

CITY OF WILBURTON



SPECIAL EVENT PERMIT APPLICATION

(applications are processed in the order received - preference given to long standing/annual events)

For questions or to submit the application, please contact Wilburton City Hall at 918.465.5361/CityHall@cityofwilburton.com

Current Date: _____

(Please initial the following statements after you have completed)

- I have read the City of Wilburton Special Events Planning Guide. []
- I have had an initial conversation with the Special Events Coordinator/City Official about my event. []

General Info

Event Name: _____

Organization Name: _____

Address: _____

Phone#: _____ Email: _____

Event Coordinator(s): _____

Phone #: _____ Email: _____

Expected Number of Participants/Attendees: _____ Is this an Annual Event: ☐ YES ☐ NO

Address/Location: _____

Event Start Day/Date: _____ Time: _____

Event End Day/Date: _____ Time: _____

Set-up Day/Date: _____ Start Time: _____ End Time: _____

Tear-down Day/Date: _____ Start Time: _____ End Time: _____

Street Closure ☐ NO ☐ YES (If for a parade you will also need submit a parade application to the Wilburton Police Dept.)

Street Name/Address: _____

Closure Day/Date: _____ Time: _____

Reopening Day/Date: _____ Time: _____

Trash Cans/Dumpsters Needed (please select amount and size needed, you will be billed for this service unless otherwise waived by city official)

☐ NONE

Residential Poly-Carts:

- ☐ 1 - \$18.72
- ☐ 2 - \$26.00
- ☐ 3 - \$28.60
- ☐ 4 - \$31.20

Commercial Poly Carts:

- ☐ 1 - \$21.32
- ☐ 2 - \$41.60
- ☐ 3 - \$62.40
- ☐ 4 - \$83.20

Dumpsters:

- ☐ 2yd - \$57.20 (x2) - \$114.10
- ☐ 4yd - \$76.96 (x2) - \$133.12
- ☐ 6yd - \$124.80 (x2) - \$228.80
- ☐ 8yd - \$149.76 (x2) - \$278.72

Event description *(activities, exact location, ect.)*

Event Includes*(check all that may apply)*

- ☐ Block Party
- ☐ Alcohol Sales *(Must have current license from the ABLE Commission)*
- ☐ Food Sales *(Must follow health department regulations for temporary food sales)*
- ☐ Merchandise Sales *(Must file sales tax information with OTC)*
- ☐ Street Activities
- ☐ Street Closure *(Must file Parade Permit at least 30 days prior)*
- ☐ Amplified Sound
- ☐ Sound Live
- ☐ Entertainment
- ☐ Electrical Service *(must be requested at least one week prior)*
- ☐ Generator(s)
- ☐ Residential Area
- ☐ Non-Residential Area
- ☐ Athletic Event
- ☐ Water
- ☐ Other: _____

Primary Contacts *(during event, will be published)*

Name: _____ Mobile: _____ Email: _____

Name: _____ Mobile: _____ Email: _____

Event Coordinator Signature: _____ Date: _____

FOR CITY USE ONLY

EVENT NEEDS/ASSISTANCE:

☐ **WAIVE ADDITIONAL POLY CART/DUMPSTER FEES**

STAFF/DEPARTMENTS NOTIFIED:

DATE: _____

☐ **PLACED ON INTERNAL CALENDAR** **DATE:** _____

☐ **PLACED ON COMMUNITY CALENDAR** **DATE:** _____

ADDITIONAL COMMENTS:

☐ **PERMIT APPROVED**

☐ **PERMIT DENIED** **REASON:** _____

City Official Signature: _____ **Date:** _____

(IF APPLICABLE, PLEASE ATTACH EVENT MAP HERE)