



CITY OF ALVA

415 4th Street
Alva, Oklahoma 73717
(580) 327-1340
Fax: (580) 327-4965

SPECIAL EVENTS STREET CLOSURE APPLICATION

Special Events Street Closure Applications are for neighborhood parties and parades that would like to shut down a City Street for use during the event. Please return the completed application to the City Business Manger's Office at City Hall (415 4th Street).

APPLCANT INFORMATION:

Name: _____ Cell Phone: _____

Email: _____

Address: _____

City _____ State: _____ Zip Code: _____

Event Description: _____

Day & Date of
Event: _____

Proposed Closure Area: _____

Proposed Closure Time (including Set-up & Breakdown): _____ AM/PM _____ AM/PM

Proposed Event Start Time and Finish Time: _____ AM/PM _____ AM/PM

Estimated Number of Participants at the Event _____

Are any fees, charges, or to the donations to be received for the event? If so, how are the funds to be used? _____

Required attachments:

1. Signed Application Form _____Yes _____N/A
2. A map showing the proposed street closure _____Yes _____N/A
3. Are you requesting to use City of Alva barricades? _____Yes _____NO
The City offers barricades on a limited basis for Special Events Street Closures. Barricades can be picked up on the last working day prior to the event and picked up the first working day after the event, generally Friday and Monday for weekend events. The applicant is responsible for the placement, monitoring, and maintenance of the barricades during the event, the removal of the barricades from the street following the event, and the safety of the barricades while they are in your possession.
Barricade delivery address and phone number:_____
4. A petition form showing the approval of those affected by the closure. _____Yes _____NO
5. Will live music be provided? _____Yes _____NO

Conditions:

- The applicant agrees to comply with all the terms, conditions, and stipulations of this permit, all ordinances of the City, and all other applicable laws, and understands that failure to comply will result in immediate revocation of this permit. Final conditions will be sent to the applicant with the approved permit.
- The applicant agrees to notify all external emergency providers.
- The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and participants. The City's insurance does not cover the applicant.
- Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, and parking are all the responsibility of the applicant.
- Event sponsors who hold an event without a permit will not be eligible for a permit again for 12 months.
- Failure to clean up from an event as required in the permit will make the applicant/sponsor ineligible for a permit for 12 months.
- The City has the discretion to limit the number of events in one area (downtown, Community Park) to mitigate the impact on residents and property owners.

APPLICANT SIGNATURE

DATE

Event Description/Date: _____

Internal Review:

Public Works Review on File _____ Yes _____ NO

Police Department Review on File _____ Yes _____ NO

Fire Department Review on File _____ Yes _____ NO

Comments:

APPROVAL CONDITIONS

Special Terms/Conditions/Stipulations: _____

This application is approved, subject to all terms, conditions, and stipulations stated above.

CITY BUSINESS MANAGER SIGNATURE

DATE

TEMPORARY SPECIAL EVENT/STREET CLOSURE PETITION

We the undersigned and residents abutting _____
agree or disagree to closing the street(s) between the hours of _____
on _____. The purpose of the closure is _____
_____.

Print Name	Agree / Disagree	Address	Phone	Signature
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