

Park Revocable Event Permit Check List

PLEASE READ THE FOLLOWING PAGES CLOSELY. LISTED ITEMS ARE IMPERATIVE FOR THE APPROVAL OF YOUR PERMIT. ANY OMITTED ITEMS, OR FAILURE TO DISCLOSE ASPECTS OF YOUR EVENT, MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR PERMIT

The following items may be attached as Exhibits to your Permit Contract which is given to City Council for final approval. Please use professional formatting when creating any documents. **Documents are subject to approval by Parks staff.**

120 Days Out – Book Your Event

- ☐ **Park Revocable Event Permit (PREP) Application** – fill out application with complete details regarding your event.
 - **Submittal of Application is not authorization to have your Event.**
 - All rules and regulations stated on Application are acknowledged and agreed to by Permittee.
 - 120 days' notice is requested for all PREP 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
 - **You must provide a preliminary Site Map with your Application.**
- ☐ **Review Event Booking Confirmation** – this is **NOT** your permit, but rather a confirmation of the time(s), date(s), and location(s) rented. PREPs require a Contract. **Permit Contract is not approved until all applicable approval signatures are completed, Permit is approved by City Council, and final payment has been made.**

90 Days Out – Submit your Exhibits (some of the items may be combined into one Exhibit)

- ☐ **Final Site Map(s)** – use an image of the area you are renting and create a key with the locations where you will be setting up any additional equipment including, but not limited to:
 - Staging Area
 - Tents/Booths/Stages
 - Inflatables
 - Areas of Exclusive Access (VIP, 21+, etc.)
 - **Use of private property requires written agreement from property owner.**
 - Vendor Placement (see below for more information on Vendors)
 - Food Trucks
 - Retail/Business/Non-Profit Vendors
 - Ticket Check/Sales
 - Keep in mind that your event **must be ADA accessible**. Any set-up must leave access ramps clear, and all paths must be at least 36" wide.
 - Waste Management
 - Portable Toilet Placement
 - Additional Trash Receptacle Placement (including dumpsters)
 - Electricity – this should include any information about power that will be used and/or brought into the event site. Generators, extension cords, light towers, etc. should be included.
 - Temporary service must be installed by a licensed electrical contractor.
 - Water Access – this may include potable water to be brought in or any requirements for water access within the Park (i.e., how you plan to fill water barrels if needed).
- ☐ **Schedule of Events** – this should be a timeline of how the day(s) will go including, but not limited to:
 - Set-up/tear-down date(s) and time(s) for your Event.
 - Start/end times for activities included in your Event.
 - Ticket Sales – how/where tickets will be sold (online, in person, etc.)
 - Ticketed Events must remit 20% of gross sales (Ord. 60-38-22)
 - Tickets must be sold through a bonded ticket agent. Permittee must provide name of agent.
 - Permittee may be subject to an audit of ticket sales.
 - Name of the companies that will be providing any services and their arrival/set-up/tear-down times.
 - Portable Toilets should be in place **no later than 2 hours before** the start of your event.

(CONTINUED ON NEXT PAGE)

Park Revocable Event Permit Check List

- Portable Toilet Placement – 1 unit for every 100 people, 15% should be ADA accessible. The contract between Permittee and company used, must be provided to Special Event Staff.
- **Units that are not picked up by the following business day may result in a hold on the damage/cleaning deposit until units are removed.**
- **Parking/Traffic Plan** - use an image of the area you are renting and create a key with the locations of the following, including but not limited to:
 - Parking – this includes areas within the Park or surrounding area.
 - Permittee is responsible for shuttle arrangements.
 - If additional parking is needed outside of the immediate area, **documentation of permission for off-site parking on private property, or reserved metered parking is required.**
 - Street Closures/Barricade Placement
 - **Street Closures require agreement with approved vendor and a Street Closure Petition, Consent Affidavit, and/or Written Notice Affidavit.**
 - For an exclusive or hard closure, 100% of property owners must agree and sign stating they consent to your street closure.
 - **Failure to fully disclose your plan to gain acceptance may result in the denial or revocation of your permit.**
 - Please be sure to have a full description and/or map of your street closure when presenting it to property owners along your route. **Your petition should list your full dates, times, and locations of the requested street closure.**
 - Directional Changes/Signage (i.e., “One Way” or “No Left Turn”)
 - Barricades and signage must be picked up immediately after the Event. If your event is a late-night event, all items must be off the road or out of the way of sidewalks/ADA accessibility.
 - **Signs/barricades that are not picked up by the following business day may result in a hold on the damage/cleaning deposit until units are removed.**
 - Stationed Officers/Volunteers
 - Parking on grass is prohibited.
- **Safety/Security Plan** – all PREPs must have a Safety/Security Plan. This plan may be a narrative and/or a map and may include, but is not limited to:
 - Day-Of Emergency Contact List – this should have the name and phone number of any and all persons in charge of events the day-of. If there are multiple people in charge of different aspects of the Event, each person must be listed with their area of responsibility.
 - Weather
 - Cancellation Policy
 - Rain or Shine?
 - Will the Event be postponed for a set amount of time? How long?
 - If cancelation is an option, what will determine it, and when/how will it be announced?
 - Refund Policy (if tickets are sold)
 - Alternate Date(s)
 - Sheltering Procedures (if your event is during severe weather season it is highly encouraged that you have a sheltering plan - you may have to make arrangements with third party)
 - Security
 - Permittee shall work with the City to ensure that at least one (1) City Police officer is on site during the Event. If, as determined by the City’s authorized agent(s), 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.
 - OKCPD Location(s), Name(s), and Contact Information
 - **All PREPs are required to have at least one (1) OKCPD officer at the event during the operating hours.**
 - Private Security Location(s), Name(s), and Contact Information
 - **Events that are set up overnight require an officer or security guard to be present at all times.**
 - Lost Child/Person Policy
 - Active Shooter Plan

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Park Revocable Event Permit Check List

- EMSA/First Aid
 - EMSA/First Aid Location(s), Name(s), and Contact Information
 - Injured Person Policy
- **The City reserves the right to cancel an Event due to safety or security risks.**
- **Route Maps** – this should highlight the area to be used for any running, walking, biking, or boating course as well as any equipment that will be set-up along the route for your event (water stops, first aid, restrooms, etc.).
- **Volunteer/Participant Waiver Form** – this form will be provided by Parks Staff and automatically included in your Permit Contract as an Exhibit. **Minors must have a form signed by a legal guardian.**
 - This standard form has required language from the Municipal Councilor's office.
 - If you would like to have a secondary form with additional language, you must provide a copy for approval.
- **Certificate of Insurance** –all PREPs require **Certificates of Insurance and Endorsements to be provided prior to the Permit Contract going to OCWUT, OCRRA, or City Council.**
 - Effective dates of the COI's must cover the Permit Term, which includes entirety of set-up through tear-down of the Event and all activities under the Event.
 - **Permittee must provide a comprehensive general liability insurance policy sufficient to meet the City's maximum liability under the Governmental Tort Claims Act (51 O.S. 151 et seq.). The current required minimum liability coverage is \$175,000.00 per person for injury or death, \$25,000.00 per claim for property damage, and \$1,000,000.00 for all claims arising from a single occurrence.**
 - Permittee is responsible for payment of required insurance premiums or deductibles.
 - The City of Oklahoma City must be listed as a Certificate Holder and additionally insured.
 - The Description of Operations box should state that the Certificate Holder is additionally insured per contract and that 30 days written notice of cancellation will be provided.
 - Based on the location, your event may require additional Certificate Holders such as Oklahoma City Water Utilities Trust (OCWUT) and/or Oklahoma City Riverfront Redevelopment Authority (OCRRA). Examples of acceptable documentation may be provided by Parks Staff.
 - **Liquor Liability must be provided for events with alcohol.**
- **Proof of Other Required Permits**—proof of additional permits may be required. If you know you will have any of the following items, please contact them **prior to your City Service Meeting**. Based on feedback from the City Services Meeting, you might be required to have further contact including, but not limited to:
 - **Development Service**- 405-297-2948 - generators, stages, or alcohol.
 - **ABLE**- 405-521-3484 - alcohol - **must be contacted no later than 60 days in advance. – Failure to secure ABLE permit may result in inability to sell alcohol or denial of permit.**
 - **Fire Marshal**- 405-297-3584 - tents larger than 15x15 (225 sq. ft.) or any additional fire safety requirements.
 - **Public Information**- 405-297-2890 – any street closure or activity for a public event on private property.
 - **Storm Water Quality**- 405-297-1517- testing for events which will have participants or event personnel physically in any body of water – results of testing may affect ability to conduct water activities.
 - **Police Special Events**- 405-297-1144- scheduling and payment for off-duty Police, planning of routes, etc. – **Failure to secure Police Officer may result in denial of permit.**
 - **EMSA**- 405-297-7131- scheduling and payment for medical stand-by services, planning of locations, etc.
 - **Parking Meter Reservations**- 405-297-1331- you must have proof of an approved permit to reserve spaces.

60 Days Out – Get your permit approved

- **Attend City Services Meeting** – City Services is a meeting with a representative from various departments in the City and other organizations where you will briefly present the details of your Event. Parks staff will be present to provide any additional information that might be requested.
 - You will need to bring 10 copies of your “permit packet” with the above items. – Because you are required to have the above items ready prior to attending this meeting, you should be sure to have them completed in a timely fashion to allow for at least two opportunities to present. **Failure to bring packets with accurate information may result in your event being moved to the next meeting.**

Park Revocable Event Permit Check List

- This meeting takes place **every-other Wednesday at 2:00 pm** in the 2nd floor Conference Room at City Hall (200 N Walker, OKC, OK 73102). **Meeting dates are subject to change.**
- Permittee will work with Parks Staff to determine the best date for attendance. **Parks Staff will request the Event to be placed on the City Services Agenda.** If a Permittee makes the request, Parks Staff reserves the right to cancel the agenda item until above requirements are met.
- **Signed and Notarized Permit Contract** – once any remaining items have been received or adjustments have been made based on feedback from City Services, the final draft of your Permit Contract will be sent over for your review, signature, and notary.
 - **All Permit Contracts have additional language that may or may not be covered in the above items.**
 - Careful review of the Permit Contract is highly encouraged as this is a legal document and is subject to revocation if specified requirements are not met or breach of contract occurs.
 - Signature page must be signed, notarized, returned to Parks Staff before further action can be taken.
- **Additional Approvals** – if your Event takes place on property owned or leased by a third party you may be required to present proof of consent from them.
 - **If your Event takes place on OCRRA or OCWUT property, your permit must be presented to them prior to City Council and receive their approval or recommendation.**
 - OCWUT typically meets every-other Tuesday on the same date as City Council.
 - OCRRA typically meets once a month on the same date as the last City Council meeting.
 - **Meeting dates are subject to change.**
 - You will not be required to attend these meetings, however, the required items, including insurance, as well as your signed and notarized Contract must be completed in order to be placed on agendas.
- **City Council Approval – Permittee may not appear before City Council without the above items or tasks being completed.**
 - You are presenting to the City Council. Please dress appropriately and be prepared to briefly present the Council with the key details of your Event.
 - When you arrive, there will be an officer sitting at a table in front of the chamber with copies of the agenda and forms for you to fill out to speak on an agenda item. Please fill out one of those forms with your agenda item number.
 - The Council will then vote to approve or deny your permit.
 - **Council Meetings take place every-other Tuesday at 8:30am** in the Council Chambers on the 3rd floor of City Hall (200 N Walker, OKC, OK 73102).
 - It is important to be on time/early for these meetings.
- **Final Payment** – as soon as City Council has approved your permit, you will walk back to the Parks Office with your Event Coordinator and pay the remaining balance, if any, of your permit.

15 Days Out – Submit your final items

- **Noise Permit Application** – noise permits are obtained for amplified sound
 - Information about Noise Ordinance (§ 34) can be found at: <https://bit.ly/2GtCjeM>
 - Download the form at: <https://www.okc.gov/departments/permits>.
 - Complete the form and submit to: noisepermits@okc.gov and CC parkevents@okc.gov.
 - **Be sure to include a copy of your Booking Confirmation with the Noise Permit Application**
 - Noise Permit Applications are due **no later than 10 business days** prior to your event.
 - **Failure to submit your noise permit application on time may result in the inability to have amplified sound, denial, or revocation of your permit, and/or a fine.**
- **Point of Sale/Vendor List** – a “Point of Sale” is anywhere money will be collected or items sold. Most Points of Sale are referred to as “Vendors”. Vendors include but are not limited to the sale of consumable goods, and retail products.

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Park Revocable Event Permit Check List

- A Vendor list must be filled out completely and accurately and returned **no later than 15 days prior to your event.**
- **Failure to submit your list on time may result in the inability to have vendors, denial, or revocation of your permit.**
- Please remember that all **consumable vendors** must include both their City and County Health Department Numbers (BUS- and 55-)
 - **You must include your organization on this list if you plan to sell anything.**
- Vendor sales require additional fees as follows:
 - 1 vendor.... \$0.00
 - 2-10 vendors.... \$150.00
 - 11-24 vendors.... \$200.00
 - 25-50 vendors.... \$250.00
 - More than 50 vendors.... \$300.00