

*Return completed permit application and supplemental materials to the Tourism Director at 308 S. Division, Guthrie, Oklahoma, or by email to [jfortney@cityofguthrie.com](mailto:jfortney@cityofguthrie.com). Questions? Call (405) 282-2812. Please allow 5-7 business days for the processing of your permit application.*

**1. Production Company Contact Information (please print):**

**Project Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Location/Production Manager:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone: (Cell)** \_\_\_\_\_

**2. Production Budget:** \_\_\_\_\_ **Total Personnel:** \_\_\_\_\_

**#Production Days:** \_\_\_\_\_ **#Hotel nights:** \_\_\_\_\_

**3. Requested Location:**

Location (description & address)	Date(s)	Time In	Time Out

**4. Check type of public property/assistance being requested from City of Guthrie:**

**(Additional explanation can be added on page 2, #7)**

Use of City building or land	
Street closure	
Sidewalk	
Parking lot/spaces	
Alley	
Intermittent Traffic Control (see #6)	
Other:	



**The Following are Required for your Application to be Processed**

1. **Proof of Notification of Affected Businesses/Persons:** Applicant is required to contact all persons, businesses, etc. affected by the proposed closure or use. Complete and return [Worksheet A](#) (page 4) as proof of notification with your application.
  - o Select this bullet if this requirement is not applicable to your request.
2. **Proof of Liability Insurance:** Attach proof of insurance for a general liability policy effective for the date(s) indicated in the amount of \$500,000 in bodily injury liability per occurrence and \$500,000 in property damage per occurrence or a combined limit of \$1,000,000 per occurrence. ***The City of Guthrie MUST be named as Additional Insured.***
3. **Map:** Attach a map to indicate area(s) used, street closures, barricade/cone placements, etc.
4. **Clean Up:** Applicant must perform a general cleanup of the area used, including picking up all litter, trash, and loose debris.
  
5. **Hold Harmless Agreement:**

(Name of sponsoring organization) \_\_\_\_\_ agrees to indemnify and hold harmless the City of Guthrie and Guthrie Public Works Authority from any and all liability, loss or damage the City of Guthrie may suffer as a result of claims, demands, costs or judgments against it arising from (name Project Title and describe activities):

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In addition, (Name of sponsoring organization) \_\_\_\_\_  
Agrees to provide the City of Guthrie a Certificate of Insurance naming the City of Guthrie as an Additional Insured in the amount of not less than maximum exposure of the City of Guthrie under the Oklahoma Governmental Tort Claims Act.

***By signing, I attest I have supplied all information requested and agree to the requirements defined in this application. Failure to fully complete an application may lead to denial of City services or requested use.***

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## **Barricade Policy: Street Closure/Use of Public Property**

**Policy:** It is the policy of the City of Guthrie to lend its barricades only for non-profit activities such as events that affect the city as a whole, block parties, school activities, and church activities.

It is the policy of the City of Guthrie **not** to lend its barricades to film productions, businesses, contractors, or individuals. Productions, businesses, contractors, and individuals are required to obtain barricades and other job site safety equipment (signs, cones, etc) through a company that provides those items.

The City may require removal or rearrangement of the barricades, if in the City's sole opinion (a) barricade(s) is/are improperly installed or located or creates a dangerous condition for the public or production participants for which the barricades are in use.

**-----Internal Use Only: Comments & Approvals-----**

Project Title and Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

**Department Approval**

<p><b>Public Works</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>	<p><b>Tourism</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>
<p><b>Police</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>	<p><b>Library</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>
<p><b>Fire</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>	<p><b>Economic Development</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>
<p><b>Finance</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>	<p><b>Airport</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>
<p><b>Planning</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>	<p><b>Finance</b>                      Approved: Yes/No _____                      Initials Date</p> <p>Comments:                      _____                      _____</p>

**Project Title and Location:** \_\_\_\_\_

\_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

<p><b>City Manager Approval &amp; Comments:</b></p> <p><b>Approved: Yes/No</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Date**

*Notification of Approval Sent to Applicant:*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Application Received:** \_\_\_\_\_

**Proof of Notifications?** Y / N

**Received By:** \_\_\_\_\_

**Map?** Y / N    **Liability Ins.?** Y / N

**Cleanup?** Y / N    **Hold Harmless?** Y / N