



OKC PARKS
The City of Oklahoma City
Parks and Recreation Department
Park Revocable Event Permit Application

Application Date: _____ Event Date(s)/Time(s): _____

Event Name: _____ Estimated Attendance (participants & spectators): _____

Set up date(s)/time(s): _____ Teardown date(s)/time(s): _____

Desired Park Location: _____

Event Sponsor(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact(s): _____

Email(s): _____ Phone(s): _____

Event Includes (check all that apply):

<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> Amplified sound
<input type="checkbox"/> Athletic event	<input type="checkbox"/> Political/Religious	<input type="checkbox"/> Registration/Admission/Ticket Sales
<input type="checkbox"/> Street closures	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Food	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Electrical wiring/generator(s)
<input type="checkbox"/> Stage(s)/Tent(s)/Canopy(s)**	<input type="checkbox"/> Inflatables*	
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Paid Staff	

**Size and number of tent(s) _____ *Inflatable/Tent company to be used _____

List of any additional equipment to be brought into park:

Description of Event: *(explain in full detail – including facilities used or needed, equipment to be used, exact location, number and type of any vendors selling or giving away any food or non-food items, and list of any activities...if more room is needed, please use additional paper)*

*****Please read the following park rules and initial next to each, acknowledging you understand*****

____ Revocable Events are events with 500+ attendees; or requests or requires exclusive use; or request to break a Park Rule or Ordinance; or have alcohol sales.

____ 120 days' notice is requested for all Revocable Permit Applications. **Applications submitted less than 120 days in advance may not be approved.**

____ You may book your event up to 364 days in advance. **Events are processed on a first-come, first-served basis.** If a scheduling conflict occurs, preference will be given to previously permitted annual events operating in the usual event date(s), location(s), and/or time(s).

____ **THIS APPLICATION IS NOT A PERMIT. Submittal of Application is not authorization to conduct your Event.**

____ **Revocable Permits are approved by City Council.** *All Supplemental Materials are due no later than 90 calendar days prior to event date. Failure to submit items on time may result in the denial of permit request.

____ Revocable Permittees must attend City Service Meeting prior to the Permit being sent to City Council.

____ Any advertising and event planning that takes place prior to the permit being approved is not recommended and is done at the **permittee's own risk.**

____ All Revocables require the following standard fees (§ 60-38-11):

- Revocable Event Fee, per day, per area rented – **\$150 due at the time of booking**
 - Tier 1 Parks (Bricktown Canal, Intermodal Hub, and Land Run Plaza) ... \$750.00
 - Tier 2 Parks (Stars & Stripes, Bluff Creek, Will Rogers, Wiley Post, Wheeler Park, South Lakes, Earlywine, Route 66, Manuel Perez Park, Edwards Park, Woodson Park, Washington Park)
 - 500 – 1000 attendees \$700.00
 - 1001 – 2000 attendees \$1,500.00
 - 2001 – 5000 attendees \$ 3,500.00
 - Over 5000 attendees \$1 per person per day
 - Tier 3 Parks (Mesta Park, Military Park, Crown Heights Park, Edgemere Park, Memorial Park) \$1,000.00
 - Tier 4 Park (Bicentennial Park, Kerr Park) \$685.00 (up to 500 attendees)
 - 501 – 3000 attendees \$3,000.00
 - Over 3000 attendees \$6,000.00
 - Tier 5 Parks (All others not listed) \$500.00
- Damage/Cleaning Deposit - refundable if no damage/additional cleaning by parks staff required

*Credit Card Refunds take up to 4 weeks to refund **Cash/Money Order/Check Refunds take up to 8 weeks.

○ **River Rates vary from standard Special Event Fees** (§ 60-38-61) and may require different booking fees.

○ **Failure to pay on time may result in the denial of your permit request.**

○ Additional fees may apply based on amenity fees, other required permits, requested use of space, additional Staff time (§ 60-38-11 - \$32/hour).

____ Permittee must keep a copy of approved permit & site plan showing area of park reserved during event.

____ Permittee is responsible for obtaining required licenses (Noise Permit, OCCHD approval, Able Licensing) and meeting all requirements of City, State, and Federal Law.

____ Permittee shall work with the City to ensure that at least one City Police officer is onsite during the Event. If determined by the City's authorized agent(s) that additional City Police officers are required, the parties shall coordinate their presence at the Event. Permittee shall pay any cost for off-duty City Police officers to work the Event.

____ For pavilions, restrooms are winterized from Oct. 30 until Apr. 15 each year and are not available for use.

____ Grass parking is not permitted, and no glass containers allowed.

____ Smoking, vaping and sales of tobacco or marijuana products are prohibited on Park property (§ 30-471).

____ Events must be accessible to persons with disabilities.

____ **Weather is unpredictable.** Parks Administration reserves the right to determine the severity of inclement weather and the opportunity to reschedule. In case of severe inclement weather on the date of the rental, the permittee **may call the Parks Administration office by the next business day to reschedule.** An alternate date within one year must be chosen in fourteen calendar days. Refunds are not given for inclement weather.

____ **Attached Check List must be completed for an event to be approved. Failure to meet deadlines or provide requested information may result in the denial of permit at no liability or cost to the City of Oklahoma City.**

Signature acknowledging you understand all stated park rules: _____

By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#). Our Special Events Coordinator will contact you if additional requirements are necessary based on your event details

Return to: 420 West Main Street, Suite 210
Attn: Park Events
Oklahoma City, OK 73102
Email: parkevents@okc.gov
office: 405-297-2691 / **fax:** 405-316-2691



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