Special Events Application

A Special Event is a public celebration which involves the use of city property and/or facilities which require the provision and coordination of city services.

Please note: This application must be completed in full 60 days prior to the 1st day of the event. Sponsor/organizer will be asked to attend a special events meeting which meets once a month. Take the completed form, a clean-up/damage deposit of $250.00 along with your non-refundable permit fee to the office of the City Clerk, 104 S Muskogee Claremore, OK 74017 918-341-1325. Permit fees are: $100 Non-Profit Special Event, $250 Parade, $250 all other organizations.

Event Name: _____

Contact Person Name: _____

Organization Name: _____

Address: _____ **City**: _____

State: _____ **Zip**: _____ **Day Time Ph**: _____

Evening Ph: _____ **Fax**: _____

Contact Person (**that will be at the event**): _____

Ph (for contact person at the event): _____

Required insurance: The applicant will be required to submit evidence of a certificate of liability insurance with the City of Claremore as the name insured. The amount of insurance at minimum is to be equal with the Okla. Tort Liability Claims Act. $25,000 Property Damage, $100,000 Personal Injury, $1,000,000 per occurrence. Ten days cancellation notice required. 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 Claremore may result in the immediate termination of your permit. **(Attach a copy of insurance)**

Starting Date: _____ **Time**: _____ **Ending Date**: _____ **Time**: _____

Event Location: _____

Event Description: _____

Parade Description: _____

Staging Area: _____

Request to Close Streets: _____ **NO. of Participants**: _____

Will there be an admission charge? ____Yes ____ No Amount: _____

Paid off Duty Police: _____ **No. of Dumpsters Needed**: _____

Committee Recommendations: _____

Electrical Usage: _____ **Animals**: _____

Amusement Rides: _____

The City of Claremore REQUIRES all event planners to notify ambulance service of details surrounding your event. For Parades, please notify both Union Pacific online at Up.com/notifyup And go to Community/General Safe Cross/Events. Enter the event info and call the railroad the day of the event to remind them. and Burlington Northern 1-800-832-5452 Option 4 with the date and time of the parade. The railroads will not stop the trains during the parade times.

I agree and bind myself or my organization to hold the City of Claremore, the Special Events Committee (SEC) their employees and volunteers harmless from any and all claim or claims for damage or injury to myself or participants arising in connection with our event. I understand that this agreement to indemnities for any and all liability of the City of Claremore including the costs of defense and attorney fees arising from any activity on my part which is legally negligent, reckless or a violation of a legal duty owned by the City of Claremore or any third person.

Signature: _____ Date: _____