



The City of
OKLAHOMA CITY

SPECIAL EVENTS

okc.gov/specialevents

Assembly Events

(Application Procedure)

Thank you for contacting the City of Oklahoma City. Below you will find the necessary documents and process to for assembly events. The application deadline is 48 hours prior to the assembly event. There is no cost for the assembly events unless a revocable right-of-way use permit is required for your assembly [streets and sidewalks are fully closed].

If you have questions, please contact the Special Events office – (405) 297-2890, Specialevents@okc.gov.

Special Events Information Resources

[Oklahoma City Special Events Guide](#), [Website](#), [Outdoor Special Events Ordinance](#)

Application Requirements

Assembly event [form](#).

Some general rules that frequently apply to assembly events:

- Groups less than 25 people do not need a permit to operate in the right-of-way.
- A revocable right-of-way use permit is required to fully close a street or sidewalk.
- A Noise Permit suggested for all sound amplification, (405) 297-3884.
- No event signs or placards may be permanently posted (in the ground or on poles).
- An assembly event does not give permission to trespass on private property. You will need to show proof that you have permission to use private property.
- All assembly events in the right-of-way should allow pedestrians, bicyclists, etc. to pass.

After you have developed your plan, here is our approval process:

1. Consult with Special Events Office
2. Submit application and final plans to Special Events Office (48 hour deadline)
3. Plans reviewed by City staff
4. Permit is processed and returned as soon as possible