

# TULSA PARKS

1028 East 6th Street, Tulsa OK 74120

## SPECIAL EVENTS REQUEST FORM

This form is for outdoor events in parks. A special event is defined by, but not limited to, the following criteria: open to the public; or, attendance of 100+ persons; or, uses special or large equipment; or, athletic events (including walks, runs, etc.).

Park permit requests must be submitted at least 30 days in advance and 90 days in advance for Park Board Approved events. Requests not submitted within the 30- or 90-day window may not get approval. Please allow adequate time for processing event requests. In some instances, a deposit may be required before the event date.

Please return completed form to: [TulsaParks@cityoftulsa.org](mailto:TulsaParks@cityoftulsa.org).

### APPLICANT INFORMATION

NAME OF APPLICANT: \_\_\_\_\_

BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

SECONDARY CONTACT NAME: \_\_\_\_\_

SECONDARY CONTACT EMAIL: \_\_\_\_\_

### EVENT INFORMATION

EVENT NAME: \_\_\_\_\_

PARK LOCATION PREFERENCE: 1st \_\_\_\_\_ 2nd \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT SET UP DATE (if different than event date): \_\_\_\_\_ START TIME: \_\_\_\_\_

EVENT TEAR DOWN DATE (if different than event date): \_\_\_\_\_ END TIME: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

#### TYPE OF EVENT:

RUN/WALK/SPORTING EVENT

RALLY

PICNIC

WEDDING

REUNION

SMALL CORPORATE EVENT

CONCERT

OTHER (specify): \_\_\_\_\_

## EVENT CHECKLIST

This checklist is designed to help facilitate the application process. Please answer all questions accordingly and refer to the text for each specific question. Your event may require additional permits or have additional requirements.

Is this event open to the public?  Yes  No

Any event that is open to the public requires Liability Insurance. Applicant shall furnish the City of Tulsa, at least fifteen (15) business days in advance of the occupancy time of the permit, venue, escort, or road closure, whichever comes first, a certificate showing there is in force a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence. The applicant must be the named insured and the City of Tulsa must be named as an Additional Insured on the policies. The insurance company must be a company duly licensed to do business in the State of Oklahoma and listed in the Oklahoma 96th Annual Report and Directory of Insurance and Related Companies. The policy shall also provide for a minimum of thirty (30) days mandatory written notice to the City of Tulsa, in the event of cancellation or material alteration of the limits of the policy. Policies that show the City of Tulsa as an additional insured must include language to that effect in the Description Box. The name and date of the event must also be stated in the Description Box. [Insurance Requirements](#)

Will there be amplified sound?  Yes  No

In most cases, issuance of a Park Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. However;

- Unreasonably loud noise at any time of day or night (including music) is a violation of City Ordinance.
- A police officer who determines noise from your event is unreasonably disturbing to others may require you to lower the noise even though you have a permit allowing such use.
- Generally, sound (music) levels should not exceed 90 decibels 15 feet from the source.
- Depending upon any neighborhood complaints, the sound levels may have to be lowered between 11 p.m. and 7 a.m. Information on City of Tulsa Ordinances is available [online](#).

Will there be an inflatable?  Yes  No

If you are placing any entertainment inflatables (i.e. amusement ride, inflatable, climbing wall, etc.) on public property, private property, or parking lot, you will need a Certificate of Operation and must provide Tulsa Parks with the contact information of the company used.

Additionally, staking inflatables is prohibited unless you have obtained prior approval from the department and have obtained clearance from [Okie Locates](#).

**\*Please note: water inflatables are not allowed.**

Will you be selling/giving away food?  Yes  No

At an event that is open to the public that sells/gives away food that is not commercially produced and pre-packaged, the food must be distributed by someone with a Food Handler's permit and/or catering license. Those permits must be available onsite at your event. Please contact the Tulsa Health Department Food Protection Services at (918) 595-4300. For information go to [www.tulsa-health.org](http://www.tulsa-health.org).

Will you be selling away/giving away alcohol?  Yes  No

**Glassware is not allowed on park grounds.**

If you are selling and/or serving beer, wine or spirits at your event, you must obtain a Public, Charitable or Special Event License from the Oklahoma ABLE Commission. In addition, you must provide a plan for outdoor beer, wine or spirits license premise enforcement prior to your event. Please contact the Oklahoma ABLE Commission at (405) 521-3484. The Public Event License is available [online](#) and requires submittal of the application sixty (60) days prior to the event. Take your ABLE License and Tax Commission Permit to City Hall to obtain your City of Tulsa Alcohol License if you are selling alcohol beverages as part of your event.

## EVENT CHECKLIST continued

Will you be setting up tents?  Yes  No

A permit issued from the City of Tulsa is required for any tent(s) covering more than 400 square feet. Tents 400 square feet and under (10x10, 10x20, 20x20) do not require a permit. Tents over 400 square feet (e.g. 20 x 25 or larger - includes tent groupings) do require a Tent Permit. If a tent permit is required, you must obtain a tent permit before erecting a tent. Please contact the One-Stop-Permit Center at (918) 596-9601. Additionally, you can apply [online](#) but it must be done at least ten (10) days prior to the event.

Will your event involve a street closure?  Yes  No

Any event involving a street closure will need an additional City of Tulsa Special Events permit. You can find more information online or by contacting Skipper Bain at [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org). Your approved event park permit will not work in the stead of a City of Tulsa Special Events permit for a road closure. You must obtain both.

Will you need to dig, bury or build?  Yes  No

Digging, burying or building is prohibited unless you have obtained prior approval from the department and have obtained clearance from [Okie Locates](#).

Does this event involve taking off/landing a balloon, helicopter, etc.?  Yes  No

Additional permits may be required before event is approved.

Is this for commercial purpose?  Yes  No

Any event that is for commercial purposes must appear before the Tulsa Park Board for approval of the event. This must be done at least 90 days in advance of the potential event. Please plan accordingly. Park staff will reach out to help facilitate getting placed on the agenda at a Park Board meeting.

Would you like this event to be public on our reservation calendar?  Yes  No

### SECURITY

The size or scope of your event may require you to provide security. If security is required, you will be responsible for hiring and paying the security team/company. The security team/company must have proper credentials, and you must provide contact information to park staff at least 10 days prior to the event.

### PORTABLE RESTROOMS

You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event (e.g. one chemical or portable toilet for every 250 people). Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided. The number of portable toilets can be determined based on your estimated peak time attendance.

### WASTE MANAGEMENT / CLEANING

You are responsible for all cleaning during and after your event. Failure to perform adequate clean-up immediately after the event each day within and around the outdoor venue including the adjacent streets, rights-of-way, alleys and parking lots and/or repair damages to city property and facilities due to your event will result in the City of Tulsa providing the services and billing the event organizer at cost recovery rates for clean-up and/or repair. Glassware is not allowed in any park venue. Dumpsters may be brought in as part of your event. If using a dumpster, you will need to supply the name and contact information of the company prior to the event.

## EVENT CHECKLIST continued

### PAYMENT

Payment must be made in full at least thirty (30) days prior to the event. Payment can be made in the form of a check made payable to "City of Tulsa" or with a credit card. In person payments can be made at the Tulsa Parks office located at 1028 East 6th Street, Tulsa 74120, between 9 a.m.-4 p.m. Monday-Friday. Additionally, you can mail a check to the same address Tulsa Parks office address.

## TERMS AND CONDITIONS

Please note the following general terms and conditions that apply to all events:

1. Electricity is not provided with your event permit. Please make appropriate accommodations (generators, etc.) if power supply is needed.
2. Obtain all proper permits and requirements required for your event and provide it to the Tulsa Parks office prior to your event, including event insurance, if needed.
3. Submit a site map (if event includes rental equipment such as tents, portable restrooms, etc.) or/and a route map (if event includes a walk, run or other activity which follows a course) with submittal of event request form.
4. If a deposit is needed, payment for the deposit must be made at least 10 days prior to event date.
5. Comply with and require participants to comply with applicable City ordinances and Park and Recreation rules of the park.
6. **Allow no vehicles, at any time, to access park grounds.** All vehicles must park on paved street and parking surfaces. Event applicant assumes all damages if park turf is damaged or other damage to park property is incurred during event, including set-up and tear-down of event.
7. Ensure park is left in as good as the condition after the event as it was prior to the event. This includes litter, trash, turf, etc. If damages occur or trash is left behind, event applicant will be billed for damages/clean-up.
8. Event permit must be on site and present during the event.

Please note: If the event meets at least one of the below criteria, the Tulsa Park Board must approve the event. The approval schedule is a 90-day process:

1. If the event has admission fees or tickets where access to the property is closed and/or a ticket is required for entry into the park. Examples of these events are concerts, festivals, black tie events, etc.
2. If the event has free admission but items are sold to the general public. Examples of these events are arts & crafts fairs, events with booth spaces, etc.

If your event falls within one of those two categories, park staff will reach back out to put your event on a Park Board meeting schedule.

## AGREEMENT & SIGNATURES

As an applicant for a Park Event permit, I certify that I have read and understand all of the requirements, conditions and procedures. I agree to comply with each of these requirements, conditions and procedures. I agree to immediately reimburse the City for cost to repair any damage incurred as a result of the event.

I agree to indemnify and hold harmless the City of Tulsa, Tulsa Parks and all City of Tulsa officers, employees, agents, representatives from any claim (including cost of defending such claims) or damages that may arise from the occurrence of the Event or from related events.

I understand that a Park Event permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and it does not provide immunity from civil claims of third parties that are based upon damage occurring at or in conjunction with special events.

Name (printed): \_\_\_\_\_

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

# TULSA PARKS

## TIERED FEE SCHEDULE

<p><b>PETITE EVENTS</b> (Up to 20 persons, no equipment. Example: small ceremony, pop-up picnics, etc.)</p>	<p>Parks include those with adequate parking spaces. Event approval as determined by park staff.</p>	<p>\$50 2 hour max on same day</p>
<p><b>MICRO EVENTS</b> (21-50 persons, no rental equipment brought onto property. Example: candlelight vigils, small ceremonies, etc.)</p>	<p>Parks include those with adequate parking spaces. Event approval as determined by park staff.</p>	<p>\$80 2 hour max on same day</p>
<p><b>SMALL EVENTS</b> (less than 250 persons, no large rental or large equipment brought onto property. Example: reunions, weddings, small corporate events, small runs)</p> <p>Deposit may be required.</p>	<p>Parks include: Mohawk, Dream Keepers, Hunter, McClure, Veterans. Other Parks considered on a per-event basis. Event approval as determined by park staff.</p>	<p>\$175 up to 5 hours on same day</p>
<p><b>MEDIUM EVENTS</b> (less than 500 persons, or where some rental equipment or electrical equipment brought on property. Example: fundraiser for non-profit, runs, walks, corporate events)</p> <p>Deposit may be required.</p>	<p>Parks include: Mohawk, Dream Keepers, McClure, Veterans. Other Parks may be considered on a per-event basis. Event approval as determined by park staff.</p>	<p>\$375 up to 12 hours per day; \$100 additional for each day of set-up and/or tear-down</p>
<p><b>LARGER SCALE EVENTS/FUNDRAISING</b> (more than 500 persons and/or where large equipment may be brought onto property. Includes non-profit fundraising or events, events with registrations, etc)</p> <p>Deposit will be required.</p>	<p>Parks include: Mohawk, Dream Keepers. Event approval as determined by park staff.</p>	<p>\$700 up to 12 hours per day; \$100 additional for each day of set-up and/or tear-down</p>
<p><b>BOARD APPROVED AGREEMENT</b> <b>Events with Admission Fees/Tickets</b> This includes all events where access to the property is closed and/or a ticket may be required. This level of event needs to be approved by the Board of Parks and Recreation (Ex: Festivals, Concerts, Black Tie Events, etc.)</p> <p>Deposit will be required.</p>	<p>Parks include: Mohawk, Dream Keepers. Event approval as determined by park staff.</p>	<p>\$5,000 per event day; \$100 additional for each day of set-up and/or tear-down</p>
<p><b>BOARD APPROVED AGREEMENT</b> <b>Free Events with Sales</b> This includes any free event (no admission fee) where items are being sold on public property to the general public. This type of event needs to be approved by the Board of Parks and Recreation (Ex: the sale of food or drink, arts and crafts, booth space, etc.)</p> <p>Deposit will be required.</p>	<p>Parks include: Mohawk, Dream Keepers, McClure, Veterans. Other Parks may be considered on a per-event basis. Event approval as determined by park staff.</p>	<p>\$900 per event day; \$100 additional for each day of set-up and/or tear-down</p>
<p><b>PERMIT PROCESSING FEE</b></p>	<p>Per event</p>	<p>\$25</p>