



# City of Bixby

## Special Event Permit Application

All events occurring within the City of Bixby, no matter how large or small, must complete a Special Event Permit Application and receive approval from the City of Bixby Special Events Team before obtaining a permit. 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. Any event taking place in the park without the authorization of the team will be asked to leave.

Prior to completing this application please read the [Special Events Guide](#) and direct any questions to Officer [Bryan Toney, Event Relations Officer](mailto:btoney@bixbyok.gov) (btoney@bixbyok.gov) or 918-366-0417.

**Organization Name \*** \_\_\_\_\_

**Name of the Event \*** \_\_\_\_\_

**Date(s) of Proposed Event \*** \_\_\_\_\_

**Time(s) of Proposed Event \*** \_\_\_\_\_

### Type of Event\*

- Festival     Concert     Food     Block Party     Fishing     Parade  
 Fundraiser     Community     Private     Business     Sports (5K, Cycling, Basketball, etc)  
 Other \_\_\_\_\_

### Event General Location\*

- Washington Irving Park     Charley Young Event Park     Quail Creek Park  
 Bentley Park     Bixhoma     Neighborhood (Please list name) \_\_\_\_\_  
 Other (Please list address or location) \_\_\_\_\_

### Event Description \*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expected Attendance \***

\_\_\_\_\_

**Is this a new event? \***

Yes  No

**Is the General Public invited? \***

Yes  No

**Is there an admission fee to participate? \***  Yes  No

**Amount?** \_\_\_\_\_

**Is there an admission fee to spectate? \***  Yes  No  N/A

**Amount?** \_\_\_\_\_

### FOR INTERNAL USE ONLY

Application Rec'd	Approved	Refundable Deposit Due	Event Fee Due	Date Paid
_____	_____	_____	_____	_____

**ORGANIZATION & CONTACT INFORMATION**

Event Organizer Contact Name \* \_\_\_\_\_

Cell Phone\* \_\_\_\_\_ Alternate Phone\* \_\_\_\_\_

Email\* \_\_\_\_\_

Secondary Organizer Contact Name \* \_\_\_\_\_

Cell Phone\* \_\_\_\_\_ Alternate Phone\* \_\_\_\_\_

Email\* \_\_\_\_\_

Organization Full Address\* \_\_\_\_\_

Event Social Media Pages\* \_\_\_\_\_

Organization Website\* \_\_\_\_\_

Event Website\* \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

Please list 2 to 3 sentences that describe the event to the General Public: \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number for the General Public to inquire about the event: \* \_\_\_\_\_

Email or social media for the General Public about the event: \*

\_\_\_\_\_  
\_\_\_\_\_

Event set-up date(s) and time(s) requested \* \_\_\_\_\_

Is the event a series?  Yes  No If yes, how frequently the event will occur? \*

\_\_\_\_\_

Does the event benefit another organization? \*  Yes  No

If yes, please list: \_\_\_\_\_

Has the City of Bixby been added as a certificate holder to a Liability Insurance policy with an aggregate limit of liability of not less than one million dollars (\$1,000,000) ? \*  Yes  No

Will signage be used\*?  Yes  No If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Will there be live entertainment? \*  Yes  No

Will a public announcement system be utilized? \*  Yes  No

Will an event stage be utilized? \*  Yes  No

Have adjacent property/business owners been notified? \*  Yes  No

Will there be product sales (other than food or beverage) at the event? \*  Yes  No

## PARKS INFORMATION

Will the event or vendors need access to electric? \*  Yes  No

Will the event or vendors need access to water? \*  Yes  No

Will the event need access to restroom facilities? \*  Yes  No

If over 300 in attendance are expected, have you made arrangements for Porta Jon delivery? \*

Yes  No Delivery date: \_\_\_\_\_ Pickup date: \_\_\_\_\_

Will the event utilize tents? \*  Yes  No

Have arrangements been made with a refuse service? \*  Yes  No

Will carnival or other type rides be included in the event? \*  Yes  No

If utilizing a City Park, please indicate the proposed location(s) to be utilized for the event \*

### Washington Irving Park

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

### Bentley Park

Baseball Quad

Softball Quad

Soccer Complex

Basketball Courts

Splash Pad

Playground

Lawn

Stage

Concessions

### Charley Young Park

Splash Pad

Playground

Lawn

Stage

Food Truck Areas

### Bixhoma Lake

Launch Dock

Fishing Dock

Launch Dock

Recreation Area

Picnic Area

Camping Area

Hiking Trail

Gazebo

## TRAFFIC & PUBLIC SAFETY

Will the event need street closures? \*  Yes  No

If yes, please list anticipated street closures: \* \_\_\_\_\_

\_\_\_\_\_

Are barricades needed? \*  Yes  No

If yes, please list requested barricade locations: \* \_\_\_\_\_

\_\_\_\_\_

Does the event have a plan for parking? \*  Yes  No

If yes, please list parking information including location: \* \_\_\_\_\_

\_\_\_\_\_

Will volunteers be utilized to assist with parking? \*  Yes  No

Will the event utilize a shuttle service? \*  Yes  No

## TRAFFIC & PUBLIC SAFETY CONTINUED

Will the event require security or traffic assistance from the Bixby Police Department? \*  Yes  No

If yes, have you contacted the police department to obtain approval to hire off-duty officers?

\*  Yes  No

If no, has the event made arrangements for security from another provider? \*  Yes  No

Is the use of a helicopter being planned? \*  Yes  No

Will fireworks or other pyrotechnics be used during the event? \*  Yes  No

Will the event provide on-site medical or first aid care? \*  Yes  No

Will the event involve any type of firearm or replica firearm? \*  Yes  No

Will any Hazardous Materials be present at the event? \*  Yes  No

If the event is a run, ride, or parade will there be a marked lead vehicle and/or rear vehicle? \*  Yes

No  N/A

## FOOD & BEVERAGE

Will food be provided at the event? \*  Yes  No

If yes, who will be providing food at the event?

Food Trucks  Sponsoring Organization  Tented Vendors

Other \_\_\_\_\_

Do vendors all have proper Oklahoma State Department of Health Food Permits?

\*  Yes  No

Do vendors all have a City of Bixby Food Permit issued by the Tulsa County Health Department?

\*  Yes  No

Will vendors be notified that they must receive an itinerant vendor license with the City of Bixby within 15 days of the event? (This excludes Tier 1 events.)

\*  Yes  No

Will food vendors need access to food truck parking at the Park?

\*  Yes  No

Will alcoholic beverages be served/sold at the event? \*  Yes  No

If yes, who will be providing alcoholic beverages at the event?

Food Trucks  Sponsoring Organization  Tented Vendors

Other \_\_\_\_\_

If alcohol will be sold or served, has proper permitting through ABLE commission been obtained?

Yes  No

**PLEASE INCLUDE THE FOLLOWING ATTACHMENTS IF APPLICABLE:**

- Event Site Plan\* (Required to be submitted with the application to have a completed application)**
- Route Maps for Runs, Rides, and/or Parades**
- Event Public Safety & Parking Plan**
- Certificate of Insurance\* (This requirement cannot be waived)**
- IRS Not-for-Profit Determination Letter**
- Press Releases**
- Event Flyers, Brochures, and/or Social Media Graphics**
- Vendor Lists (Due no later than 15 days prior to the event)**

**ACKNOWLEDGEMENTS**

I, \_\_\_\_\_, have reviewed the City of Bixby Special Events Guide. As event organizer, I will ensure all event volunteers, organizers are aware and adhere to the special event requirements and City of Bixby ordinances. I also understand that by submitting this application my event is not automatically approved. I understand that I may be asked to make changes before approval. I also understand that my event may not meet City of Bixby guidelines and therefore my application may be denied. I certify that the information submitted in this application is true and to the best of my knowledge correct. I acknowledge that I understand event fees are non-refundable and refundable deposit fees may be refunded if guidelines established in the Special Events Guide are met. I also certify that I am authorized to commit the Host Organization to the aforementioned event and agree to be financially responsible for any costs and fees that may be incurred by the Event or Organization to the City of Bixby. I also understand that I must have a copy of the permit awarded at the event and may be asked to leave if the permit is not available for viewing by a City of Bixby representative.

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**Signature**

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**Date**