



City of Oklahoma City Special Events Guide



The City of
OKLAHOMA CITY

SPECIAL EVENTS

Thank you for holding your event in Oklahoma City. We look forward to working with you to ensure your event is safe and successful.

A permit is required to hold events such as festivals, parades, walks, athletic events or block parties on public rights-of-way (City streets, sidewalks, alleys or easements). Permits are also required to hold outdoor public events on private property and on other City-owned properties (parks, lakes, the Oklahoma River, the Bricktown Canal, etc.). Information and applications included in this packet pertain to the most common events.

Because every event is unique, it's important that you consult with the City's Special Event Office as soon as your plan starts developing. Large and/or first year events need more time to plan than smaller, seasoned events.

1

The goal of the Special Events Office is to help make the coordination of your event in Oklahoma City as seamless as possible. Contact us early in your planning process so we can help you from the start:

Special Events – Public Information & Marketing
200 N Walker
Oklahoma City, OK 73102
(405) 297-2890
email: specialevents@okc.gov

All of the documents referenced in this guide can be downloaded from www.okc.gov/specialevents.

Events held in the Myriad Botanical Gardens, at the Oklahoma State Capitol and/or on U.S. Federal grounds require separate permits and permissions. Contacts for these facilities available through the Special Events Office.

Download forms @ okc.gov/specialevents

OKC SPECIAL EVENTS GUIDE

CONTENTS

- [What kind of event permit do I need?](#) (page 3)
- [The process at a glance](#)
- [City Services](#)
- [General rules](#) (page 4)
- [Your special event application](#) (page 5)
- [Event site plans](#)
- [Street closures](#) (page 6)
- [Insurance](#)
- [Notification and consent](#) (page 7)
- [Police support](#) (page 8)
- [Fire support](#)
- [Electricity plan](#) (page 9)
- [Stages](#)
- [Waste plans](#)
- [Metered parking](#) (page 10)
- [Noise permits](#)
- [Vendor sales](#) (page 11)
- [Oklahoma Tax Commission](#)
- [Food, beer and alcohol](#) (page 12)
- [Parades](#) (page 14)
- [Volunteers](#) (page 15)
- [Events on Parks property / bleacher rental](#)
- [Events on Trust property](#) (page 16)
- [Events on private property](#)
- [Events on State property](#)
- [Emergency plans](#) (page 17)
- [EMSA](#)
- [Contact List](#) (page 18)
- [Fees](#) (page 19)
- [Deadline Sheet](#) (page 20)
- [General Rules + Outdoor Special Event Permit Application](#)

OKC SPECIAL EVENTS GUIDE

WHAT KIND OF EVENT PERMIT DO I NEED?

Consult with the Special Events Office, we can help. Here is a quick list for do-it-yourself types:

- **Revocable Permit** (approved by City Council, \$25 application, \$75 permit)
Major Events: Multiple or extended street, lane and/or sidewalk closures (Walks, races, festivals, parades, processions, etc.)
- **Administrative Revocable Permit** (approved by City staff, \$25 application, \$75 permit)
Minor Events: Less than one City block, involving no more than 500 people, less than 24 hours, no impact to City Services (Block parties, small festivals, closures supporting events in parks, etc.)
- **Outdoor Special Event Permit** (approved by City staff, \$25 permit)
Private property events with no street and/or sidewalk closures (Some parking usage may qualify under this permit)

THE PROCESS AT A GLANCE

Listed below is the typical process for getting a Revocable Permit. Some events applying for administratively approved permits will be excluded from steps 3 & 4:

1. Consult with Special Events Office and other City staff
2. Submit [application](#) and preliminary plans to Special Events Office ([see deadlines](#), page 5)
3. Submit preliminary plans at a [City Services](#) meeting (2-4 months prior to event)
4. Submit final plans to City Council (approximately 30 days prior to event)
5. Event day(s)
6. Debriefing communication with Special Events Office and other City staff

CITY SERVICES MEETINGS

Coordinators organizing all major events are required to present their plans at a City Services meeting 2-4 months prior to their event. Meetings are held at 2 p.m. every other Wednesday in the City Clerk's conference room on the second floor of 200 N. Walker. Representatives from multiple City departments and affected agencies review and discuss your event plans. The agenda is preset so consult with the Special Events Office before planning to attend. Please email (specialevents@okc.gov) your packet the Friday before the meeting and bring 20 copies to City Services for review.

Events are not approved or denied at City Services. You will receive feedback about the logistics of your event. Do your best to present a complete packet at the City Services meeting, but with the understanding that plans are not always finalized there. Additional permits or challenges may be identified during or after the meeting.

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

YOUR SPECIAL EVENT APPLICATION

The first document to complete and return is the [Special Event Permit Application](#) (page 19). The application typically requires supporting documentation such as an [event site plan](#), [traffic control plan](#), [waste plan](#), [electricity plan](#), [insurance](#), etc. The earlier you submit your application the better. Applicants can submit preliminary information up to one year prior to the event. Deadlines for completing your application are as follows:

Type of Event	Application Deadline
-Major Events (Revocable Permit)	75 days prior
-Minor Events (Administrative Revocable Permit)	30 days prior
-Public event on private property (Outdoor Special Event Permit)	30 days prior

EVENT SITE PLANS

You are required to submit an [event site plan](#), [traffic control plan](#), [electricity plan](#) and [waste plan](#) for Major and Minor Events. Other Events (outdoor public events on private property) may also be required to provide these plans. Your plans should include but are not limited to the following:

maps of staging areas for parades/athletic events	trash cans	traffic control signage
route maps for parades/athletic events	restrooms	amusement rides
street closures	generator locations	building or tent entrances and exits
barricade placement	retail vendors	fireworks fall-out zones and launching areas
parking	food vendors	stages
directional traffic arrows	beverage vendors	emergency plans
volunteer stations/staging	first aid stations	the more info the better...
	fire lanes	

Google Maps is an excellent starting point to successfully create maps for your event plans. Contact the Special Events Office if you have difficulty with this part of the process.

OKC SPECIAL EVENTS GUIDE

STREET CLOSURES

Most street closure requests must be approved by City Council and will be charged a revocable permit fee (\$75). Some street closures are more complex than others, particularly on heavily traveled roads. This may require that you notify the Special Events Office earlier than the application deadline. Please contact us early in your planning process.

An accurate [traffic control plan](#) should be developed to show that all traffic control devices will be placed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). It is critical to the safety of your participants and volunteers that you choose a contractor that understands these guidelines and places your barricades correctly. [These companies are currently pre-qualified](#) to operate in Oklahoma City.

Here are some additional requirements to include in your traffic control plan:

- Same day barricade pickup is **required** in districts with high pedestrian traffic. (*Downtown, Midtown, Auto Alley, Bricktown, Film Row, Plaza District, Paseo, etc.*)
- [Type III barricades](#) are required for all road and lane closures.
- 36" cones, or other approved devices, are required when separating traffic from participants on a route.
- You are required to keep an open lane for emergency vehicles.
- Sidewalks must remain open as much as possible for public access to your site.
- After your event, traffic control devices must not block any rights-of-way.

6

INSURANCE REQUIREMENTS

A [Certificate of Liability Insurance](#) with a receipt of premium paid is required for all major events operating in the City rights-of-way. Proof of insurance must be provided before an event will be considered for approval. Some Minor Events will be exempt from insurance requirements (non-commercial closures).

Below are the standard insurance requirements. Additional insured parties may be added depending on the location(s) of your event ([Trusts, Parks & Utilities insurance info](#)):

- Certificate of insurance with required minimums:
 - \$1 million Coverage
 - \$175,000 Personal Injury
 - \$25,000 Property Damage
- The form must state that The City of Oklahoma City is an additional insured party with the following address:
**The City of Oklahoma City
200 N. Walker
Oklahoma City, OK 73102**

OKC SPECIAL EVENTS GUIDE

NOTIFICATION AND CONSENT REQUIREMENTS

All events are **required** to provide notification to affected properties. When notifying, your street closures must be illustrated and described. The description should clearly define the dates and times of your closures, with setup and teardown times included.

In areas of your event site considered to be temporarily closed (athletic event routes, parade routes, procession routes, etc.), you are required to **notify** abutting property owners/lessees. The full impact of your event should be defined to the contacts at these properties. This can occur **no less than thirty (30) days prior** to your event date. Various methods can be used (postcards, email, flyers, etc.).

Additionally, a [written notice affidavit](#) must be signed, notarized and returned before your event will be considered for approval. We strongly recommend that you notify as many businesses and residents around your event site as you can. Please make the Special Events Office aware of any large-scale marketing done for your event, such as broadcast commercials, print ads or billboards.

Areas Requiring Consent

You are required to circulate a [street closure petition](#) to, or request consent from, properties abutting fully closed areas of your event site (athletic event staging areas, parade staging areas, festival areas, block parties, etc.). Consent is critical in these areas because property access will be restricted for extended periods of time.

If a contact (owner/lessee) for a property cannot be found, a consent letter must be sent to the property. Consent can be returned by email, fax or letter. If a contact (owner/lessee) fails to respond within 10 notice, it will be considered consent.

Proof of consent is required. When returning your street closure petition, please include copies of any returned consent letters. A [consent affidavit](#) must also be signed, notarized and returned with the street closure petition before your event will be considered for approval. Please scan and email these documents to the Special Events Office.

IMPORTANT: *You may need to negotiate terms with a property owner to gain their consent. If negotiations fail, the street abutting that property needs to be left open and the owner/lessee will need to be given reasonable access to their site.*

OKC SPECIAL EVENTS GUIDE

POLICE SUPPORT

The Oklahoma City Police Department (OCPD) should be hired for safety and security at public events. If you plan to use another public safety agency for your event, the names and direct contact numbers for hired officers needs to be provided as a part of your [traffic control plan](#).

The Police Special Events team can provide recommendations or assist you with:

- Needs for uniformed officer(s) or other Police personnel
- Locations, route(s) adjustments, traffic planning and implementation, volunteers, staging areas, event parking, traffic flow, etc.
- Overnight security and any other safety and security issues

If your event includes a barricaded or traffic-controlled route, you are required to provide a contact person (course director) to OCPD. This person should be the main point of contact for route safety, barricade and volunteer-related issues. The course director will need to be available from setup through teardown of the event to ensure the course is setup and cleared properly and safely.

CONTACT: Police Special Events – (405) 297-1144

FIRE SUPPORT

The Oklahoma City Fire Department can assess safety issues regarding fire, buildings, tents and the physical safety of all those involved in your event. You are required to [contact the Fire Marshals Office](#) if any of these conditions exist ([additional permits may be required](#)):

- Tents or canopies larger than 225 square feet (15x15)
- Propane is used for cooking ([additional permits may be required](#))
- Electrical wiring is done
- Changes are made to building exits or when the character or use of a facility is altered
- Liquid or gas-fueled vehicle or equipment, for display or competition, inside a tent or building
- Candles, open flame devices, flammable or combustible liquids or gases
- Pyrotechnics/special effects
- Cryogenics
- Anytime a material, occupancy load or operation is introduced into a tent or building that could possibly pose a hazard
- Special amusements are provided, such as haunted houses

CONTACT: [Fire Marshal Special Events](#) – (405) 297-3584

OKC SPECIAL EVENTS GUIDE

ELECTRICITY PLAN

The use of generators, electrical wiring and extension cords during your event may require an inspection and permit issued by the Development Services Department. The inspection is needed to ensure circuits do not become overloaded and that safety guidelines are followed. Typically this could include equipment used for cooking, heating, amplification, lighting, etc. Please include the location of generators and cords on your [electricity plan](#).

You are required to provide your plan with your application packet. You are required to schedule an inspection with Development Services no later than 5 business days prior to your event. Again, an additional permit may be required. Call **Development Services, 297-2351**.

STAGES

Outdoor temporary structures such as stages and platforms must be inspected before they can be used, with a few exceptions. Stages that measure 30 inches or less from the ground and have no overhead structure to them do not require a permit. If your stage or platform is taller than 30-inches and/or includes an overhead structure, call **Development Services, 297-2351**.

WASTE PLANS

A [waste plan](#) is required for all events. The plan can be a map or a detailed description but must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and portable restroom services. Copies of your contracts need to be included with your waste plan prior to consideration for approval.

To provide a sufficient ratio of **restrooms and waste receptacles**, a participation number for your event needs to be discussed with the Special Events Office. This figure will be based on the history of your event and/or on similar events and will be included in your plan.

The number of **restrooms** required will be determined using the rule that one portable toilet or restroom facility should be provided for every 500 participants. At least ten percent of the facilities provided must be ADA accessible and should be concentrated where participants and spectators will stage.

The number of **waste receptacles** depends on the type of event being held. Your [waste plan](#) should concentrate services in areas where participants and spectators will stage. For athletic events, water stations will need a higher concentration of services. You are responsible for the removal of all trash immediately following each event. Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible for payment if this occurs and it may cause future event applications to be rejected. Recycling is not required, but is encouraged.

OKC SPECIAL EVENTS GUIDE

RESERVING METERED PARKING SPACES

To help prevent parking within your event area, metered parking spaces can be reserved. You may also be required to pay for metered spaces that are within the fully closed areas of your event. Please contact the Public Transportation and Parking Office, (405) 297-1331.

NOISE PERMITS

If you plan to have amplified sound during your event we recommend you [apply for a noise permit](#). The permit application must be received by the City **no less than 10 business days prior to your event**. Applications will not be accepted after this deadline. A noise permit allows you to amplify sound, as long as it is within the restrictions set in the permit, for up to 3 consecutive days. If an urgent need exists, the permit may be renewed for 3 more consecutive days. Athletic events and associated activities are exempt from needing a noise permit.

Each permit will specify sound and time limits based on several factors including the event's proximity to neighborhoods or businesses. It's important to know that if you violate any of the terms of the permit you can be cited for a noise violation. Without the permit, you risk Police action being taken on your event. This can include reduction or elimination of the noise and/or a citation.

A permit can be issued no more than three times per year **in areas determined to be residential districts** (defined by City ordinance). You are required to keep a legible copy of your permit at the permitted location in case you are asked for it by Police or City staff.

[Noise permits](#) cannot be issued for any time after 11 p.m. in residential areas and after midnight in non-residential areas. The permits cannot be issued in noise sensitive zones, areas within 500 feet of any school, church, hospital, mass care home, hotel or courthouse.

In addition to getting a permit, we recommend you visit with your neighbors or the surrounding businesses about the level and type of sound prior to your event so they will know what to expect. Again, the permit application must be received by the City **no less than 10 business days before your event**. Applications will not be accepted after this deadline.

OKC SPECIAL EVENTS GUIDE

VENDOR SALES

Vendors include everything from the sale of food and beverages to retail products. Events that include vendor sales require a fee in addition to all other applicable fees. These fees must be paid along with your event permit fees and are as follows:

- 1 vendor No charge
- 2-10 vendors \$150
- 11-25 vendors \$200
- 26-50 vendors \$250
- 50+ vendors \$300

A preliminary list of vendors and site layout must be submitted prior to consideration for approval. A finalized list of vendors and site layout must be provided to the Special Events Office **no less than 1 business days prior to your event**. New vendors cannot be added after this time. This is necessary to ensure vendors are properly permitted and operating safely.

In addition to any applicable permits or fees, you will be responsible for ensuring that your event vendors are properly remitting sales tax to the State of Oklahoma. See the [Oklahoma Tax Commission's](#) special event requirements.

11

OKLAHOMA TAX COMMISSION

When including vendors at your event you are required to notify the Oklahoma Tax Commission, as well as report all sales including money made from admission if applicable.

- Contact the Oklahoma Tax Commission at 522-4324 to obtain a [Special Event Promoter/Organizer Business Application](#) (\$50).
- The application and fee are due **no less than 20 days prior to your event**.
- You will receive sales tax report forms with your permit number and you will need to distribute these to vendors at your event.
- After the event, collect all of the forms and return them to the Oklahoma Tax Commission.

OKC SPECIAL EVENTS GUIDE

FOOD, LOW-POINT BEER AND ALCOHOL

FOOD, BEER AND ALCOHOL – Licensing Fees

LICENSE	DEADLINE/REQUIREMENTS	FEE
<u>FOOD</u>		
OK State Temporary Food License (Issued by OCCHD)	15 days prior to event	\$30 per event
City Special Event Food License (Issued by OCCHD)	15 days prior to event	\$30 per event
(Mobile food vendors must already have annual mobile food licenses)		
<u>LOW-POINT BEER</u>		
OK County Low-Point Beverage License	15 day waiting period	\$150.70 per event
OK Tax Commission	County license required	\$5 per day
Temporary OK State License (Issued by OCCHD)	15 days prior to event County license required	\$30 per event
City Special Event License/Low-Point Beer (Issued by OCCHD)	15 days prior to event County license required	\$55 per event
(Contact information on next page)		
<u>HIGH-POINT BEER AND LIQUOR (ALCOHOL)</u>		
ABLE Commission Special Event License	30 days notice required	\$55 a year (up to 4 events)
OK Tax Commission	ABLE license required	\$5 per day
Temporary OK State License (Issued by OCCHD)	15 days prior to event ABLE license required	\$30 per event
City Special Event License/Alcohol (Issued by OCCHD)	15 days prior to event ABLE license required	\$55 per event

12

Food

Food vendors include food trucks-trailers, stands, tents, canned and/or packaged foods, etc. Special Event Food Licenses allow these vendors to sell prepared foods at an event for up to 14 days. For your vendors to be issued Special Event Food Licenses, the following is needed:

- A [list of all food vendors](#) and a site plan showing the layout of the event and food vendor locations, submitted with your application
- A [final list of vendors](#) provided no later than 15 days prior to your event
- Pre-payment of the State and City licenses with Oklahoma City County Health Department (OCCHD, contacts on page 13)
- Early setup by each food vendor to allow time for an on-site, day-of-event inspection
- Both State and City licenses kept **on-site and available for review**

REMINDER: Use of open flame for cooking requires that you contact the [Fire Marshal](#), this includes propane systems on food trucks-trailers. Additional permits may be required.

OKC SPECIAL EVENTS GUIDE

Low-Point Beer

Vendors who sell low-point beer at your event must be licensed by the Court Clerk of the County where your event will be held, the State of Oklahoma and the City of Oklahoma City. To get a Special Event Low-Point Beer License you need the following:

- **(15-day holding period for permit)** You must apply to the Oklahoma County Court Clerk for a [Special Event Low-Point Beverage License](#) (\$150.70, [forms](#)).
- You must then [apply to the Oklahoma Tax Commission](#) for a low-point beer special event permit.
- You must then contact OCCHD to [apply for your State of Oklahoma Low-Point Beer Permit \(\\$30\) and your City of Oklahoma City Low-Point Beer Permit \(\\$55\)](#).
- The day of your event you must have licenses posted at each beer stand.
- OCCHD will come out the day of your event and check your licenses.
- You must provide OCCHD with **no less than 15 days notice** of when you will need an inspection or permitting at your event.

Oklahoma City County Health Department (OCCHD) Information:

- For more information regarding Special Events and Temporary Food Establishments, or to schedule inspections, please contact the Oklahoma City County Health Department: [website](#)
Elaine Winterink – elaine_winterink@occhd.org, (405) 425-4327
Kyle Walker – kyle_walker@occhd.org, (405) 425-4371
Dan DeGeus - daniel_degeus@occhd.org, (405) 425-4410

13

County Information:

- Oklahoma County Court Clerk, 320 Robert S Kerr Ave #409, OKC, OK 73102
(405) 713-1705
- Cleveland County Court Clerk, 200 S. Peters, Norman, OK 73069
(405) 321-6402
- Canadian County Court Clerk, 301 N. Choctaw, El Reno, OK 73036
(405) 207-6314
- Pottawatomie County Court Clerk, 325 N. Broadway, Shawnee, OK 74801
(405)273-6324

Oklahoma Tax Commission:

- Oklahoma Tax Commission, 2501 N. Lincoln Blvd, OKC, OK 73194
Connors Building, Capitol Complex (NW Corner Building of Complex)
(405) 521-3160
- Special Event Low-Point Beer ([Application](#)) (Fees vary depending length of sales period)

OKC SPECIAL EVENTS GUIDE

Alcohol (Liquor and High-Point Beer)

To sell or offer alcohol and high-point beer at your event, vendors must obtain a Special Event Alcohol License from the Alcoholic Beverage Laws Enforcement Commission (ABLE). To get a Special Event Alcohol License you will need the following:

- **30 days prior to your event**, you must apply for your Special Event Alcohol License with ABLE. This fee is \$55 per year and can be used for up to 4 events in a calendar year.
- Applicants must then follow the same steps outlined for the low-point beer process contacting OTC, OCCHD and the City of Oklahoma City.
- You must have your Special Event Alcohol Licenses posted where alcohol will be sold to your event participants.

CONTACT: Alcoholic Beverage Laws Enforcement Commission (ABLE)

ABLE, 3812 N. Santa Fe Suite 200, OKC, OK 73118

(405) 521-3484 or Toll Free 1-866-894-3517

www.ok.gov/able/Business_Application_Forms

14

PARADES

Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be followed to ensure that your parade operates safely and efficiently:

- This parade rules list must be distributed to parade registrants prior to and on the day of the parade.
- A Parade Director must be selected and emergency contact information provided to the OCPD and City staff. The Parade Director will be the main point of contact for OCPD and City staff regarding the organization of the parade.
- Parade Marshals (volunteers) are required and will be responsible for monitoring: Staging areas, securing routes, barricade placement, disbanding areas, cleanup, distance between parade entries, spectator safety and pedestrian access.
- Each parade entry must provide at least one volunteer Parade Marshal.
- Parade Marshals must dress similarly and must be easily identifiable.
- Parades must be limited to 100 registrations or less, no event day registrations can be allowed.
- All decorated floats must have a fire extinguisher on board.
- Parades must be limited to 2 hours or less.
- Candy cannot be thrown during parades. It must be handed out by participants walking the course.

Continued on next page...

OKC SPECIAL EVENTS GUIDE

PARADES continued...

- Float participants cannot mount or dismount from floats during the parade.
- Nothing other than candy can be distributed by participants at the parade.
- A dedicated cleanup crew or Manure catchers (Bun-Bags) are required for all parade entries involving animal waste on public rights-of-way. This means that a crew must follow each of these parade entries, collecting waste as the parade occurs. Confirmation of this information must be included in your waste plan.
- All motorized vehicle drivers in the parade must have a valid driver's license.
- Motorized vehicles are not allowed to perform tire burnouts during the parade.
- Motorized vehicles are not allowed to fishtail, drift or spinout during the parade.
- Motorized vehicles with hydraulics must not allow their tires to leave the ground during the parade.
- No alcohol or glassware is allowed in the parade.
- It is suggested that your final parade entry include a team of volunteers that pick up waste along the parade route, along with your waste contractor.

VOLUNTEERS

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. It's critical that you have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.) your volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Volunteers should be stationed properly to help drivers, spectators and participants get to their destinations. Locations of volunteers, as well as Police support, should be shown on your traffic control plan.

EVENTS ON PARKS PROPERTY/ BLEACHER RENTAL

Events held on Parks & Recreation Department property, including City parks, lakes and the Oklahoma River trails require coordination with the City's Parks Special Events Office. Check availability and make reservations by calling 297-2756. Additional permits and fees may be required.

Athletic events expecting **registrations of less than 350 participants** are encouraged to operate on Parks property.

Additionally, the Parks and Recreation Department [rents portable bleachers](#) on a first come, first served basis. Each of the Parks Department's four bleacher sets can hold up to 180 people. Overnight security must be provided. Fees vary. Call Parks at 297-3882 to make a reservation.

OKC SPECIAL EVENTS GUIDE

EVENTS ON TRUST PROPERTY

If your event is held in a park near a City lake or near the Oklahoma River, you will likely affect property that is owned by a City Trust. Commonly this would include the Oklahoma City Utilities Trust (OCWUT) and the Oklahoma City River Redevelopment Authority (OCRRA). Other Trusts commonly affected by public events are the Oklahoma City Public Property Authority (OCPPA) and the Oklahoma City Zoo Trust.

If affected, these Trusts will need to be included in the permitting process for your event and The Special Events Office or the Parks Special Events Office can help you make contact with them. Additional fees, land-use requirements and approvals may be required for the use of Trust property.

EVENTS ON PRIVATE PROPERTY

If you plan to hold an **outdoor** public event on private property, you are required to apply for a [Special Event Permit](#) (\$25). This will serve as your notification to the City that there may be additional traffic congestion or a larger than normal public gathering at a property. Review of your event application may reveal the need for additional permits, inspections and/or the need for public safety support.

This is not intended to add additional work or cost to your event. The purpose is to ensure that public events are safe and well-planned.

The Special Event Permit could assist you in overcoming outdoor sales zoning restrictions at your event site. This frequently occurs with improperly zoned private lots abutting a larger event site. The Special Event Permit, subject to City review and approval, will temporarily allow outdoor sales for the duration of your event. Additional fees apply and are outlined in the [vendor sales](#) portion of this guide.

The Special Event Permit is not intended to replace the Outdoor Sellers Permit for individual solicitors, individual pop-up shops or regular outdoor business operations. It is intended for temporary, outdoor public events.

EVENTS ON STATE PROPERTY

State of Oklahoma - Capitol Grounds Reservations

Division of Capitol Assets Management

Contact information: dcs.ok.gov reservation website, 405-521-2121

OKC SPECIAL EVENTS GUIDE

EMERGENCY PLANS

Every event differs based on the activities involved. The list below identifies common risks that occur at events. Once you have identified risks we suggest that you establish an emergency plan. The Police and Fire Departments can make suggestions and help you gain a better understanding of the issues associated with these risks:

inclement weather	structure collapse	crowd control
medical emergencies	lost child	accident
fire	loss of utilities	communications malfunction
lost and found		

In cases where severe weather or other concerns pose a threat to your event, OCPD and/or the Special Events Office will be in touch with the Oklahoma City Emergency Manager. A threat to public safety is cause for revocation of a permit, so please keep in mind that your event can be canceled upon guidance from OCPD, the Emergency Manager and other public safety officials. In the case that a permit is revoked due to an existing threat, your cooperation with City staff will be needed and appreciated to ensure that all of your event participants stay safe.

17

EMSA

EMSA paramedics staff special events throughout the metro area. EMSA provides medical coverage should a participant need immediate medical assistance or transportation to a hospital.

You are asked to consider several things before requesting EMSA assistance at your special event:

- The need for a fully staffed EMSA ambulance, Paramedic and/or EMT presence.
- The type of special equipment that might be needed to specifically address the event participant's emergencies.
- Event site challenges that might require specialized EMSA staging.
- Probability of responding in tight spaces, i.e. large crowds or wooded areas requiring bike or ATV response.
- Crowd size that might require more than one EMSA ambulance.

EMSA does not provide over the counter aid such as pain relievers or decongestants to your event participants but is ready to respond to injuries and medical emergencies.

CONTACT: EMSA Special Events Contact – (405) 297-7110

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 (list, site layout)		
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

FOOD / BEVERAGE LICENSES

City

Special Event Food License	\$30	(all issued by OCCHD)
Special Event Alcohol	\$55	
Special Event Low-Point Beer	\$55	

Outside Agencies

State Special Event Food / Low-Point Beer License	\$30	(issued by OCCHD)
OK County Low-Point Beer	\$150.70	(15 day waiting period)
ABLE Special Event License	\$55	
OK Tax Commission Special Event Licenses	\$____	(varies per OTC requirements)

OKC SPECIAL EVENTS GUIDE

DEADLINE CHECKLIST

Event & Date(s): _____

Event Coordinator: _____

Phone/Email: _____

Tasks to be completed (All items due to City unless noted)	Deadline	Due Date
Special event permit application with preliminary plans Major Events Minor events Private property events	Minimum 75 days prior Minimum 30 days prior Minimum 30 days prior	
FINAL site, traffic control, waste and electrical plans	Prior to approval	
Certificate of insurance listing City as additional insured (private property events or non-commercial block parties exempt)	Prior to approval	
Copies of barricade and waste contracts	Prior to approval	
Signed affidavits verifying notification/consent	Prior to approval	
Notification to abutting residents/businesses	30 days prior to event	
Special Event application fee (\$25) / Street closure fee (\$75)	w/ approved permit	
Vendor sales fee (see fee schedule above or in guide)	w/ approved permit	
Vendor sales: FINAL list and site layout	15 days prior to event	
Fire permit(s)	30 days prior to event	
OTC event promoter/organizer business application (\$50)	20 days prior to event	
Noise permit (\$TBD)	10 business days prior	
OK County low-point beer application and fee (\$150.70)	15 day waiting period	
OKC low-point beer application and fee (\$55)	15 days notification	
OKC special event food license (\$30)	15 days notification	
OK State special event food / low-point beer license (\$30)	15 days notification	
OCCHD inspections for permits	15 days notification	
ABLE special event application and fee (liquor, \$55 per year)	30 days notification	
Call Okie - Dial 811 before digging or staking ground	Prior to approval	

OKC SPECIAL EVENTS GUIDE

SPECIAL EVENTS CONTACT LIST

Special Events Office #405-297-2890 email: specialevents@okc.gov	200 N Walker Oklahoma City, OK 73102
Downtown Oklahoma City, Inc. brandi@downtownokc.com, 405-235-3500	211 N. Robinson, Ste 225 Oklahoma City, OK 73102
Development Services Inspections 405-297-2351 or 297-2606	420 West Main, 8 th Floor Oklahoma City, OK 73120
EMSA 405-297-7110	1111 Classen Drive Oklahoma City, OK 73103
Fire Marshal's Office 405-297-3584	820 NW 5 th Street Oklahoma City, OK 73106
Oklahoma ABLE Commission 405-521-3484	3812 N Santa Fe, Suite 200 Oklahoma City, OK 73118
Oklahoma County Court Clerk 405-713-1705	320 Robert S Kerr Ave, Suite 409 Oklahoma City, OK 73102
Oklahoma City County Health Dept 405-425-4454	2401 NW 23 rd St. Suite 2G Oklahoma City, OK 73107
Oklahoma Tax Commis 405-521- 3160	2501 N Lincoln Blvd – Connors Bld. Oklahoma City, OK 73194
Parks and Recreation Department 405-297-2691	420 W. Main, 3 rd Floor Oklahoma City, OK 73102
Police Department – Special Events 405-297-1144	219 East Main Oklahoma City, OK 73104
Public Transportation & Parking Office 405-297-1331	300 SW 7 St Oklahoma City, OK 73109
Traffic Management Division 405-297-2531	420 West Main, 6 th Floor Oklahoma City, OK 73102
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Dial 811	www.callokie.com

Application Packet

Special Event Application

