



MIDWEST CITY SPECIAL EVENTS CHECKLIST

Where the Spirit Flies High

CITY OF MIDWEST CITY EVENT NECESSITIES

- Completed Application** found online at bit.ly/MWCEventPermit
 - A Certificate of Liability Insurance (COI)** with a minimum of \$1,000,000 in liability coverage for the event, naming the City of Midwest City as additional insured:
City of Midwest City, 100 N Midwest Blvd, Midwest City OK, 73110
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LOCATION

- Written Permission from Landowner** (Staff will provide for city-owned facilities)
 - A site plan showing where all activities are to occur on the property**
Include where vendors will be located, where parking will be located, where port-a-potties and trash containers will be located and ingress and egress to/from the property.
 - Other information as required by city staff based on the type of event that will be held in Midwest City.**
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VENDORS (FOOD, BEVERAGE, RETAIL)

- A complete list of vendors participating in the event**
List all vendors including food, beverage, and retail sales. If there are food trucks at the event, information will need to be provided on how the food trucks will be powered and how waste will be handled.
 - All food and beverage vendors must be permitted through the Oklahoma City-County Health Department.**
 - All food and beverage vendors must be permitted through the City of Midwest City**
Provide proof of insurance, background check, and OCCHD permit.
 - All alcohol vendors must have the proper licensing.**
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SAFETY PLANS

PDF versions of plans are strongly encouraged.

- A Traffic Control Plan**
Plan must include maps or diagrams of how the event organizers will control traffic or close streets (including any contract with a private company for traffic control)
- A Safety Control Plan**
Addresses emergency and contingency plans (including contacts with the City of Midwest City Police, Fire Department, ambulance service, on-site security, and what will occur in the event of inclement weather). The Safety Control Plan must include locations where patrons can obtain refreshments (water) and receive medical attention if an accident causing injury or if an illness occurs.
- A Waste Control Plan**
This includes how human waste and solid waste will be handled (including contracts for port-a-potties if public services are not available and trash collection). There must be sufficient port-a-potties and trash receptacles for the estimated number of people who will attend the event.
- A Parking Plan**
Including where attendees will park and what occurs if there is insufficient parking.