

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT CITY COUNCIL

8:00 AM

**Roscoe J. Hatfield
Council Chambers, 300
West Evergreen, Durant,
Oklahoma
SPECIAL AGENDA**

September 22, 2016

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consider Approval of Special Event Permit Application for Durant High School Homecoming Parade (SEP 2016-033)
2. Consider Approval of Special Event Permit Application for Halloween Trick or Treat Event (SEP-2016-030)

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 19th day of September, 2016 and that an agenda of said meeting was posted at the place of such meeting at 6:30 p.m. on the 20th day of September, 2016.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 9/19/2016
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Special Event Permit Application for Durant High School Homecoming Parade (SEP 2016-033)

This Special Event Permit Application was reviewed by a committee composed of Police Chief David Houser, Fire Chief Roger Joines, Street Department Superintendent James Young and Solid Waste Collection Superintendent Albert Pierce. The committee unanimously approved the application.

Council Information / Action Requested

Approve or deny Special Event Permit Application for Durant High School Homecoming Parade (SEP 2016-033)

City Staff Information / Action Follow-up, if Council authorizes this action:

City Clerk - Notify event organizer of council decision.

ATTACHMENTS:

Description	Type	Upload Date
Application SEP 2016-033	Exhibit	9/19/2016

SEP No. 2016-033

DURANT
OKLAHOMA

Special Event Permit Application

Return Completed Application to City Clerk

◆ City Hall Room 103 ◆ 300 W. Evergreen St. ◆

PO Box 578 Durant, OK 74702

800-901-4204

General Information

- Event organizers are required to register all public special events (outdoor festivals, walks/runs, parades, carnivals, tournaments, etc.) with the City of Durant.
- Organizers must submit the Special Event Permit Application form a minimum of 60 days prior to the event.
- Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.
- All applications must be signed. Those applications not signed will be considered incomplete and will not be processed. Upon approval of your event, you will receive written or electronic notification of confirmation.

Location

Name of Event:

Type of Event: ☐ Run/Walk ☐ Bicycle ☒ Parade ☐ Sporting Event ☐ Tailgate Party ☐ Festival
☐ Motorcycle Ride ☐ Concert ☐ Wedding ☐ Car Show ☐ other:

Choose pre-designated Run/Walk route: ☐ Route 1 ☐ Route 2 ☐ Route 3 ☒ N/A

Choose pre-designated Parade route: ☐ Route 1 ☐ Route 2 ☐ Route 3 ? ☐ N/A

Location of Event: MAIN STREET

Address of Event: 12th TO First

Event located at a City facility or park? ☐ Yes ☒ No

General public invited? ☒ Yes ☐ No

Sponsoring Organization

Organization/Group/Individual Name: DURANT High School STUDENT COUNCIL

Is organization Non-Profit or For-Profit?

☒ Non-Profit

☐ For-Profit

Primary Contact Person: JON HAZELL

Phone: 924-4424 ext. 7118

Email: jon.hazell@durantisd.org

Secondary Contact Person: ANNIE COX

Phone: 924-4424

Email: annie.cox@durantisd.org

Fundraiser? ☐ Yes ☒ No

Organization to Benefit from Proceeds:

SEP No.: 2016-033**Event Summary**Set Up Date: Click here to enter a date. 9-27Set Up Time: 5:00Event Start Date: Click here to enter a date. 9-27Event Start Time: 6:00Event End Date: Click here to enter a date. 9-27Event End Time: ?Dismantle Date: Click here to enter a date. 9-27Dismantle Time: AFTER EVENTExpected Attendance: ?Admission/Registration Fee for public: NONESpecial arrangements necessary for:Dumpsters ☐ Yes ☒ No

Detail:

Trash Receptacles ☐ Yes ☒ No

Detail:

Water Service ☐ Yes ☒ No

Detail:

Electrical Service ☐ Yes ☒ No

Detail:

Restroom Facilities ☐ Yes ☒ No

Detail:

Site Cleanup ☐ Yes ☒ No

Detail:

Food Sales/Service ☐ Yes ☒ No

Detail:

Beverage Sales/Service ☐ Yes ☒ No

Detail:

Will there be an event stage? ☐ Yes ☒ NoWill tents be used on-site? ☐ Yes ☒ NoHave adjacent property/business owners been notified? ☒ Yes ☐ No**Site Plan**☒ Attach a site plan to the application. Application is not complete without a site plan.

- Outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.
- If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. Describe any kind of signage to be used.
- The location of fencing, barriers and/or barricades.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters and any other temporary structures. Include source or provider for each one.
- Generator locations and/or source of electricity

PARADE ROUTE AND DIRECTION ON ATTACHED REQUEST
DO NOT KNOW WHICH ROUTE IS INDICATED BY
CITY FORM: 1, 2, OR 3 -

SEP No.: 2016-033

Food/Beverage/SalesWill there be sales associated with the event? ☐ Yes ☒ NoAre you charging vendors for participating or booths? ☐ Yes ☒ No If "yes", Amount?Will alcoholic beverages or low point beer be served or sold at the event? ☐ Yes ☒ NoIf "yes", check all that apply: ☐ Free/Host alcohol ☐ Sale of alcohol ☐ Beer ☐ Liquor ☐ Beer & liquorDid you obtain an alcohol license or permit? ☐ Yes ☐ NoWill food be prepared in the event area? ☐ Yes ☒ NoHave all county health department permits been obtained? ☐ Yes ☐ No

Note: Other permits from the City of Durant, Bryan County or State of Oklahoma may be required. Please review the section in the guidelines for additional information. An application to the Oklahoma Tax Commission for a special event permit at least twenty (20) days prior to the event is required per O.S. Title 68 Section 1364.2.

Traffic and ParkingNormal traffic flow to be disrupted? ☒ Yes ☐ No Street closing(s) requested? ☒ Yes ☐ NoIs there a need for traffic control from our Police Department? ☒ Yes ☐ NoParking arrangements necessary? ☒ Yes ☐ No On-site parking control? ☒ Yes ☐ No

If "yes", indicate the following on the attached site plan: proposed area detailing names of all streets, time frame involved, requested street closure(s), entry and exit for event traffic and/or pedestrian crossings, type of traffic control requested, and possible impact on traffic patterns. Describe how the route will be marked and the type of police service is needed (ie. front escort, rear escort, traffic control, security). Describe parking arrangements and/or on-site parking control.

Security/MedicalWill this event require Event Security? ☒ Yes ☐ No On-site Medical/First Aid care? ☐ Yes ☐ NoWill the event involve any type of fireworks or pyrotechnics? ☐ Yes ☒ NoWill there be any type of hazardous materials on-site during the event? ☐ Yes ☒ NoWill the event involve any type of firearms or replica firearms? ☐ Yes ☒ No

If "yes", indicate the following on the attached site plan: description of proposed type of event security and list type of direct communication equipment to be used; outline of on-site medical/first aid care to be provided; details related to fireworks and/or pyrotechnics (including what will be utilized and by whom); and explain how firearms (replica or otherwise) are involved with the event. Attach material safety data sheets for any hazardous material on-site during the event. **Note:** the City of Durant may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.

SEP No.: 2016-033

Assurance

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Durant Municipal Code. Host Organization will be responsible for any damages to city equipment or facilities. Applicant agrees to comply with all other requirements of the City, County, State and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Durant.

Street closings will require approved traffic control devices including barricades and signs. State Law requires that in most cases, state certified police officers must be used for traffic control on public streets The cost to provide any services shall be paid in advance including, but not limited to traffic control devices or services provided by the Durant Police Department.

Applicant Name: JOE HAZELL

Application Date: 9-14 Click here to enter a date.

Applicant Signature: Joe Hazell

Checklist

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Durant, please make sure that the following steps have been completed.

Have you?

- ☒ Signed and dated your application
- ☒ Attached your event site plan including any applicable traffic, security, or parking plans
- ☐ Attached a list of your vendors and a copy of applicable health permits
- ☐ Attached a Certificate of Insurance
- ☐ Attached a copy of your IRS 501(c) tax exemption letter
- ☐ Included and attached any Bryan County, State, or City permits that may be required

Return Completed Application to DURANT CITY CLERK
 ♦ City Hall Room 103 ♦ 300 W. Evergreen St. ♦
 PO Box 578 Durant, OK 74702

Reviewed: POLICE _____ FIRE _____ STREET _____ SANITATION _____
 Approved: POLICE _____ FIRE _____ STREET _____ SANITATION _____

SEP 2016-033

SITE PLAN

September 13, 2016

Attn: Cynthia Price

The Durant High School Student council would like to put the following street closure on the next available City Council agenda. On Tuesday, September 27th, Durant High School will have their homecoming parade at 6:00 p.m. We will be using the long parade route beginning at 12th and Main Street, with the lineup on Arkansas Street. The parade route will proceed East down Main street to First street, continuing to Evergreen Street.

Please let me know if you have any questions.

Jon Hazell

580-924-4424 ext. 7118

580-775-3039 Cell

Durant High School Student Council sponsor

Durant High School

950 Gerlach Drive

924-4424



The City of Durant

Office of City Clerk

Memorandum

Date: 9/20/2016
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Special Event Permit Application for Halloween Trick or Treat Event (SEP-2016-030)

This Special Event Application was approved for October 31, 2016 at the regular city council meeting on September 13, 2016. Council Member Chad Hitchcock has requested that this event be re-scheduled for October 29, 2016 after speaking with several residents of the neighborhood. Mr. Hitchcock requested this item be placed back on the agenda for a vote. I did poll the Special Event Application Review Committee (Police Chief David Houser, Fire Chief Roger Joines, Street Department Superintendent James Young and Solid Waste Collection Superintendent Albert Pierce) and they unanimously approved the alternate date of October 29, 2016 for this event.

Council Information / Action Requested

Approve or deny Special Event Permit Application for Halloween Trick or Treat Event for October 29, 2016.

City Staff Information / Action Follow-up, if Council authorizes this action:

City Clerk - Notify event organizer of council decision.