



OKC PARKS

The City of Oklahoma City Parks and Recreation Department Park 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 Name(s): _____ Phone Number(s): _____

E-mail(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 Event | <input type="checkbox"/> Electrical Wiring/Generator(s) |
| <input type="checkbox"/> Food | <input type="checkbox"/> Merchandise | <input type="checkbox"/> Registration/Admission/Tickets |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Alcohol | |
| <input type="checkbox"/> Tent(s)/Canopy(s)/Stages** | <input type="checkbox"/> Inflatables* | |

**Size and number of tent(s) _____ *Inflatables company to be used _____

List of any additional equipment to be brought into park:

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

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

_____ Parks Special Events are any event which is open to the public, or 150+ attendees, or amplified sound, or presents higher risk to injury, or additional equipment, or sales of any kind, or alters the intended use of the park.

_____ 60 days' notice requested for all Park Event Permit Applications. Applications submitted less than 60 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 on 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. Park Event Permits are not approved until any required supplemental materials have been received and all approval signatures are completed. *All Supplemental Materials are due no later than 30 days prior to event date. Failure to submit items on time may result in the denial of permit request.**

_____ 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 Park Events require the following standard fees:

- Special Event Permit Fee, per day, per area rented – **\$150 due at the time of booking**

| | |
|--|--------------|
| Tier 1 Parks Bricktown Canal, Intermodal Hub, and Land Run Plaza | \$500 |
| 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, Bicentennial Park, Kerr Park | \$300 |
| Tier 3 Parks Mesta Park, Military Park, Crown Heights Park, Edgemere Park, Memorial Park | \$200 |
| Tier 4 Parks All others not listed above | \$100 |

- Damage/Cleaning Deposit - refundable if no damage/additional cleaning by OKC 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 Parks Special Event Fees** (§ 60-38-61).
- Final payments, Vendor Lists, and Noise Permit Applications must be received **no later than 20 business days prior** to the event. **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, or additional Staff time (§ 60-38-17 - \$32/hour).

_____ A Park Event Permit grants the permittee the right to hold an event in a specific area of the park. However, **the general public cannot be prohibited from use of the park itself.** Permittee must keep a copy of approved permit and Site Plan showing area of park reserved with them during event.

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

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

_____ Grass parking is not permitted (§ 38-92).

_____ No glass containers allowed (§ 38-102).

_____ 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 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 application, 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



PEP Check List

PLEASE READ THE FOLLOWING PAGES CLOSELY.

LISTED ITEMS ARE IMPERATIVE FOR THE APPROVAL OF YOUR PERMIT. FAILURE TO DISCLOSE ASPECTS OF YOUR EVENT OR TURN ITEMS IN ON TIME MAY RESULT IN THE DENIAL OF YOUR PERMIT.

60+ days Out – Book your Event

- **Park Event Permit Application** – fill out the above application with details regarding your Event and return to parkevents@okc.gov.
 - **Incomplete Applications will not be processed and will be returned via email to applicant for completion.** Processing may take up to 3 business days.
 - **Submittal of Application is not authorization to have your Event.**
 - All rules and regulations stated on Application are acknowledged and agreed to by Permittee.
 - 60 days' notice requested for all Park Event Permit Applications. **Applications submitted less than 60 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 on the usual event date(s), location(s) and/or time(s).
- **Review Event Booking Confirmation** - This is **NOT** your permit, but rather a request for the time(s), date(s), and location(s) rented.
 - Permittee must review booking confirmation & confirm accuracy of information (name, address, date, time, etc.)
 - OKC Parks staff will inform Permittee of additional items required for permit approval & submission deadlines.
 - **Permit is not approved until all supplemental items have been received, final payment has been made, and all applicable approval signatures are completed.**

30+ days Out – Submit your Supplemental Items – **submittal of documents in person requires an appointment.**

- The following items **must** be turned in to OKC Parks staff **no later than 30 calendar days prior** to the event. Some items may not be required. Inquiries as to if an item is needed should be submitted to OKC Parks staff in writing.
- **Provided documents must be submitted in WORD or PDF format.** All documents will be reviewed by OKC Parks Staff and are subject to approval. Requests for updates or re-submittal may be requested and will be confirmed via email.
- **Schedule of Events** – this is a timeline of all activities under your event and should include everything from set-up through tear-down.
- **Site Map** – 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 – tents cannot be staked, please ensure all tents use only sandbags/cement blocks/water barrels.
 - Inflatables – inflatable rentals, not including race arches, must have General Liability Insurance that meets the City's minimum requirements. The contract between Permittee and company used must be provided. OKC Parks Staff will contact vendors who do not already have Insurance on file.
 - Stages – additional permitting from Development Services may be required. Please contact them using the list below.
 - Areas of Interest/Exclusive Access Areas (Kids Area, VIP Area, Start/Stop points)
 - No event signs or structures may be permanently posted (in the ground or on poles).
 - Vehicles are prohibited from all areas not designated as a roadway or parking area.
 - **Use of private property requires written agreement from property owner.**
 - Vendor Placement (see below for more information on Vendors)
 - Food Trucks/Tents – trucks must be located on paved surface, excluding sidewalks
 - Merchandise Vendors – tents cannot be staked, please ensure all vendors have sandbags/cement blocks/water barrels
 - Waste Management
 - Permittee is responsible for picking up any trash and litter created by the event. **Failure to clean the event site may result in forfeiture of all or some of your damage/cleaning deposit.**

- 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 OKC Parks Staff.
 - Additional Trash Receptacle Placement – Permittee is responsible for placement of receptacles, changing of liners, and removal of all trash/debris from park property by the end of scheduled event.
 - Electricity – include any information about power that will be used and/or brought into the event site. Additional permitting from Development Services may be required, please contact them using the list below.
 - 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).
 - Stationed Officers/Security/Volunteers – contact information for officers/security must be provided. Only OKCPD may direct traffic on City streets. Agreements between Permittee and security company must be provided. All volunteers must sign an approved waiver. Permittee may provide their own waiver, but it is subject to review by City attorneys. An already approved waiver that covers Permittee, City, and their officers and agents may be requested.
 - EMSA/First Aid location – contact information for EMSA is provided below.
- **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, etc.).
 - Streets or Trails **cannot** be painted. Handheld chalk, signs, or tape are the only allowed means of marking start lines, finish lines and route markers, and must be removed immediately after event. Chalk may not be washed off into a storm drain.
 - Setting up items off River Trails may result in additional fees.
 - Routes using City streets may require street closures, which qualify the Event for a Revocable Permit. Any request for closure of City streets requires a **Revocable Permit**.
- **Parking/Traffic Plan** –use an image of the area you are renting and create a key with the locations including but not limited to:
 - Parking on grass is prohibited.
 - Parking includes areas within the Park or surrounding area.
 - OKC Parks Staff reserves the right to determine if parking at the Event Site is sufficient for the requested event. If the parking is not adequate, a Revocable Permit may be required.
 - If additional parking is needed outside of the immediate area within the park, **documentation of permission for off-site parking on private property, or reserved metered parking may be required**. Permittee is responsible for shuttle services and must provide documentation of contracts with third party vendor to OKC Parks Staff.
 - Directional Changes/Signage (i.e., “One Way” or “No Left Turn”)
 - Road Closures/Barricade Placement – **INTERNAL PARK ROADS ONLY**
 - Permission to close or change the direction of traffic on an internal park road is determined by OKC Parks staff.
 - Any request for closure of City streets requires a **Revocable Permit**.
 - Stationed Officers/Volunteers – contact information for officers/security must be provided. Only OCPD can direct traffic on City streets. Agreements between Permittee and security company must be provided. All volunteers must sign an approved waiver. Permittee may provide their own waiver, but it is subject to review by City attorneys. An already approved waiver that covers Permittee, City, and their agents may be requested.
- **Certificate of Insurance (COI)** – **all Public Events and/or Athletic Events (running, walking, biking, boating, fishing, or any other activity deemed necessary by Parks Director) require a Certificate of Insurance to be provided.**
 - Effective dates of the COI’s must cover the entirety of set-up through tear-down (all activities) of 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**.
 - **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 OKC Parks Staff.

- **Portable Toilet Rental Company Name** – some parks have portable toilets available during peak months. Please check with OKC Parks staff for details.
 - If the park/facility you are renting does not have restroom facilities available, you will be responsible for procuring them.
 - Permittee must provide a copy of the rental agreement.
 - **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.**
- **Inflatable Rental Company Contract** – liability insurance **is required** to be on file with any company used for inflatable rentals or if you own the inflatables yourself. Permittee must provide a copy of the rental agreement.
 - OKC Parks staff may reach out to any company used that is not on file.
 - If issues arise with the company chosen, the OKC Parks staff will be in touch with the Permittee to inform them of any complications.
 - **All inflatable companies are required to have COI's with The City of Oklahoma City listed as a Certificate Holder.** Based on the location, they may also require to have Oklahoma City Water Utilities Trust (OCWUT) and/or Oklahoma City Riverfront Redevelopment Authority (OCRRA) listed as Certificate Holders. Examples of acceptable documentation may be provided by OKC Parks Staff.
- **Any Other Permits that may be Required** – some of the below entities require an approved permit from OKC Parks before their permit will be issued. **Please contact the below resources directly to determine if additional permits are needed and the process for obtaining.**
 - **Development Service**- 405-297-2948 - generators, stages.
 - **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.
 - **Parking Meter Reservations**- 405-297-1331- you must have proof of a permit to reserve spaces.
 - **EMSA** – 405-297-7131- emergency services for events (highly suggested for athletic events).

15+ days Out – Final Items for Approval

- **Final Payment** – Permittee is encouraged to make final payment prior to 20 days out. Permits not paid in full will not be submitted for final approval.
 - **Payments made by temporary checks or with American Express are not accepted.** Visa, Discover, and MasterCard/Debit Card payments may be made over the phone at 405-297-2691.
 - **Permittees paying in person with cash, money order, or checks must make an appointment with staff.**
- **Noise Permit Application** – this application is done through the City Council Office. Approved permit with OKC Parks must be provided when applying. **Applications without proof of an approved Permit will not be accepted.**
 - Download the form from <https://www.okc.gov/departments/permits>.
 - Complete the form and submit to noisepermits@okc.gov. Submission must be in Word or PDF format. Photos will not be accepted. Please cc parkevents@okc.gov when submitting.
 - **Be sure to include a copy of your Approved Permit with the application.**
 - Noise Permit Applications are due to the City Council Office **no later than 10 business days** prior to your event.
- **Point of Sale/Vendor List** – a “Point of Sale” is anywhere money will be collected. Most Points of Sale are referred to as “Vendors”. Vendors include sale of food and beverages and retail products.
 - A Vendor list must be filled out completely and returned **no later than 20 days prior to your event. OCCHD will not accept Vendor Lists less than 15 business days out from event dates.**
 - **Failure to submit your list on time may result in the inability to have vendors or denial of your permit.**
 - Please remember that all **consumable vendors** must include both their City and County Health Department Numbers (BUS- and 55-)
 - Remember to list yourself as a vendor if you will be selling anything

- Vendor sales require an additional fee as follows:
 - 1 Point of Sale fee is included in the cost of the Permit.
 - 2-10 Points of Sale, per day = \$150.00
 - 11-24 Points of Sale, per day = \$200.00
 - 25-50 Points of Sale, per day = \$250.00
 - More than 50 Points of Sale, per day = \$300.00
- **Final Approvals** – Final approvals are done once a week. Permits not submitted in time may be denied or postponed.
 - **All required material and prior approvals must be complete for Permit to be submitted for final approvals.**

Additional Information:

If your event has 500+ attendees, or exclusive use, or alters the use of the park, or street closures, or requests to break a Park Rule/Ordinance, your permit may be upgraded to a Revocable Permit. **This decision is at the discretion of OKC Parks staff and the Parks Director.**

- **Event Site Condition**
 - OKC Parks Staff makes every effort to ensure that Event Sites are mowed prior to Park Event Permit dates, however **this is not a guarantee.**
 - Mow schedules are set at the beginning of the calendar year. Events concerned with grass height, should inquire with OKC Parks staff for dates surrounding scheduled mows. **Mows are not guaranteed.**
 - OKC Parks staff will make every effort to clean the area the business day before an event. However, because the public still has use of the space prior to the Event, Permittees are encouraged to take before/after photos of the space.
- **Cancellations/Refunds:**
 - Cancellations made less than 7 calendar days in advance will not receive refunds.
 - Cancellations made more than 7 calendar days in advance will receive refunds of all payment made, excluding the cancellation fee.
 - **Refunds for weather are not given.** Alternate dates may be chosen in the case of inclement weather per the City's Weather Policy.
 - Refunds for payments made with credit/debit cards may take up to 4 weeks to be refunded and will return to the card used to make payment. If the card has expired/is lost, a check refund will be issued, Refunds may not be on an alternate card. Once card refunds have been processed out of the City's system, Permittee must consult with their banking institution.
 - Refunds for payments made with money order/cash/checks may take up to 8 weeks to be refunded.
- **Alcohol** – may require further action
 - **Glass containers are prohibited (§ 38-102).**
 - Permit is required for consumption of alcohol. No consuming on a Park road or in a Park parking lot (§ 38-95).
 - Private events with alcohol are allowed through a Park Event Permit. **However, if you will have a cash bar, or your event will be open to the public, you will need a Revocable Permit.**
- **Appeals** – Denied Event requests may appeal the decision within 48 hours of notification of denial.
 - Permittee will be notified in writing with reasoning of denial.
 - Permittee must request & submit an appeal request to OKC Parks staff within 48 hours of denial notification.
 - Appeal Application must be completed in full and include: the original application for the event, all submitted materials, written denial documentation, and a detailed request with reasoning for the appeal.
 - Final appeal decisions will be made by the City Manager's office within 5 business days.
 - Appeals made more than 48 hours after denial or less than 7 days prior to the event won't be considered.
- **Denials** – Existing or future applications can be denied for any of the following (occurring during the current or prior permit year):
 - Using a park for an event despite permit denial
 - Failure to complete permitting process
 - Failure to pay permit fees timely
 - Failure to comply with any permit condition
 - Non-compliance with OKC Parks rules, policies, or City Ordinance