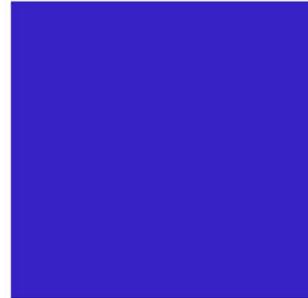
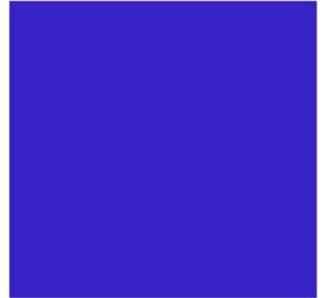
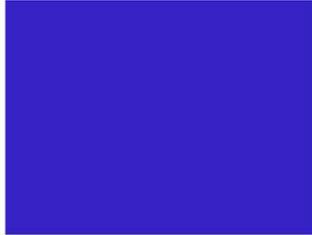




City of Bixby

SPECIAL EVENT PERMITS GUIDE





City of Bixby

The purpose of this guide is to assist in obtaining Permits for Special Events.

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Process for Special Event Permit Applications

Event applications can be found online at <http://www.bixbyok.gov/> under “Park Hours” or can be obtained at City Hall 116 W Needles, Bixby, OK 74008. Event Organizers are required to submit the Special Event Permit Application form a minimum of **45 days** prior to the event. Please note late submissions may result in an automatic denial. Applications may be approved, asked to make changes, or denied based on availability of facilities, services, dates, and/or logistics.

For questions/assistance on planning a special event or completing the Special Event Application please contact:

Jennifer Rush
Public Information/Events Coordinator
City of Bixby
116 West Needles Ave, PO Box 70, Bixby, OK 74008
918-366-0417
jrush@bixbyok.gov

Applications may be mailed or emailed to the address above. They also may be dropped off at City Hall (116 West Needles, Bixby, OK 74008). The City personnel who receives the application will mark their initials, time and date under “Application Rec’d” in the For Internal Use Only box. The application will then be delivered to the Events Coordinator. The Events Coordinator within two weeks of receipt of application will discuss the permit request with the Special Events Team (SET).

If approval is given by the Special Events Team, the application will be signed and copies distributed to all City of Bixby departments as needed. If more information is needed or changes are requested to be made the Event Coordinator will partner with the designated Event Contact to obtain/change the information. When approval is made by all SET members it is notated by initials and date on the “Approved” section of the application by the Event Coordinator. The Event Coordinator will notify the Event Contact by email of the Special Event Team’s decision.

Once applications are approved by all departments and signature is received by the City Clerk, the City Clerk will submit a copy of the application to City Hall to obtain payment. When payment for the event is received, a special permit will be given to the payer. The payment recipient will email the Event Coordinator a confirmation. The confirmation date will be recorded under “Date Paid”.

Example below:

FOR INTERNAL USE ONLY				
Application Rec’d	Approved	Refundable Deposit Due	Event Fee Due	Date Paid
_____	_____	_____	_____	_____



City of Bixby

Special Event Guidelines

Special event guidelines are created to assist in planning and organizing events in the City of Bixby. The City of Bixby reserves the right to modify special event guidelines at any time without notice. Overall it is the City of Bixby's right to regulate the time, place, and manner of special events in order to protect public health and safety, to reduce adverse impacts on the public places and neighboring areas, and to protect the rights of other users of our public places.

Completing Special Event Permit Applications

All events occurring within the City of Bixby, no matter how large or small, must complete a Special Event Permit Application and receive approval for a permit from the City of Bixby prior to taking place. This includes walks, marches, and protests.

Organization/Event Organizer

The Organization and/or Event Organizer will serve as the lead presenter and event contact, responsible for all aspects of producing the event, including funding. Organizers must adhere to all City Ordinances and Park guidelines. Event Organizers are also responsible for ensuring all event volunteers and organizers adhere to the special event requirements and City of Bixby ordinances. All parts of the application must be filled out completely and accurately. Event Organizers must read the City of Bixby Specials Events Guide prior to submitting an application. Submitting an event application does not mean the event will be automatically approved. The Event Organizer should be someone who is authorized to commit the Host Organization to the event and any costs/fees that may be incurred by the Event or Organization to the City of Bixby. The Event Organizer is also responsible for ensuring a copy of the Special Event Permit is available for viewing by a City of Bixby representative at the event. All areas on the application denoted with an asterisk must be completed. Any incomplete applications may not be reviewed.

Expected Attendance

Events with anticipated attendance of more than 300 people may require portable restrooms. Portable restrooms must be supplied at the expense of the Host Organization or Event Organizer. Also, depending on the expected attendance and/or type of event the Application may be asked to submit a Public Safety Plan for approval by the Bixby Police Department.

General Public Contact Information

The City of Bixby is not responsible for marketing, advertising, ticket sales, and or answering inquiries regarding events open to the public. All events open to the public must provide a brief description of the event and designate a contact (email, website, or phone number) that may be given to the General Public. Approved Events will be added to the Special Events Calendar on the City of Bixby website. If the Organization/Event Organizer wishes to not notify the general public about an event they must request that the event be kept private on the Special Permit Application.



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Event Notifications

It is the Host Organization/Event Organizer's responsibility to notify all business and residential owner/occupants within 300' radius for public and private events.

Signage

A "portable sign" is defined as any sign not permanently attached to the ground or to a building or building surface, including signs that are designed to be mobile and moved from one location to another. Portable signs are considered temporary signs. A portable sign may be granted by sign permit. Sign permits must be requested at least 15 days prior to the expected sign placement date. To apply for a sign permit Event Organizers can register or log into an existing account on GOVmotus (<https://govmotus.org>) and request sign permit. Please attach a completed copy of the Special Event Permit Application, Special Event Permit, and a Site Plan with the sign permit request. Please note that no stakes may be used in Charley Young Event Park.

Tents

All tents must be smaller than 400 square feet. Tents are not allowed on park lawns.

Electric, Water, Restroom Facilities

Access to electric, water, and or restroom facilities must be requested in the event application if needed. Keys may be given out at the discretion of the City of Bixby Event Coordinator to the Event Organizer or a delegate of the Event Coordinator's choosing after the required key deposit is received. Keys must be signed out with the Event Coordinator no earlier than 3 days prior to the event and must be returned within 24 hours after event completion to the Event Coordinator. Events requiring water access in certain areas may be responsible for contacting the City of Bixby Public Works Department to obtain construction meters. In this case, Event Organizers are responsible for any applicable water fees during the event.

Events may be denied access to restroom facilities and therefore responsible for obtaining portable restrooms. Portable restrooms may not be delivered more than 48 hours prior to an event. Portable restrooms must be picked up within 24 hours after event completion. Restrooms must have one handicap accessible toilet for every 1000 event participants with a minimum of one handicap accessible toilet per event.

Refuse/Trash

All Events, no matter the size, must provide their own trash services. Trash must be cleaned up to the approval of the City of Bixby Parks Director within the discussed time frame in order to receive the refundable deposit returned.



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Public Safety

Weather

The Event Organizer has the responsibility to cancel events due to pending or forecasted inclement weather and to notify all parties of the cancellation. Should inclement weather be an imminent public safety concern then the City of Bixby Emergency Manager shall have authority to cancel the event.

Parking

Events with expected attendance of over 500 must include a Parking Plan in the Public Safety Plan submission. Certain events may be required to obtain a shuttle service for access from the parking area to the event.

Barricades /Traffic Control

For large events, the Special Events Team will evaluate the need for the installation and removal of crowd control fencing and/or barriers. In these cases, city staff will work with the event organizers to determine the requirements.

Helicopters

Helicopters are not permitted to land in Downtown Bixby. Events receiving Helicopter usage approval must adhere to special rules and regulations by the City of Bixby Fire Chief and Police Chief.

Fireworks/Pyrotechnics

Any events requesting the use of Fireworks or Pyrotechnics must apply for a permit and receive approval from the City of Bixby Fire Marshal.

Public Safety Personnel

Depending on attendance and type of event, the city may require personnel; including Police and/or Fire at an event. All costs for city personnel involved during the day(s) of the event will be charged to the event organizers/applicant/sponsoring agency. The city shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, and reduce the public liability exposure. Certain events may require medical support on-site. In these instances, the event organizer will be notified of the required personnel and will be responsible to contact the appropriate agency to meet the requirements.

Runs, Rides, and Parades

Special Event Permit Applications seeking to host runs, rides, and /or parades in the City of Bixby must include a street map with appropriate routes indicated. These events must also include a public safety plan that addresses how many volunteers will be present at the event and where they will be stationed along the route.



City of Bixby

Vendors

A final list of all vendors including food and retail for the event is due to the City at least 15 days prior to the event date. When submitting this list, please provide the company name, primary contact name, phone number, summary of items to be sold and the OK Tax Id. The list should be emailed to Jennifer Rush, Events Coordinator, JRush@bixbyok.gov.

Food Vendors

Food vendors are required to have the following in order by the day of the event:

- Current OSDH Food Permit available for on-site review
- Itinerant Vendor License issued by the City of Bixby. For more info call 918-366-4430.
 - Itinerant Vendor Licenses must be purchased 10 days in advance of the event.
 - Estimated fee is \$50 to be paid by the vendor
- City of Bixby Food Permit
 - Issued by Tulsa County Health Department on-site at the event.
 - Fees to be paid by the vendor
 - Tulsa Health Department Contact is Ashely Davis 918-595-4361

Alcoholic Beverages

A Special Event Beverage Permit is required for the sale of alcoholic beverages, low point alcoholic beverages (including beer) sales or consumption as part of a special event. A specific area must be fenced off for the sale or dispensing of beverages. Proof of ABLE Commission or Oklahoma Tax Commission and Tulsa County Licenses is required for issuance of the Special Event Permit. The event organizer is responsible for compliance with all Federal, State, local laws and ordinances.

Site Plan

An Event Site Plan or Route Map is required to be submitted with all applications. Event Site Plans/Routes may utilize a Google Map or the images included in the Park Maps section of this guide to complete the illustration. Site Plans/Route Maps must be clearly legible and include the following:

Food Vendors (FV)	Public entrances and exits (PE)
Beverage Vendors (BV)	Parking (P)
Bathroom Facilities (T)	Location of Sound (S)
Hand washing sinks (HWS)	Stage locations (ST)
Retail merchants (RM)	Tents (TN)
First Aid (FA)	Carnival Attractions (CA)
Refuse receptacles (R)	Electric (E)
Street Names	Water Access (WA)
Barricades including the # (B)	Event Route

Certificate of Insurance

Once an event is been approved, a Certificate of General Liability Insurance naming the City of Bixby as an additional insured in the general aggregate amount of \$1,000,000 is required for events held on



City of Bixby

public property, as deemed necessary by the City of Bixby. Upon approval of your event registration, an original copy of the Certificate of Insurance will be due at least 15 days prior to event date. The City of Bixby reserves the right to require additional insurance for the event as deemed necessary.

For Events at Bixby Parks:

All groups are required to submit a copy of their liability insurance to use the City of Bixby Park venues. You should add the following as a certificate holder to your liability insurance:

City of Bixby Parks Department
Attn: Don Cash, Parks Director
113 W. Dawes Avenue
Bixby, OK 74008

Event Tier Classifications

The City Council, City Manager, the director or their authorized representatives shall have the authority to schedule or permit the temporary, limited exclusive use of any park areas or facilities, including any playing fields, practice fields, play areas or other portions of park areas or facilities. The council, city manager or the director, may designate particular locations within park areas and facilities for specific activities and may limit such activities by issuance of permits. (City Ordinance 7-6C-3A). For the purposes of deposits and fees, events are classified in four tiers as follows:

Tier 1

Tier 1 events are free city-wide events taking place for the benefit of the general public. Tier 1 Events must receive the endorsement of the Bixby City Council through resolution. Tier 1 events may not require fees and/or deposits. Tier 1 events are also supported by in-kind public safety services. Tier 1 events must submit for a Special Event Permit Application, attend all Special Event Team meetings, and adhere to all event guidelines.

Tier 2

Tier 2 events are city-wide events presented by organizations who partner with the City of Bixby. Tier 2 events may be defined by MOU. Tier 2 events may not require fees and/or deposits. Tier 2 events do not receive in-kind public safety services. Tier 2 events must submit for a Special Event Permit Application, attend all requested Special Event Team meetings, and adhere to all event guidelines.

Tier 3

Tier 3 events are events that may be private/or public and take place on City Property. Tier 3 events require fees and/or deposits. Tier 3 events do not receive in-kind public safety services. Tier 3 events must submit for a Special Event Permit Application, attend all requested Special Event Team meetings, and adhere to all event guidelines.

Tier 4

Tier 4 events are public and/or private events that take place on private property within the City of Bixby. Tier 4 events do not typically require fees and/or deposits. Tier 4 events do not receive in-kind public safety services, but may be required to pay fees for street closures. Tier 3 events must submit for



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a Special Event Permit Application, attend all requested Special Event Team meetings, and adhere to all event guidelines.

City of Bixby Park Rules

1. Please be respectful of the people around you and the artists performing. Be conscientious of all park visitors and make sure your good time isn't infringing on someone else's good time.
2. Please don't move or throw stones or other landscape elements. Please respect all the plants, structures and everything else at the Park. We want to keep it beautiful for a long, long time.
3. No soliciting. No verbal solicitations for money or donations or distribution of printed materials without prior approval.
4. No smoking allowed at the Park. No spitting. No outside alcohol.
5. Pets must be kept on a leash at all times. Visitors must pick up after your pet. There are "doggy bags" located throughout the park. Barkers and fighters (canine or human) will be asked to leave.
6. No littering. Please use the trash containers. All trash containers are sorted for recyclables.
7. No open fires, fireworks, or explosives allowed.
8. No firearms/weapons allowed. No fighting.
9. Bike racks are on the perimeter of the Park – please use them! Do not lock your bike to trees, trellises, or any other structure that is not a bike rack.
10. No bicycles, skates, or skateboards off of sidewalks. Please push or carry bikes and skateboards when passing through the Park.
11. Do not abuse furniture or climb or play on rails.
12. No food, drinks, or glass containers on or near the fountain. Adult supervision is required for all children around the fountain.
13. No amplified music, except as permitted by the facility.
14. The Park is closed from 11:00pm to 6:00am.
15. Anyone damaging the Park property will be prosecuted.
16. You may be asked to leave if you violate any of these rules.
17. In case of emergency, notify on-site security or dial 911.
18. Complete Park Rules and Special Event Permit Applications are available on line on City of Bixby web site.



City of Bixby

City of Bixby Special Event Venues

- Bentley Park Sports Complex
- Bixhoma Lake
- Charley Young Park
- Neighborhood Blocks/Parks
- Quail Creek Park
- Washington Irving Park

Bentley Park

8505 E. 148th Street, Bixby, OK 74008

Park Hours: Monday through Sunday – 7:30am to 11:30pm

Splash Pad Hours: Monday through Sunday 9am to 9pm

The award winning Bentley Park Sports Complex in Bixby is one of the best youth parks in Oklahoma. The park has been recognized for the “Top Design in the State Award” by the Oklahoma Recreation Sports Society. The park’s splash pad was awarded “2011 Dream Designs Spray Park & Power Play” by Aquatics International.

Bentley Park was created through the use of bonds passed by Bixby residents in April of 2006 and 2010. The park currently consists of 114 acres.

The complex features two quads of baseball, two quads of softball, an international soccer field, fourteen youth soccer fields, a super playground/splash pad, horseshoe pits, bocce courts, rodeo grounds, practice fields, a multi-purpose building and walking trails connecting to the regional walking trail by the Arkansas river. Reservations are not accepted for the splash pad or picnic pavilions within Bentley Park. These areas are designed to be used on a first come basis. Cooking/grilling is not allowed on the grounds of Bentley Park to include the playground area.

In addition to the support of our residents, community businesses along with civic organizations show support for the Bentley Park Sports Complex through sponsoring various venues within the park.



City of Bixby

Bixhoma Lake

18019 South 161st East Avenue, Bixby, OK 74008

Hours: Monday through Sunday – 6:00am to 10:00pm

Bixhoma Lake is located about 5 miles southeast of **Bixby on Leonard Mountain**. Fishing is allowed, and a low-wake zone is enforced. The lake contains many scenic walking trails, two boat ramps, and picnic areas with charcoal grills and fire pits.

- > Swimming is prohibited without the written consent of the City Manager and Parks Director.
- > Scuba diving is permitted by anyone who is accompanied by a dive professional and has obtained a special permit form the Director of the Parks Department, the City Manager or the City Manager's designee.
- > Fishing is permitted with proper state and city license required.

Fishing/Boating Permits

Daily fishing or boating permits are \$5.00; yearly \$15.00. There is no charge for ages 65+ and for children age 11 yrs. old and under. However, it is necessary for all ages to obtain the appropriate license.

These can be purchased at City Hall located 116 West Needles

Fishing Regulations:

7-6D-8: FISHING:

Bag Limits:

- black (largemouth or spotted) bass, which shall be no less than fourteen inches (14") in length, Limit 6 per day
- Catfish – Leave 14 inches and under – Limit 5 per day
- Crappie – Leave 10 inches and under – Limit 5 per day
- As to other species, size, limit and bag limits, limits of the state regulations shall apply. (Ord. 2142, 9-22-2014)



City of Bixby

Charley Young Event Park

50 West Dawes, Bixby, OK 74008

Park Hours: Monday through Sunday – 7:30am to 11:30pm

Fountain Hours: Monday through Sunday 11:00am to 1:00pm and 6:00pm to 11:00pm

Charley Young Event Park is an urban park located in the Heart of Downtown Bixby. The park features an outdoor concert stage with built-in lighting perfect for musicians, outdoor weddings, and other family oriented events. Other features include a large green open-space lawn, jungle gym, and interactive fountains.

Neighborhood Blocks

Neighbors may host events within their neighborhoods. These events should comply with all applicable city ordinances, codes, conditions, and requirements. Neighborhoods hosting gatherings that occupy one block or larger, or that defer traffic must complete an event application. The City of Bixby Event Coordinator will assist organizers with the procedures on how to access barricades, traffic control signage and other information.

Quail Creek Park

8600 E 106th St S, Tulsa, OK 74133

Hours: Monday through Sunday – 6:00am to 10:00pm

Located in South Country Estates subdivision the Quail Creek Park facilities include playground equipment, picnic tables, swing set, a barbeque grill, and 2-lighted Tennis courts.

Washington Irving Park

8600 E 106th St S, Tulsa, OK 74133

Park Hours: Monday through Sunday – 7:30am to 11:30pm

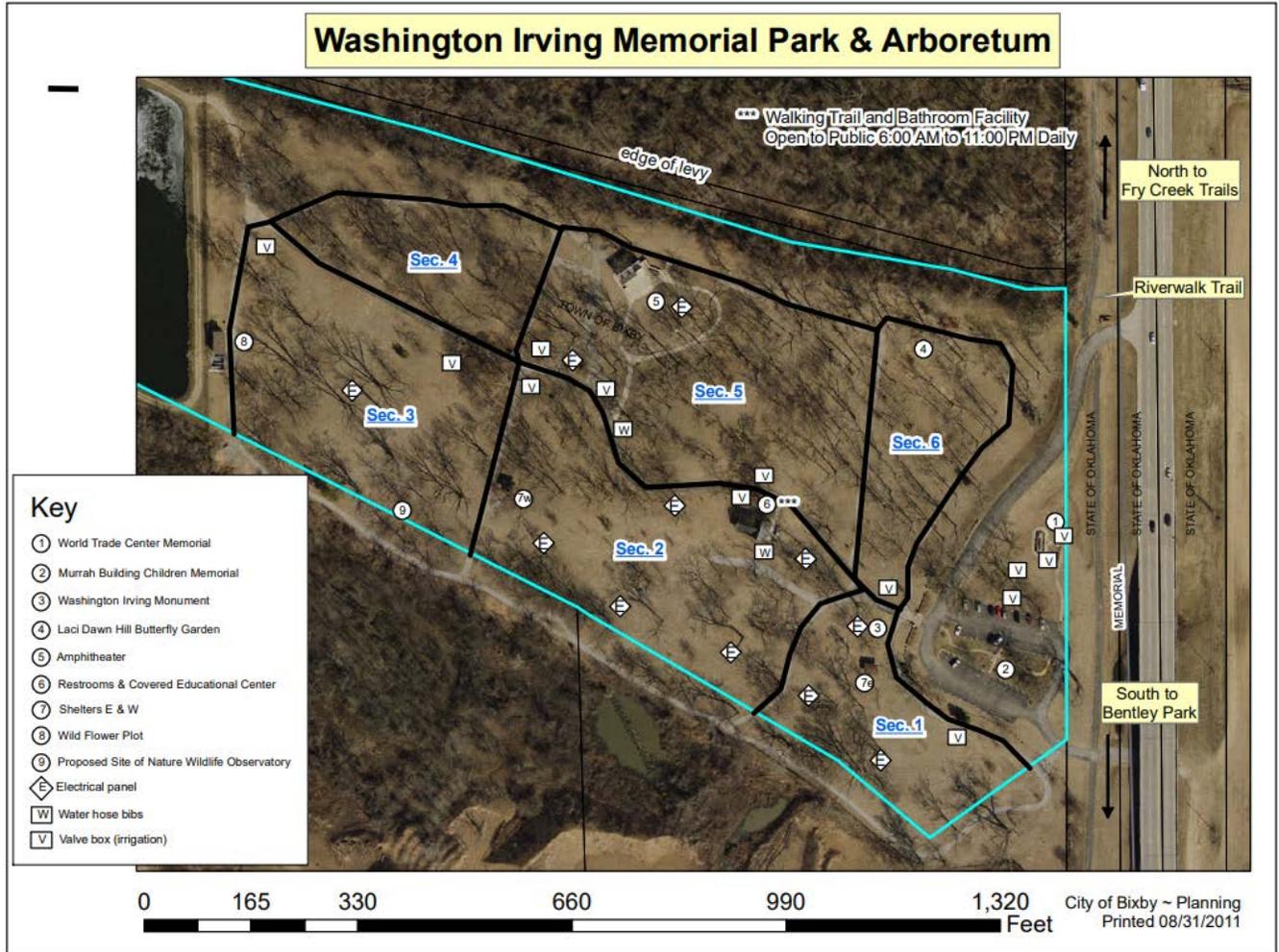
Washington Irving Park is a 32.5 acre wonderfully wooded park is located just north of the Arkansas River Bridge on Memorial, in Bixby (just south of 134th and Memorial). Located in the park, visitors will find a walking trail, picnic tables, the Laci Dawn Hill Butterfly Garden, memorials to the children of the Murrah Building Bombing, and to the World Trade Center Terrorist Act. Other developments include an amphitheater and a restroom facility with covered patio.



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Washington Irving Park Reservations

Reservations are accepted for a section or sections within Washington Irving Park. This is the only park available for reservations.

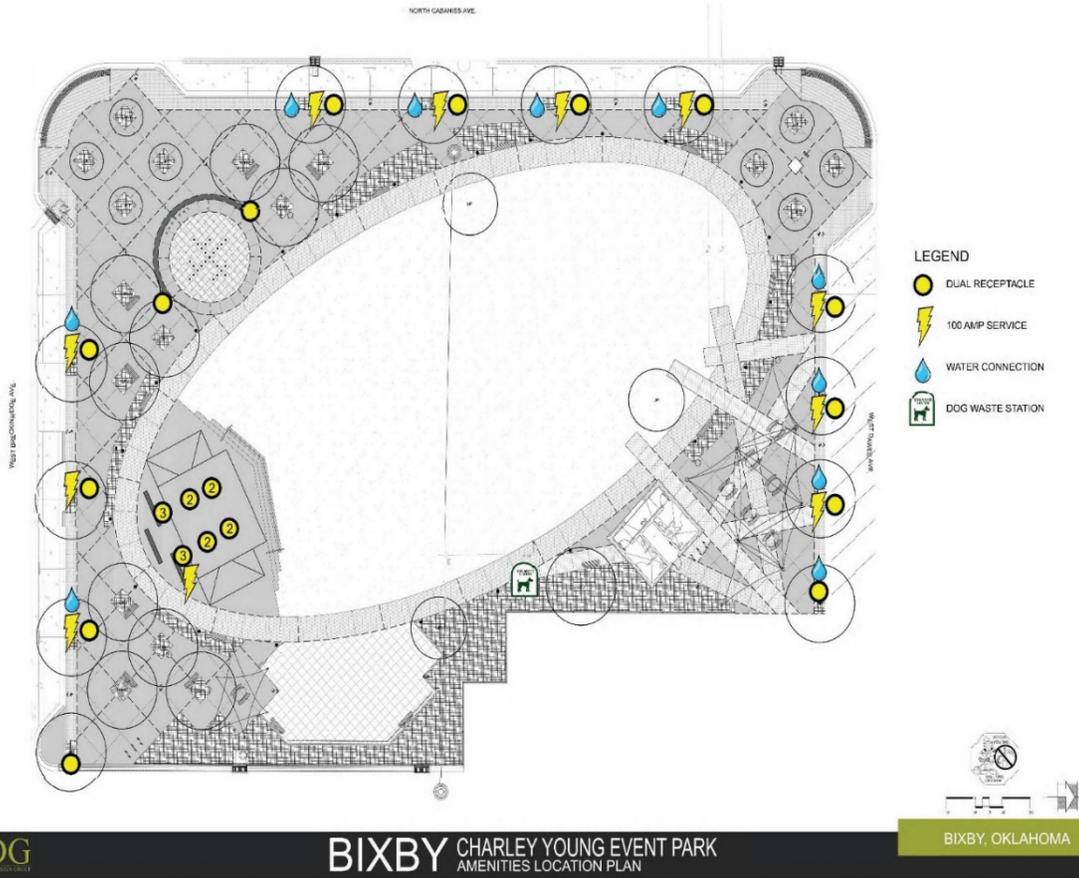




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Park Maps

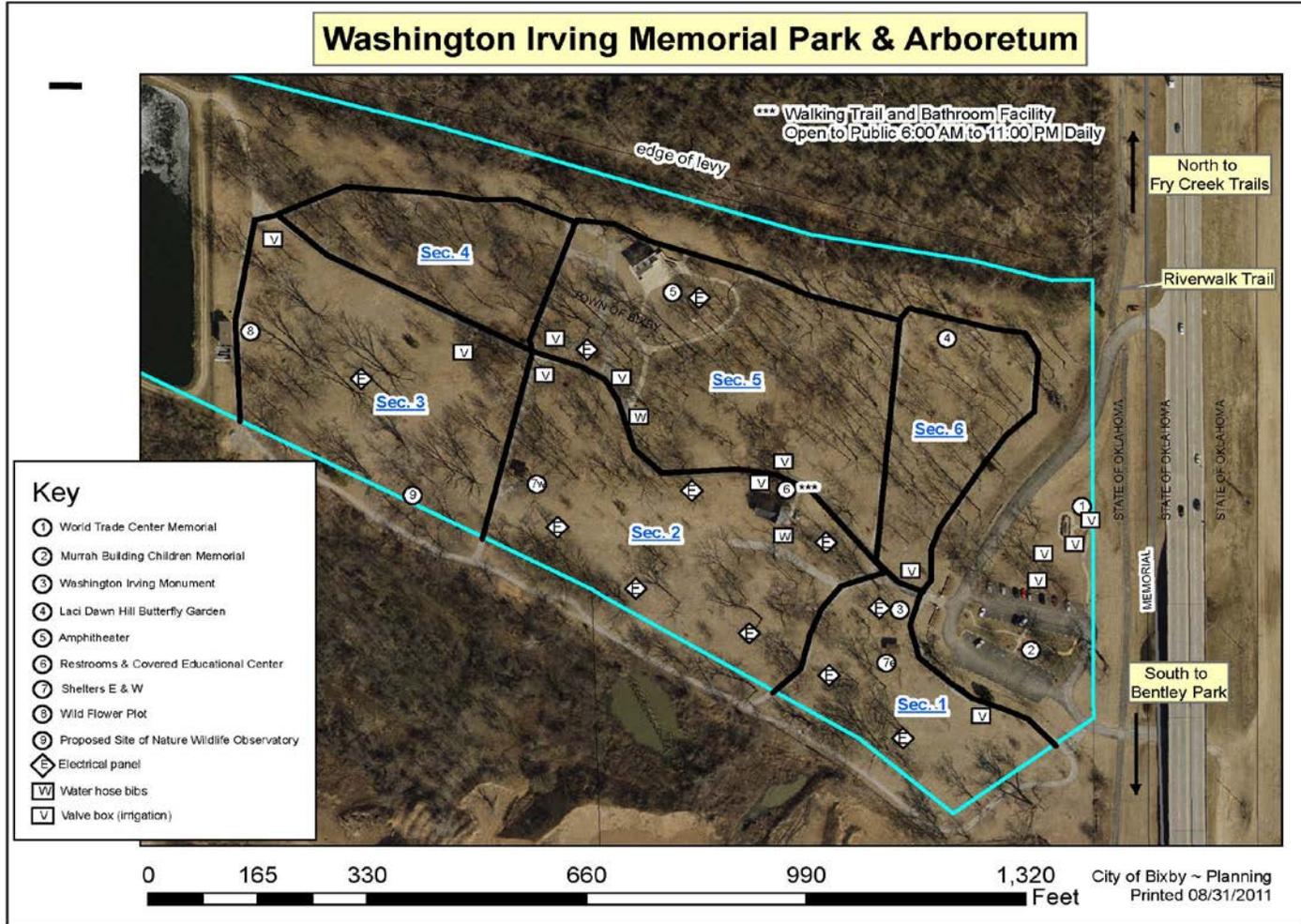
Charley Young Event Park





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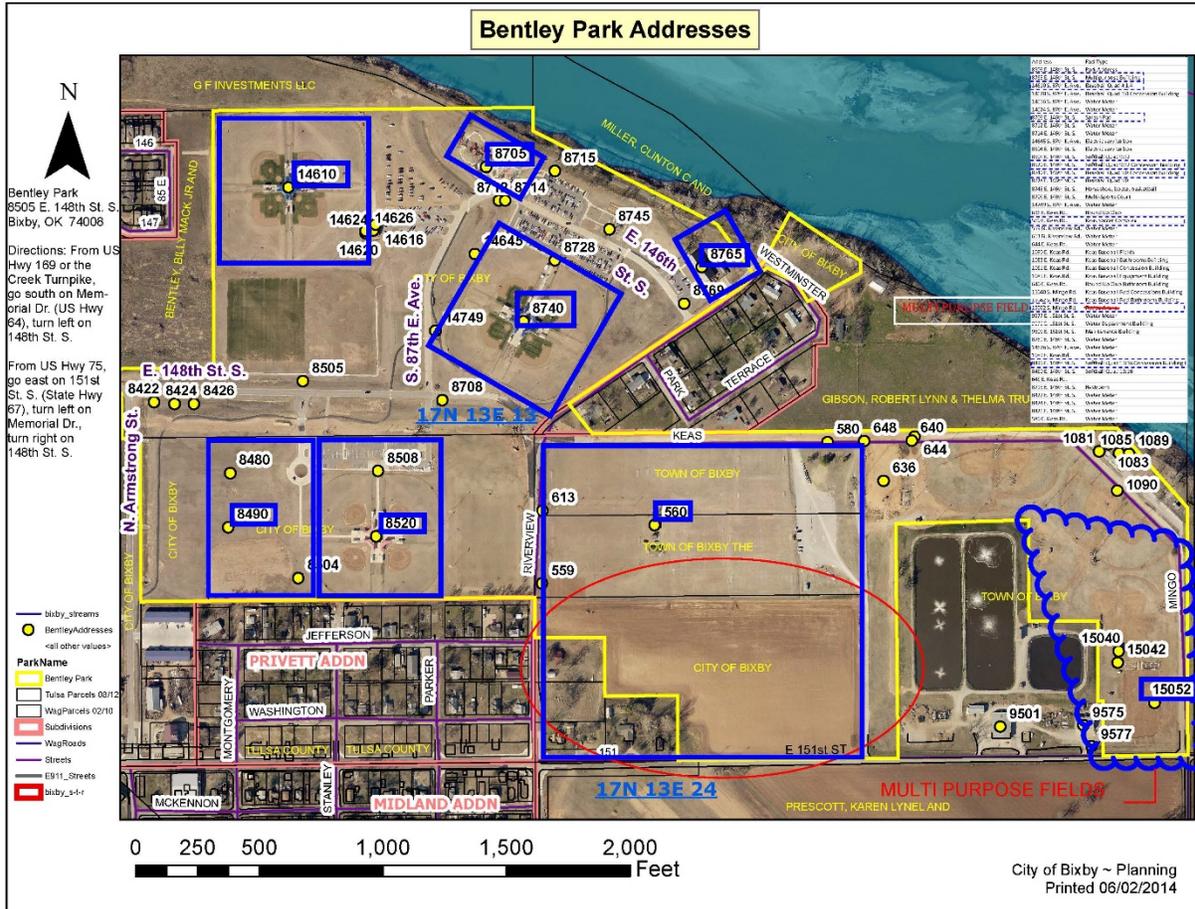
Washington Irving Memorial Park





City of Bixby

Bentley Park Sports Complex



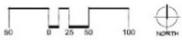


City of Bixby

Bixhoma Lake



- | | |
|-----------------------------|---------------------------------|
| 1 Entry Feature and Signage | 8 Camping Area Amenities |
| 2 Launch Dock | 9 Parking (Vehicle and Trailer) |
| 3 Fishing Dock | 10 Restrooms |
| 4 Boat Launch | 11 Restroom w/ Shower |
| 5 Kayak/SUP Board Launch | 12 Picnic Area |
| 6 Recreation Area | 13 Hiking Trail |
| 7 Picnic Area | 14 Scenic Overlook |



PDG
PLANNING DESIGN GROUP

Bixhoma Lake Master Plan

DECEMBER 7TH, 2015
BIXBY, OKLAHOMA



City of Bixby

Special Event Fees

Permit Fees

All permit and license fees are payable upon pick-up of the event permit. Failure to secure permits in a timely manner may result in loss of event privileges for proposed date and/or time. Permit and deposit fees may be paid at the Bixby Water Department located in City Hall (116 W Needles Ave, Bixby, OK 74008) between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Refundable Deposits

Deposits are refundable by the approval of the City of Bixby Parks Director. To receive a deposit refunded, all trash and debris must be cleared from the site by the agreed upon time. Any damages to Park areas may result in a complete loss of a deposit. Host Organizations will also be responsible for damages that total more than the deposit. Any additional damage fees must be paid within 30 days of event completion.

CITY FACILITIES RESERVATION FEES		July 1, 2017 Fees	
A) Washington Irving Park		Reservation Fees	
<u>Individual Family:</u>			
<i>Section:</i>			
1		\$100.00	
2		\$100.00	
3		\$100.00	
4		\$100.00	
5		\$150.00	
6		\$100.00	
Entire Park		\$750.00	
Deposit		\$250.00/Section	\$500.00/Entire Park
<u>Non-Profit Organization:</u>			
<i>Section:</i>			
1		\$100.00	
2		\$100.00	
3		\$100.00	
4		\$100.00	
5		\$150.00	
6		\$100.00	
Entire Park		\$750.00	
Deposit		\$250.00/Section	\$500.00/Entire Park
<u>Accelerated/Corporate Use Event Use Event:</u>			
<i>Section:</i>			
1		\$120.00	
2		\$150.00	



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3	\$120.00	
4	\$120.00	
5	\$300.00	
6	\$120.00	
Entire Park	\$1,500.00	
Clean-Up and Maintenance Deposits:		
Per Section	\$500.00	
Entire Park	\$2,000.00	
B) Charley Young Park		
Park Rental	\$800.00	
Deposit	\$1,500.00	

C) Other Park Fees

FISHING PERMITS	July 1, 2017 Fees
Lake Bixhoma Annual Fishing License	\$15.00
Daily Fishing License	\$5.00
Lake Bixhoma Annual Boating License	\$15.00
Daily Boating License	\$5.00

SHELTERS AND TENNIS COURT FEES	July 1, 2017 Fees
Park Shelters Reservations	
Park Shelters Reservations, shelters only.	
Tennis Courts/Reservations	\$15.00/hr. \$50.00/day

SPORTS FIELD FEES	July 1, 2017 Fees
Fields	
Baseball Fields/Softball Fields	Contract
Soccer Fields	\$12.00 per game
Soccer Tournaments	
Per game fee	\$50.00
Deposit	\$3,000.00
Soccer Club host fee	\$15.00/game
No deposit required for club	\$0.00

EVENT RELATED CHARGES	July 1, 2017 Fees	
Fields	Resident	Event
Rental of Barricades	\$25/per day	\$150/day
Photography fee for parks	\$50/per year	\$0.00



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Key Rental Deposit	\$100.00	\$100.00
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BLOCK PARTIES		July 1, 2017 Fees
Fields		Resident
Bentley Park 5-k run		
Usage fee		\$1,000.00
Deposit fee		\$1,000.00
Basketball Courts		
Usage fee daily all courts		\$1,000.00
Deposit fee		\$1,000.00