



City of Tulsa Park Special Event Application

175 East 2nd Street, Tulsa, OK 74103
(918) 596-2527 Fax: (918) 699-2808
marcirose@cityoftulsa.org

This form is for Special Events that are open to the public and or have 100 people or more. If your event is not open to he public or will have less than 100 people, please use the [Shelter Reservation](#) form.

Permits may take up to 30 days to process.

Event Name _____

Business Organization _____

Event Coordinator(s) _____

Email _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Event Start _____ Time _____ AM PM
(Date)

Event End _____ Time _____ AM PM
(Date)

Set Up _____ Start Time _____ AM PM
(Date)

Tear Down _____ End Time _____ AM PM
(Date)

Park Preference:

1st _____ 2nd _____ 3rd _____

Type of Event:

- | | | |
|---------------------------------|------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Run | <input type="checkbox"/> Rally | <input type="checkbox"/> Wedding Photos |
| <input type="checkbox"/> Picnic | <input type="checkbox"/> Concert/Parade | <input type="checkbox"/> Private Party |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Other (specify) _____ | |

Estimated Attendance _____

Event Information (Please answer carefully. Your event may require a policy waiver or additional permits.)

- Will there be amplification? Yes No
- Will there be an inflatable? Yes No
- Will you need to dig, bury or build? Yes No
- Do you plan on selling/giving away food? Yes No
- Is this for commercial purpose (film/commercial production)? Yes No
- Does this involve taking off/landing a balloon, helicopter, etc.? Yes No
- Does this involve a parachute landing? Yes No
- Is this event open to the public? Yes No

Cleaning: You are responsible for all cleaning after your event. All trash must be inside receptacles.

Food: Any event open to the public that sells/gives away food, not commercially produced and pre-packaged, must be distributed by someone with a Food Handler's Permit and Catering License. Those permits must be available on-site at your event.

Inflatable: If you are placing any entertainment structure on park property, you will need a Certificate of Operation and provide the City of Tulsa with the Contact information and a permit.

Insurance: Any event open to the public requires Liability Insurance naming City of Tulsa as additionally insured. That certificate can be faxed to (918) 699-2808.

Liquor: Any beer or liquor sold/given away must follow all guidelines by City/State/County laws and regulations. Glassware is not allowed in the park.

Special Event Payment: Your event must be paid in full at least ten (10) days prior to your event. A check made payable to "City of Tulsa" can be mailed to the Tulsa Parks Office. You can pay in person with check or credit card at Central Center in Centennial Park - 1028 East 6th Street.

Street Closure: Contact Skipper Bain at sbain@cityoftulsa.org.

Tent Permit: A permit is required for any tent(s) covering more than 400 sq.ft. Contact 918-596-9601 or fill out the [online application](#).

Agreement and Signature

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 officer, employees, agents, representatives, from any claim (including cost of defending such claims) or damages that may arise from the occurrence of the Park 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: _____