIC #	ABLE LIC #

You may print additional pages and complete them as needed to list all vendors at your event. Failure to provide complete and accurate information is grounds for revocation of Special Event permit.

The information contained herein is accurate and complete to the best of my knowledge.

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date

**SITE PLAN**

