



# City of Broken Arrow

## Request for Action

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**File #: 17-2601, Version: 1**

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**Broken Arrow City Council  
Meeting of: 9-5-17**

**To: Mayor and City Council**  
**From: Parks and Recreation Department**  
**Title: Approval of and authorization to execute a Promotional License on City Property allowing the City of Broken Arrow and ArtsOK of Broken Arrow to host the 2017 Chalk It Up event**

**Background:**

ArtsOK of Broken Arrow Council and the City of Broken Arrow will be hosting the annual Chalk It Up! Event scheduled for September 22nd and 23rd, 2017. This event has been designated as a longstanding event. The Special Events Committee Meeting of August 3rd, 2017, the committee gave its final approval of the site plan and application for this event.

We are requesting review and approval of the Promotional License Agreement in an amount not to exceed \$4,000.00. These funds are to be used for services related to music, portable bathroom facilities, sounds, road closure, stage and barricades for the event.

**Cost: \$4,000**  
**Prepared By: Vaunda Olivera, Community Events Manager**  
**Reviewed By: Scott Esmond, Director of Parks and Recreation**  
**Development Services**  
**Fire Department**  
**Police Department**  
**General Services**  
**Streets and Stormwater Department**  
**Assistant City Manager**

**Approved By: Michael Spurgeon, City Manager**

**Attachments: Promotional License**  
**Site Map**

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**Recommendation:** Approve the Promotional License on City Property allowing ArtsOK of Broken Arrow to host the 2017 Chalk It Up event.