



Current date _____

Applications processed in the order received / Preference given to long-standing events

Event _____

Expected number of participants _____

Event coordinator(s) _____

Email address + address _____

Phone _____ Fax _____

Event Start: Day/Date _____ Time _____

Event End: Day/Date _____ Time _____

Setup: Day/Date _____ Start time _____ End time _____

Teardown: Day/Date _____ Start time _____ End time _____

Street Closure Times (if applicable)

Closure: Day/Date _____ Time _____

Reopening: Day/Date _____ Time _____

Event description (activities, exact location or address, etc.). Please also submit an event site map.

Is this an annual event? _____ If yes, how many years? _____

How many vendors will sell items at your event (retail, food, beverages, etc.)?

None 1 2-10 11-25 26-50 50+

Please note: the deadline for the food vendor list is a strict 10 days prior to the event.



Event Includes:

- | | | |
|----------------------|--------------------------------|-------------------------------------|
| Block party | Street closure | Assembly event
(First Amendment) |
| Alcohol sales | Procession | Residential area |
| Low-point beer sales | Parade | Non-residential area |
| Food sales | Amplified sound | Parklet |
| Merchandise sales | Live entertainment | Athletic event |
| Street activities | Electrical wiring/generator(s) | Filming |

Number of tents _____

Size of tent(s) _____

Primary contacts (during event):

Name _____
mobile _____
email _____

Name _____
mobile _____
email _____

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Event Coordinator Signature _____

(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](#))

Return to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____

OKC SPECIAL EVENTS GUIDE

GENERAL RULES FOR APPLICATION

- A revocable permit can be approved for a recurring event on multiple dates in the same calendar **year** if no changes are made to the site plan or participants.
- A special event permit can be approved for a recurring event on multiple dates in the same **year** if no changes are made to the site plan or participants.
- A revocable right-of-way use permit is required to block pedestrian or vehicular traffic.
- Runs and walks under 350 runners should not include major streets as a part of their route. We encourage the use of City park or lake properties for these events.
- Noise Permit suggested for sound amplification, **(405) 297-3884**.
- Traffic control devices must be placed according to the (Manual on Uniform Traffic Control Devices (MUTCD)) and any additional City requirements (page 6).
- Notification is required for **all** events. See notification requirements (page 7).
- When required, the OKC Police Department must be contacted to arrange for escorts and other event-related traffic control. See the police support section (page 8).
- Applicants must remove all trash immediately following their event (page 9).
- When required, metered parking must be reserved through Public Transportation & Parking, **(405) 297-1331** (page 10).
- If you plan to sell or offer retail items, prepared food and/or alcohol see the Vendor Sales, Food, Beer & Alcohol section (pages 11-13).
- Entrance fees **cannot** be charged for admission to events on City rights-of-way (City streets, sidewalks, alleys or easements).
- No event signs or placards may be permanently posted (in the ground or on poles).
- **Rights-of-way must not be altered.** Streets, sidewalks, trees, plants and buildings must be protected from damage during your event.
- **Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start lines, finish lines and route markers.
- Events must be accessible to persons with disabilities.
- A permit does not give permission to trespass on private property. You will need to show proof that you have permission to use private property.
- 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) and/or time(s). *(Example: Second Saturday in January, 3 p.m.)*
- The City of Oklahoma City must not be included as a sponsor of your event.
- Your permit may be revoked if any of the following issues are identified by City staff: fraud, misrepresentation, imminent threat to public health, safety and/or welfare. As a result of revocation, future permit requests may be denied.

OKC SPECIAL EVENTS GUIDE

SPECIAL EVENT FEES

Application / Special Event Permit (non-refundable)		\$25
Revocable Permit (right-of-way use, non-refundable)		\$75
Vendor Permit (refundable up to 10 days prior to event)		
	1 Vendor	\$0
	2-10 Vendors	\$150
	11-25 Vendors	\$200
	26-50 Vendors	\$250
	50+ Vendors	\$300
Noise Permit		\$TBD
Electrical Permit		\$TBD
Generator Permit		\$TBD

FIRE DEPARTMENT PERMITS

Propane Gas Permit (required for food trucks, trailers, tents, etc.)		
Single Event		\$25
Annual Permit		\$100
Tent Permit (30 days-Larger than 15' by 15')		\$50
Pyrotechnics: 1st Day of display		\$85
\$10 Each Additional day in a 7-day period		
Haunted House		\$85
Open Flame		\$25
Hot Work Display		\$30
Display of Fueled Vehicle in Public Assembly		\$85
Certificate of Fitness Test (Pyrotechnic Shooter)		\$85

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FOOD / BEVERAGE LICENSES

City

Special Event Food License	\$30	(all issued by OCCHD)
Special Event Alcohol	\$55	

Outside Agencies

State Special Event Food / Beverage	\$100	for first 3 days. \$40 per additional day.
ABLE Special Event License	TBD	
OK Tax Commission Special Event Licenses	\$_____	(varies per OTC requirements)