



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 (preferred method)

Via Fax (405) 297-3124

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

SPECIAL EVENTS OFFICE USE

Staff comments:

Special Events Office Approval _____



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. 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)	\$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

CITY FOOD / BEVERAGE LICENSES

Special Event Food/Beverage Certificate of Registration **\$30** issued by City of OKC Development Services.

Alcohol License **\$** 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 **\$100** for first 3 days, \$40 per additional day.

ABLE Event License (**60 day** application deadline) **\$** varies per ABLE requirements.

OK Tax Commission Special Event Licenses **\$** varies per OTC requirements.