

# City of Oklahoma City Parks and Recreation Department

## Portable Bleachers Permit Application Form

Please complete the following information and forward to the Special Event Program Coordinator

Event: \_\_\_\_\_

Company or Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Number of Bleachers: \_\_\_\_\_

Delivery Location: \_\_\_\_\_

Setup and delivery date: \_\_\_\_\_/Time: \_\_\_\_\_ Removal date: \_\_\_\_\_/Time: \_\_\_\_\_

Special Setup Instructions: \_\_\_\_\_

Person on-site to spot location: \_\_\_\_\_ Mobile: \_\_\_\_\_

**In renting this equipment, I understand and agree to the following (please initial next to each line item):**

- \_\_\_\_\_ Parks and Recreation Department is not responsible for any damage caused to property as a result of delivery, set-up or removal of bleachers from property.
- \_\_\_\_\_ Overnight security must be provided if the bleacher units are to be left overnight. Confirmation of on-site security must be made prior to approval of bleacher permit.
- \_\_\_\_\_ The Parks and Recreation Department reserves the right to cancel any scheduled bleacher permit for any reason, including but not limited to weather, on-site grounds conditions, equipment conditions, or if the equipment is misused or continually damaged by a particular individual, group or organization.
- \_\_\_\_\_ The Parks and Recreation Department will not set up bleachers in the requested location if they believe it is unsafe to do so. The bleacher rental will be refunded minus the setup and removal charge.

<b>Rental Fees (per City ordinance No. 60-38-21): Commercial Organizations:</b> Within Oklahoma City Corporate Limits: Rental: \$150 per set/per day; Delivery, setup & removal: \$125 per set Outside OKC Corporate limits (within ten-mile radius) Rental: \$300 per set/per day; Delivery, setup & removal: \$150 per set Outside OKC Corporate limits (within ten-twenty mile radius); Rental: \$300 per set/per day; Delivery, setup & removal: \$150 per set Outside OKC Corporate limits (more than twenty mile radius); Rental: \$300 per set/per day; Delivery, setup & removal: \$7 per mile / per set  Additional set up and/or removal fee, per set, outside of business hours (8:00a.m. to 5:00p.m. Monday through Friday)	<b>Non-Profit Organizations:</b> Within Oklahoma City Corporate Limits: Rental: \$100 per set/per day; Delivery, setup & removal: \$100 per set Outside OKC Corporate limits (within ten-mile radius) Rental: \$200 per set/per day; Delivery, setup & removal: \$125 per set Outside OKC Corporate limits (within ten-twenty mile radius); Rental: \$200 per set/per day; Delivery, setup & removal: \$150 per set Outside OKC Corporate limits (more than twenty mile radius); Rental: \$200 per set/per day; Delivery, setup & removal: \$7 per mile / per set  Additional set up and/or removal fee, per set, outside of business hours (8:00a.m. to 5:00p.m. Monday through Friday)
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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



The City of  
**OKLAHOMA CITY**  
Parks and Recreation Department

## Portable Bleachers Permit Information



The City of Oklahoma City Parks and Recreation Department rents portable bleachers for special events throughout the Oklahoma City metropolitan area. These portable bleachers are ideal for any spectator event held in a park, parking lot, or even indoors.

Four individual bleacher units are available on a first-come, first-served basis. Individuals or organizations may rent one or more of the bleachers, depending upon their needs.

Each set of bleachers has 9 rows of seating, and can accommodate up to 180 people, based upon a configuration of 18" per seat.

### **Bleacher dimensions:**

10' 2" tall

18' 2" deep (folded out)

31 feet in length

36 feet long with tongue out

### **Transportation and Set-Up**

The Grounds Maintenance Division of the Parks & Recreation Department is responsible for transporting the bleachers to and from each event site. Bleachers are delivered with a one-ton truck, using one truck per bleacher unit. The bleachers should be positioned on a firm,

reasonably level surface. If used indoors, the overhead door must be wide enough for the bleacher unit and truck to enter and exit. The indoor facility must have enough room for the truck and bleacher unit to make turns, if necessary

Grounds staff will also set up the bleachers and take them down at the designated date and time. Persons renting the bleachers should not make any attempt to set them up or break them down.

The City is not responsible for damage to property caused by installation of the bleachers or the related equipment.

In cases where the size and accessibility of the event site is uncertain, it may become necessary for Parks and Recreation staff to inspect the proposed bleacher site prior to approval.



**Other Conditions:**

- Bleacher units must be booked for each individual event, and cannot remain on site for the duration of an activity season.
- Overnight security must be provided if the bleacher units are to be left overnight at any event location.
- The Parks and Recreation Department reserves the right to cancel bleacher permits for any reason, including but not limited to weather, event site ground conditions, equipment conditions, or if the equipment is misused or damaged.
- The Parks and Recreation Department will not set up bleachers in the requested location if it is deemed unsafe to do so. In such cases, the amount of the bleacher rental will be refunded, minus the setup and tear-down charge.
- If your event involves road closures, a parade, other procession, or more than one location, please provide a map of the route and detailed information regarding the drop-off and pick-up location.

## How to Apply:

1. Call the Parks Department at 297-3882 to reserve a date and request an application. Or, download an application from the City's website at [www.okc.gov/parks](http://www.okc.gov/parks).
2. Fill out application and return it to:  
Oklahoma City Parks and Recreation Department  
Attn: Bleacher Rentals  
420 West Main, Suite 210  
Oklahoma City, OK 73102
3. Reservations will only be held for 14 days before receiving the completed application. If the application is not returned within 14 days of the date the reservation was made, the reservation will be released.
4. Once the application is received, it will be reviewed by the Grounds Maintenance Division before approval. Once notified of approval, applicant will have seven days from date of approval to make payment in full or the reservation will be cancelled.

## Fees

### Commercial Organizations:

Within Oklahoma City Corporate Limits:

Rental: \$150 per set/per day;

Delivery, setup & removal: \$125 per set

Outside OKC Corporate limits (within ten-mile radius)

Rental: \$300 per set/per day;

Delivery, setup & removal: \$150 per set

Outside OKC Corporate limits (within ten-twenty mile radius);

Rental: \$300 per set/per day;

Delivery, setup & removal: \$150 per set

Outside OKC Corporate limits (more than twenty mile radius);

Rental: \$300 per set/per day;

Delivery, setup & removal: \$7 per mile / per set

Additional \$50 set up and/or removal fee, per set, outside of business hours (8 a.m. to 5 p.m., Monday through Friday)

**Non-Profit Organizations:**

Within Oklahoma City Corporate Limits:

Rental: \$100 per set/per day;

Delivery, setup & removal: \$100 per set

Outside OKC Corporate limits (within ten-mile radius)

Rental: \$200 per set/per day;

Delivery, setup & removal: \$125 per set

Outside OKC Corporate limits (within ten-twenty mile radius);

Rental: \$200 per set/per day;

Delivery, setup & removal: \$150 per set

Outside OKC Corporate limits (more than twenty mile radius);

Rental: \$200 per set/per day;

Delivery, setup & removal: \$7 per mile / per set

Additional \$50 set up and/or removal fee, per set, outside of business hours (8 a.m. to 5 p.m., Monday through Friday)

For more information on bleacher or other parks-related rentals or rental facilities, please contact our Special Events Program Coordinator at (405) 297-3882 or email at [parkrentals@okc.gov](mailto:parkrentals@okc.gov).

**Oklahoma City Parks & Recreation Department**

Special Events Program Coordinator

420 W. Main Street, Suite 210

Oklahoma City, OK 73102

Phone: (405) 297-3882

Fax: (405) 297-3175

Email: [parkrentals@okc.gov](mailto:parkrentals@okc.gov)