



Current Date \_\_\_\_\_

**Applications are processed in the order received - preference given to long standing events.**

Event Name \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Event Address (Location) \_\_\_\_\_

Event Start Day/Date \_\_\_\_\_ Event Start Time \_\_\_\_\_

Event End Day/Date \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-up Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Tear-down Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Street Closure Times (if applicable)**

Closure Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Reopening Day/Date \_\_\_\_\_ Time \_\_\_\_\_

**Event description (activities, exact location, 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 business days** prior to the event.



**Event includes (mark all that apply):**

- |                   |                                |                                  |
|-------------------|--------------------------------|----------------------------------|
| Block party       | Street closure                 | Assembly event (First Amendment) |
| Beverage sales    | Procession/Horse Procession    | Residential area                 |
| Alcohol 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)** \_\_\_\_\_

**Number of Parade Entries** \_\_\_\_\_ **Number of Horses/Animals participating** \_\_\_\_\_

**Emergency primary contacts during event:**

Name _____	Name _____
Mobile _____	Mobile _____
Email _____	Email _____

**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 COMPLETED FORM**

Via U.S. Postal Special Events - Public Information & Marketing 200 N. Walker, OKC, OK 73102

Via E-Mail [specialevents@okc.gov](mailto:specialevents@okc.gov) (preferred method)

Via Fax (405) 297-3124

**Questions? Call Special Events Permit Office (405)297-2890**

**SPECIAL EVENTS OFFICE USE**

Staff comments:

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**Special Events Office Approval** \_\_\_\_\_



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## GENERAL RULES FOR APPLICATION

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- 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. Call **(405) 297-3884** for more information.
- 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 & 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.



## SPECIAL EVENT FEES

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

## FIRE DEPARTMENT PERMITS

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

## CITY FOOD / BEVERAGE LICENSES

Special Event Food/Beverage Certificate of Registration	<b>\$30</b> issued by City of OKC Development Services.
Alcohol License	<b>\$</b> varies per ABLE requirements, must be purchased prior to event day - must have ABLE license before obtaining City license.

### Outside Agencies

State Special Event Food / Beverage	<b>\$100</b> for first 3 days, \$40 per additional day.
ABLE Event License (60 day application deadline)	<b>\$</b> varies per ABLE requirements.
OK Tax Commission Special Event Licenses	<b>\$</b> varies per OTC requirements.