



Special Event Application

Event _____

Event Location _____ Expected Number of Participants _____

Is this an annual event? Yes No If yes, how many years? _____

Responsible Party (Party responsible for payment) _____

Responsible Party Mailing Address _____

Contact Person Name _____

Daytime Phone _____ Mobile Phone _____

Event Start: Day/Date _____ Time: _____

Event End: Day/Date _____ Time: _____

Setup: Day/Date _____ Start time: _____ End time _____

Teardown: Day/Date _____ Start time: _____ End time _____

Event Includes:

- | | | |
|---------------------------|----------------------------------|----------------------|
| ____ Pavilion rental | ____ Street use (non-closure) | ____ Tents |
| ____ Alcohol sales | ____ Street closure | ____ Stage |
| ____ Low-point beer sales | ____ Requesting dumpster(s) | ____ Amplified sound |
| ____ Food sales | ____ Requesting trash cans | ____ Animals |
| ____ Merchandise sales | ____ Amusement rides/inflatables | ____ Open flames |

How many vendors will sell items at your event (retail, food, beverages, etc.)? _____

Number of tents _____ Size of tent(s) _____

Does Stage have overhead structure? _____ Size of Stage _____

Park Pavilion number(s) _____

Street Closure (if applicable) Start time: _____ End time: _____

Primary Contact (during event):

Name _____
Mobile _____
Email _____

Course Director (if applicable):

Name _____
Mobile _____
Email _____

Event description (Please be as detailed as possible)

The information provided in this application and its attachments is complete and accurate to the best of my knowledge. I understand that I am under a continuing obligation to update any information supplied, and/or supply any new information as it becomes available.

I have read, understand and agree to adhere to the guidelines outlined in the Special Events Guide.

X _____ Date _____
Signature of Applicant

Return to: Special Events Coordinator - 24 East First Street, Edmond, OK 73034
mailing address: P.O. Box 2970, Edmond, OK 73083
email: SpecialEvents@edmondok.com **office:** 405-359-4580 **fax:** 405-359-4758