

SPECIAL EVENT PLANNING GUIDE

City of Wilburton

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Welcome to Wilburton!

Dear Event Organizers,

We are delighted that you have chosen Wilburton as the destination for your upcoming event. Nestled in the heart of southeast Oklahoma, Wilburton is a community rich in history, culture, and natural beauty. Our city is the perfect backdrop for events that aim to bring people together, celebrate local traditions, and create lasting memories.

Whether you're planning a small gathering or a large festival, our city offers a warm and welcoming environment that is sure to make your event special. We believe that every event has the potential to strengthen our community, foster connections, and highlight the unique character of Wilburton.

This guide is designed to assist you in every step of your planning process. Inside, you'll find important information on city regulations, available resources, and helpful tips to ensure your event runs smoothly. We encourage you to make the most of what our city has to offer—its parks, local businesses, and vibrant community spirit.

Our city officials and local partners are here to support you in creating an event that is not only successful but also memorable for all who attend. We are committed to working with you to ensure that your event reflects the values and warmth of our community.

Thank you for choosing Wilburton. We look forward to celebrating with you and helping you make your event a remarkable experience.

Welcome to our community—we're excited to see what you'll create!

Sincerely,

A handwritten signature in black ink that reads "Loran Mayes". The signature is written in a cursive, flowing style.

Loran Mayes, Mayor

Event Types

There are multiple event types. Please see the definitions below:

Athletic Event: any scheduled event or gathering of persons for physical exertion that moves from one location to another such as running, walking, bicycling, and other recreational activities upon any city street, sidewalk or path.

Community festival: a gathering of persons on public property or right-of-way for social, recreational, or artistic purposes which location can be predetermined or fixed. The area to be used for the gathering does not cover an area greater than one (1) city block in length. This applies to public property or right-of-way where more than fifty (50) people are gathered at any given time. To be considered a community festival no alcohol can be served and no more than 20 (twenty hours) of police resources can be assigned.

Community procession: an event where fewer than 100 people collectively walk on city sidewalks or other rights-of-way in a procession that obeys all traffic control devices and regulations, does not interfere with the normal flow or regulation of traffic upon the streets, and has a minimal impact on public safety.

General Block Party: an event either free or controlled occurring on publicly owned property or public right-of-way where more than fifty (50) people are gathered at any given time.

Parade means: procession, or motorcade, consisting of persons, animals or vehicles or a combination thereof upon the streets, sidewalks or other public grounds within the city that interferes with the normal flow or regulation of traffic upon the streets, sidewalks or other public grounds.

Public Assembly: any demonstration, march, picket line, or rally of fifty (50) or more persons for a common purpose as a result of prior planning in or upon any street, sidewalk or other public grounds in a place open to the general public. No sales of any kind are associated with this event.

Residential Block Party: a neighborhood gathering of persons residing in one (1) city block or two (2) adjacent city blocks where the street or right-of-way sought to be closed and used for the gathering is completely residential in nature.

Terms and Definitions of Requirements

Fees:

No fees will be applied to the event permit. Fees are required for Vendors and food trucks not associated with an event.

Insurance:

All applications (except residential block parties, parades, and charitable 5k races) shall be accompanied by evidence in the form of a properly executed certificate of insurance that the city is protected as an additional insured under a comprehensive public liability insurance policy against all liability or claims which might arise out of the holding of the event or community festival, the insurance coverage to be in the amounts not less than three hundred thousand dollars (\$300,000.00) for injury or damage to any person or property and not less than one million dollars (\$1,000,000.00) in the aggregate amount for any number of claims arising out of a single occurrence.

Road Closures:

If any portion of a street or sidewalk is to be closed barricades are needed. Public Works will provide barricades. The city reserves the right to require additional barricades and/or signage as a condition of approval of the permit. Saw horses or homemade barricades are not acceptable. Questions can be directed to City Hall for assistance.

Map:

A map designating the proposed closed street(s), sidewalk or alley is required when submitting the application. The map should be computer generated and NOT hand drawn. The map should illustrate all roads to be closed, barricade placements and emergency access points. Closed roads must contain event activity. Roads will NOT be closed for parking, buffer space or other non-event related reasons. If you do not have access to print a computer generated map, please visit City Hall for assistance.

Notice:

Each event organizer is required to mail or hand deliver notices of the event to City Hall at least two (2) weeks prior to the event. This notice shall be in the form of a completed Special Event Permit Application.

Each event organizer is also required to mail or hand deliver parade request to the Wilburton Police Department within 30 days. Parade Requests are available at the Wilburton Police Department and City Hall. Any parade that includes Highway 270 or Highway 2, an additional permission has to be granted by ODOT. This will be handled by the Wilburton Police Department as part of the permit process.

The notice must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and take down.

Application:

This is a mandatory requirement for all events. Applications will not be processed without completed documents. If you have any issues please visit City Hall or call 918-465-5361.

Event Details:

Has the event been held in the City before - Yes, if the event has been held previously with generally the same setup, time of year and people involved. No, if there have been significant changes to the event structure or if it is a new/first time event.

Event Date:

Date of actual event. Is the event more than one day – Yes, if the event is more than one consecutive day(s) or recurring weekly. If answering “yes” additional dates may be added to the same form instead of completing a form for each date.

Event Setup Time – At what time will set up for the event commence.

Event Start Time – At what time will the event officially start.

Event End Time – What time does the event or participation officially end.

Event Takedown Time – What time will the entire event area be picked up and returned to normal use.

Road Closure Time – What time does the first road closure associated with an event occur?

Road Open Time – When is the last road closure associated with the event open to normal traffic.

Event Location:

Will any streets be closed – If a single lane, shoulder, alley or sidewalk will be closed or obstructed from normal use the answer is "YES". *** Closed roads must contain event activity. Roads will NOT be closed for parking, buffer space or other non-event related reasons.

Location – This is the primary street(s) to be closed. Leave blank if this is a parade, race, march, procession or other event that covers multiple streets (use route instead).

Cross Streets / Border – These are the bookends of the primary street to be closed. Route – If multiple streets are to be closed list the route of the event from start to finish.

Be sure to designate if it is one way or returning on the same or different route. The description should be representative of the map submitted. *** "See map" is not an acceptable response for this section.

Attendance:

Estimated attendance of both participants and spectators. Previous years can be used for estimation purposes.

Event Specifics:

Will there be carnival rides –If so, contact us at (405) 521-6100 or email odol.amusement@labor.ok.gov.

Will any fireworks be displayed –Special permission must be given by the Mayor no later than 3 days prior. Approval must include a review by the Fire Chief to ensure safety. (Article 2, Section 9-13)

Will alcohol be sold or given away - if so, a permit through the ABLE Commission must accompany this completed permit application.

Will food be sold or given away – If so, you must follow the guidelines for temporary food establishment guidelines as set forth by the Health Department. Contact Latimer County Health Department at (918) 465-5673.

Do you have a waste/recycling plan – If you need additional trash cans or dumpsters please indicate on your permit application. This will require a fee per can or dumpster.

Event Management Medical plan – During the application process you will be asked what medical resources you will have on-site at your event and if you have a medical plan dictating medical related policies and procedures during your event.

Weather plan – During the application process you will be asked if you have a weather plan to include the ability to monitor weather, what weather thresholds will be used to postpone or cancel the event, if you have a shelter / evacuation plan and would you like assistance from the Latimer County Emergency Management office for inclement weather notifications.

Site Plan – A detailed site plan with critical information will be required during the application process. The site plan includes information pertaining to emergency service locations, electrical/power source locations, alcohol and containment locations, etc.

Event Management Plan – A good planning resource for all event organizers is an Event Management Plan. See Appendix for a sample.

A calendar with all proposed, scheduled and previous year's events is posted on the Webpage. Please reference this calendar for information on events overlapping with new proposals. You may also visit the monthly Calendar session to view the community calendar.

Site Plan

It is a requirement of any event in the City of Wilburton that a site plan is developed. It must include surrounding areas and designated parking areas. Please use a computer to complete the map. It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items. Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. City Hall can assist with a computer generated map if you are unable to create one.

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| ☐ Emergency Management Plan | ☐ Emergency Exits |
| ☐ Vendor Stalls | ☐ Temporary Structures |
| ☐ All Activities Stalls | ☐ Toilets |
| ☐ No Alcohol Areas | ☐ Lost Children Meeting Point |
| ☐ Emergency Coordination Center | ☐ Shelter |
| ☐ Liquor Sales | ☐ Parking |
| ☐ Emergency Vehicle Entrances | ☐ First Aid Areas |
| ☐ Stage | ☐ Electrical Generators |
| ☐ Alcohol Consumption Area | ☐ Gas Lines / Storage |
| ☐ Emergency Vehicle Route on Site | ☐ Vehicle Access Points |
| ☐ Seating | ☐ Electrical Lines |
| ☐ Information Area | ☐ Barricade / Fencing Locations |
| ☐ Restricted Areas | ☐ Shelter Locations |
| ☐ Emergency or First Aid Parking | |
| ☐ Entrances & Exits | |