



# SPECIAL EVENT PERMIT

Current date \_\_\_\_\_

## Applications processed in the order received / Preference given to long-standing events

Event \_\_\_\_\_

Expected number of participants \_\_\_\_\_

Event coordinator(s) \_\_\_\_\_

Email address + address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Event Start: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Event End: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Setup: Day/Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Teardown: Day/Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Street Closure Times (if applicable)

Closure: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Reopening: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Event description (activities, exact location or address, etc.). **Please also submit an event site map.**

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

Is this an annual event? \_\_\_\_\_ If yes, how many years? \_\_\_\_\_

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

None      1      2-10      11-25      26-50      50+

Please send the list of vendors within **10 business days** prior to the event.



# SPECIAL EVENT PERMIT

**Event Includes:** (check all that apply)

- |                   |                                |                                     |
|-------------------|--------------------------------|-------------------------------------|
| Block party       | Street closure                 | Assembly event<br>(First Amendment) |
| Beverage sales    | Procession                     | Residential area                    |
| Alcohol sales     | Parade                         | Non-residential area                |
| Food sales        | Amplified sound                | Athletic event                      |
| Merchandise sales | Live entertainment             | Filming                             |
| Street activities | Electrical wiring/generator(s) |                                     |

Number of tents \_\_\_\_\_ Size of tent(s) \_\_\_\_\_

Please note: the application deadline for ABLE (alcohol) licenses is **60 days** prior to the event.

**Primary contacts (during event):**

Name _____	Name _____
mobile _____	mobile _____
email _____	email _____

**Event Coordinator Signature** \_\_\_\_\_

*(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under \_\_\_\_\_)*

**Return to:** Email: [events@townofwellstonok.com](mailto:events@townofwellstonok.com) Office: 405-356-2476  
Mail: Attn: Special Events, PO Box 353, Wellston Ok, 74881  
In-person: 211 Cedar St, Wellston Ok, 74881

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**SPECIAL EVENTS OFFICE USE**

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Staff comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Events Office Approval** \_\_\_\_\_



# SPECIAL EVENTS GUIDE

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## GENERAL RULES FOR APPLICATION

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- A special event permit can be approved for a recurring event on multiple dates in same **year** if no changes are made to the site plan or participants.
- When required, the Wellston Police Department must be contacted to arrange for escorts and other event-related traffic control.
- Applicants must remove **all trash immediately** following their event.
- Entrance fees **cannot** be charged for admission to events on City rights-of-way (City streets, sidewalks, alleys or easements).
- No event signs or placards may be permanently posted (in the ground or on poles).
- **Rights-of-way must not be altered.** Streets, sidewalks, trees, plants and buildings be protected from damage during your event.
- **Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start lines, finish lines and route markers.
- Events must be accessible to persons with disabilities.
- A permit does not give permission to trespass on private property. You will need show proof that you have permission to use private property.
- Your permit may be revoked if any of the following issues are identified by Town st fraud, misrepresentation, imminent threat to public health, safety and/or welfare. result of revocation, future permit requests may be denied.

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## APPLICATION PROCESS

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Once an application is submitted, it is reviewed by the Town of Wellston Office of Emergency (WEM) Management. If it is determined that the police or fire departments need to be consulted, WEM will facilitate the initial discussion. Meetings may need to be scheduled to coordinate traffic management plans, emergency response plans, and the overall incident action plan as required. Applicants are asked to email the application and respond to questions promptly so as not to delay the issuance of a special event permit.

After an application is approved by WEM, the applicant and representative from WEM will need to meet with the Town of Wellston Board of Trustees no later than 30 days prior to the special event for final application approval. The Board of Trustees have the final say on all matters related to special event permits.