

CITY OF DUNCAN  
EVENT/PARADE  
PERMIT APPLICATION

Application Fee: \$30.00

Application Fee for Non-profit and Tax-Exempt Organizations will be waived

Check or Money Order Only

Cash will not be accepted

Permit Application must be received at least (30) days  
prior to the proposed event

**Follow these steps to get your permit:**

Complete the attached application form and return the  
completed application to the Public Works Office

[tracy@duncan.ok.gov](mailto:tracy@duncan.ok.gov)

You are encouraged not to make any additional arrangements for our event until  
you have received permit approval from the City of Duncan.

CITY OF DUNCAN, OK  
EVENT/PARADE  
PERMIT APPLICATION

Please complete the following 3 steps and return this portion of the application along with the required fees.

**Step 1. Please Provide Event Information**

Name of the event: \_\_\_\_\_

Specific Location Requested: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Alternate date(s) and location(s) \_\_\_\_\_

Hours of event, if athletic event, please include start time: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Name of individual or organization \_\_\_\_\_

Non-profit, if yes, please attach current verification of 501 (C) 3 status \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Daytime Phone Number or cell \_\_\_\_\_

Email Address \_\_\_\_\_

On Site contact on event day \_\_\_\_\_

**Step 2. Additional information:**

Liability Insurance:

A. Evidence of liability insurance covering the proposed parade/event, sponsor, and indemnifying the City of Duncan, it's officers, officials, and employees with recommended amounts of:

- |                                   |                |
|-----------------------------------|----------------|
| I. Each occurrence                | \$1,000,000.00 |
| II. Medical Expenses (per person) | \$10,000.00    |
| III. Personal Injury              | \$1,000,000.00 |
| IV. General Aggregate             | \$3,000,000.00 |

Greater of lesser amounts of insurance may be required, based on the risk potential of the event.

- B. The parade/event Sponsor's insurance shall be the primary carrier for the event.
- C. The City of Duncan shall be named as an Additional Insured.
- D. Proof of liability insurance must be attached to the permit and be available for inspection prior to, during, and after the parade/event.

**Amplified Sound:**

Any amplified sound is subject to the City of Duncan Noise Ordinance. Please describe and list hours:

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Music/Stages: If you are planning to use stages, Please Describe:

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**Tents or Canopies:**

If you are planning to erect tents or canopies. Please Describe.                      Quantity \_\_\_\_\_

Sizes	_____	Total Square Feet	_____
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**Barricades:**                      Are barricades needed?    Yes    or    No                      Locations: \_\_\_\_\_

**Alcohol:**                      Alcohol is strictly prohibited.

**Vendors and Corporate Sampling or Product Giveaways:**

Will you be requesting a permit to vend food or merchandise or sample any products.    Yes    or    No.

Will you be selling retail merchandise?    Yes    or    No.

Are you requesting permission to provide event participants with food or merchandise giveaways?    Yes    or    No.

**Step 3. Read and Signs**

All permits are Subject to the Following Provisions.

- 1 A copy of the permit must remain on-site for inspectors review.
- 2 You must also apply with the City of Duncan for vending, food vending, and other sampling permits.
- 3 The City of Duncan is not able to provide amenities such as port-a-johns/portable washrooms, tables, chairs, medical services or other support materials and services. The applicant is required to secure port-a-johns, washrooms, trash boxes, and any needed medical plan for event.
- 4 Any single tent or canopy measuring over 90 square feet requires a permit form the City of Duncan Police Dept.
- 5 No reckless or careless driving or activity will be permitted, including but not limited to:

Wheelies, jumps, burnouts, etc.

- 6 All motor vehicles shall be properly licensed and insured.
- 7 All participants shall be notified of these rules.
- 8 Applicant shall be responsible for removing all debris and litter caused by any activity pursuant to the issuance of this permit and if Applicant fails to do so, the City of Duncan shall have the right to remove such debris and litter and Applicant agrees to and shall fully reimburse the City for the cost of cleanup, Furthermore, Applicant accepts responsibility for any costs incurred by the repair or replacement of any City property damaged in connection with the issuance of this permit.

**CANCELLATIONS MUST BE MADE IN WRITING PRIOR TO THE EVENT. PERMITS FEES ARE NON-REFUNDABLE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver's License or Social Security Number \_\_\_\_\_

**APPROVALS**

Director Main Street Duncan

Disapproved by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director (when using streets/sidewalks):

Disapproved by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief

Disapproved by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief - Amplified Sound (When applicable):

Disapproved by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief- Parade/Event Permit:

Disapproved by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**PARK AND PAVILIONS RELEASE AND WAIVER OF LIABILITY**  
**AND INDEMNITY AGREEMENT**

This waiver is hereby executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the event coordinator for event specified on the permit.

1. The event coordinator agrees that the City of Duncan is not responsible for any loss or claim incurred by or at the event. Event Coordinator also agrees to waive any claim or cause of action related to any loss by the use of said facility. These losses and/or expenses that Event Coordinator agrees to indemnify the City of Duncan for include, but are not limited to, any and all accidents, injuries, salaries, or other expense costs or damages related to anything that has to do with the permitted event.

2. In Consideration of being permitted to use, for any purpose, the City of Duncan's City park, property, or pavilion; and also

3. In Consideration for the ability to reserve and use said facilities, The Undersigned Event Coordinator(s), for himself or herself, his or her personal representatives, heirs, and next of kin, acknowledges, agrees, and represents that:

A. He or she will inspect and determine the safety of any items including: toys, portable structures, devices, trampolines, equipment, and/or vehicles (including, but not limited to, bicycles, skateboards, and scooters) brought to the park by the undersigned, the undersigned's family members, or the undersigned's guests. Entering the park property constitutes an acknowledgment that he or she has inspected the property and the items brought to the park and finds and accepts the same as being safe and reasonably suited for the purposes of his or her use and that he or she is accepting the condition of the property "as is".

B. He or she will, before using any items brought to the park, inspect, safely assemble, and prepare the items to be used on the park premises and select a safe location for said items to be placed; said location is required to be in close proximity to the undersigned and to the permitted use area. He or she will provide adult supervision for the use of any item brought to the park, will limit the use of the item to the undersigned, the undersigned's family members, and the undersigned's guests; the general public will be excluded from using the items.

C. The City of Duncan is not responsible for any items brought to the park. The Undersigned is solely responsible for the set-up and take down of any temporary structure or device that has been brought to the park and agrees to immediately take down and remove said structure or device after the time reserved for the use of the permitted facility has ended.

D. The Undersigned hereby releases, waives, discharges, and covenants not to take action or claims against, or sue the City of Duncan, its officers, employees, and agents and their successors and assigns, known collectively as "Releases", from any liabilities, claims, demands, costs, expenses or compensation of whatever nature, related to damage, injuries, severe bodily harm or death to persons and property sustained by the undersigned, his or her personal representatives, assigns, heirs and next of kin whether directly or indirectly related to his or her use of the permitted facility and/or use of items brought to the park/property.

E. The Undersigned hereby agrees to indemnify and save and hold harmless the City of Duncan from any loss, liability, claim, lawsuit for any damages or costs suffered by the undersigned's family members (including minors), the undersigned's guests (including

minors), or any third-parties (including minors) as a result of the use of the permitted property, or the use of any item brought to the park. The indemnity extends to anyone suing on behalf of the above-mentioned persons.

4. The undersigned hereby promises to pay and agrees to defend, indemnify and hold harmless the parties released hereby, or any of them, from said claims and any and all monies payable in satisfaction of such judgements resulting from said claims.

5. The Undersigned hereby expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to as broad and inclusive as permits by the ordinances of the City of Duncan laws of the State of Oklahoma and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

6. The Undersigned hereby states that he or she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

\_\_\_\_\_

By: \_\_\_\_\_

Phone Number: \_\_\_\_\_