



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

07/2017

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### **Summary of Event**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Location Start: \_\_\_\_\_ Council District: \_\_\_\_\_

Location End: \_\_\_\_\_ Council District: \_\_\_\_\_

Event Description: \_\_\_\_\_ **(Attach Flyer/Brochure)**

- Event Category:**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Athletic/Recreation  | <input type="checkbox"/> Parade             | <input type="checkbox"/> Procession/March      |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Carnival           | <input type="checkbox"/> Farmer/Outdoor Market |
| <input type="checkbox"/> Concert/Performance  | <input type="checkbox"/> Street/Block Party | <input type="checkbox"/> Miscellaneous         |

- Event Includes:**
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Street Closure        | <input type="checkbox"/> Lane Closure           | <input type="checkbox"/> Sidewalk Closure   |
| <input type="checkbox"/> Public Rights of Way  | <input type="checkbox"/> Private Property       | <input type="checkbox"/> Public Park        |
| <input type="checkbox"/> Tent/Canopy           | <input type="checkbox"/> Merchandise Sales      | <input type="checkbox"/> Food Sales         |
| <input type="checkbox"/> Beer/Alcohol Sales    | <input type="checkbox"/> Amplified Sound        | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Open Flame            | <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> No Parking Signage |
| <input type="checkbox"/> Generator/Electricity | <input type="checkbox"/> Other: _____           |   |

Anticipated Participants: Total: \_\_\_\_\_ Per Day: \_\_\_\_\_

Anticipated Attendance: Total: \_\_\_\_\_ Per Day: \_\_\_\_\_

Yes  No  Is this a Monthly Event? If yes, how many events during the month? \_\_\_\_\_

### **Host Organization, Applicant and Professional Event Organizer Information**

Host Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Chief Officer of Host Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional Event Organizer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

Billing Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street

City

State

Zip

**Event Timeline and Lane/Street Closure Information**

**Event Setup:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Closure for Event Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed for Event Setup: \_\_\_\_\_

(Attach Site Map)

**Event Start:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Closure for Event Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed for Event Start: \_\_\_\_\_

(Attach Route Map)

Run, Walk, Parade Start Time: \_\_\_\_\_

Daily Event Hours: \_\_\_\_\_

**Event End:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Reopens After Event End: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Event Teardown:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Reopens After Event Teardown: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Secondary Permits Required**

Yes  No  Low-Point Beer on-site?  Beer Sales  Free Beer

Yes  No  High-Point/Alcohol on-site?  Alcohol Sales  Wine Sales  Free Alcohol/Wine

Yes  No  Food Vendor on-site? Number of Food Vendors: \_\_\_\_\_

Yes  No  Food Truck on-site? Number of Food Trucks: \_\_\_\_\_

Yes  No  Food Cooked on-site?  Charcoal  Electric  Gas  Other \_\_\_\_\_

Yes  No  Other Vendor on-site? Number of Item Vendors: \_\_\_\_\_ Number of Service Vendors: \_\_\_\_\_

Yes  No  Tent/Canopy on-site? If yes, Provider and Phone: \_\_\_\_\_

Please list number and size: \_\_\_\_\_ (Attach Tent Permit)

Yes  No  Inflatable on-site? If yes, Provider, Phone and Number of Inflatables: \_\_\_\_\_

Yes  No  Amusement Ride on-site? If yes, Provider, Phone and Number of Rides: \_\_\_\_\_

(Attach Certificate of Operation)

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes,

Provider and Phone: \_\_\_\_\_ (Attach Fireworks Permit)

**Security, Medical, Traffic Control, Crowd Management and Parking Plans**

Yes  No  Using Security and/or Police? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Security Plan)**

Yes  No  Using Medical and/or First Aid Services? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Medical Plan)**

Yes  No  Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Traffic Control Plan)**

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Yes  No  Using Crowd Management Fencing Company? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Fencing Plan)**

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Yes  No  Is Parking Available?  Parking Garage  Paved Lot  Street  Unpaved Lot  
If yes, please attach Parking Plan/Map. If no, please explain: \_\_\_\_\_

Yes  No  Is ADA Parking Available? If yes, attach Parking Plan/Map. If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Yes  No  Using Shuttle Service? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Shuttle Plan)**

Yes  No  Using Valet Service? If yes, its Contact, Email and Phone: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Valet Plan)**

**Sponsor and Other Event Information**

Event Sponsor(s): \_\_\_\_\_  
\_\_\_\_\_

Yes  No  Using [City](#), [County](#), [River](#) or Private Park? If yes, Name of Park and Location: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach Park Permit)**

Yes  No  Using Drone on-site?  Commercial Operator  Recreational Operator  
If yes, please attach License. If none, please explain: \_\_\_\_\_

Yes  No  Using Portable Toilets? If yes, Provider and Phone: \_\_\_\_\_  
Total Number of Portable Toilets: \_\_\_\_\_ Number of ADA Accessible Portable Toilets: \_\_\_\_\_

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Yes  No  Other information? \_\_\_\_\_  
\_\_\_\_\_

## **Site Plan and Route Map**

Your event site plan and route map should be submitted in CAD format and include, but not limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street and lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulance stand-by.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth/truck and cooking area configuration including booth/truck identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of support and media vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations with tents and tent structures.
- Description of all event components required to meet ADA accessibility standards
- Other related event components or information not listed above.

## **Entertainment and Related Activities**

Yes  No  Are there any musical entertainment features related to your event? If yes, please complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages: \_\_\_\_\_ Number of Performers/Bands: \_\_\_\_\_

Performer/Band name and music type: \_\_\_\_\_

Yes  No  Will sound amplification be used at your event?

If yes, Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Please describe the sound equipment that will be used for your event? \_\_\_\_\_

Yes  No  Will sound checks be conducted prior to the event?

If yes, Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Yes  No  Will hot air balloons, fire lanterns or similar devices be used at your event? If yes, please describe: \_\_\_\_\_

Yes  No  Will your event include the use of any signs, banners, decorations, or special lighting? If yes, please describe: \_\_\_\_\_

## **General Rules for Application**

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- A Special Event Permit is required to block pedestrian or vehicular traffic, or the use of private property for an outdoor venue open to the public.
- A Monthly Event Permit can be approved for a recurring event at the same location on multiple dates within the same month, provided no changes are made to the site plan and/or traffic control plan.
- Traffic control devices must be placed according to the [Manual on Uniform Traffic Control Devices](#) (MUTCD) and any additional City requirements for any type of road or lane closure.
- The Tulsa Police Department Special Events Unit (918) 586-6054 / (918) 586-6067 must be contacted to arrange for escorts and other event-related traffic control for any type of moving route.
- Contact [Emergency Medical Services Authority](#) (EMSA) for medical stand-by.
- Public rights-of-way must not be altered. Streets, sidewalks, trees, plants and buildings must be protected from damage during your event.
- Glassware is not allowed on-site for any outdoor events.
- Notification to impacted entities within 300 feet is required for all events (See below).
- Applicants must remove all trash and debris immediately following their event.
- If sales will take place at your event, you must provide the following documentation [online](#) fifteen (15) business days prior to the event:
  - Submit a list of all vendors at the event including business name, contact name, address, and telephone number.
  - *Oklahoma Vendors.* Submit copies of sales tax permits of Oklahoma vendors at the event. Vendors must display copies of sales tax permits at the event.
  - *Out of State Vendors.* If out of state vendors will be making sales at the event, you must obtain a special event sales tax permit from the Oklahoma Tax Commission and submit a copy of the permit to the City of Tulsa. To obtain a special event sales tax permit, please contact the Oklahoma Tax Commission Special Events Division at (918) 581-2399.
  - At the conclusion of the event, the [Special Events Sales Tax Form](#) needs to be completed and properly submitted by each vendor.
- Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start/finish lines, route markers, logos and placement of tents, vendors, barricades, etc. unless approved.
- Event venues must comply with all ADA accessibility regulations.
- A permit does not give permission to trespass on private, county, state or federal property. You will need to show written proof that you have permission to use such property.
- A written statement from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted.
- Events are processed on a first-come, first served basis. If a scheduling conflict occurs, preference will be given to the previously-permitted annual events operating on the customary event date(s).
- The City of Tulsa must not be included as a sponsor of the event unless authorized in writing.

## **General Rules for Application**

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- Any Special Event which necessitates the closing or using a street or sidewalk, venue for carnival or circus, police escort or traffic control, or any Special Event which includes the serving or consumption of alcoholic beverages and/or beer must carry a [policy of liability insurance](#) in the amount \$1,000,000.00. Such insurance policy should be issued by an insurance company licensed to do business in the State of Oklahoma. A certificate of such insurance coverage, naming the City of Tulsa (175 E. 2nd St., Tulsa OK 74103) as Additional Insured, must be on file with the City of Tulsa fifteen (15) business days prior to the event. List the name and date of event on the certificate of insurance.
- In most cases, issuance of a Special Event Permit will serve as your approval to use amplified sound within the event venue as outlined in your permit application. Sound levels should not exceed 90 decibels 15 feet from the source. [Sound levels](#) may have to be lowered between 11 p.m. and 7 a.m.
- Tents/canopies or grouping of tents over 400 square feet require a tent permit. A tent permit must be obtained before erecting a tent. Tent stakes driven into the ground, street, sidewalk, or tent straps attached to poles are prohibited on public property. The [Tent Permit Application](#) (918) 596-9601 requires submittal fifteen (15) business days prior to the event. Review [Tent/Canopy requirements](#).
- [City, County](#) (20-day County Beer Permit process) and [State](#) Special Event Beer Permits are required to sell low-point beer outdoors on public property and includes private property (shared parking lot) adjacent to a business. Submit all permits fifteen (15) business days prior to the event. Review [Special Event Beer Application requirements](#).
- A [Special Event Alcohol Beverage License](#) is required to sell or serve high-point beer or alcohol outdoors on public property and includes private property (shared parking lot) adjacent to a business. The Oklahoma Alcoholic Beverage Laws Enforcement Commission (ABLE) (405) 521-3484 requires the submittal of the Public Event License application sixty (60) days prior to the event. Once received, present the ABLE License to the City of Tulsa Business License Office (918) 596-7640 and obtain a Special Event City Beverage License. Provide your plans to the Special Events Coordinator for outdoor alcohol premise enforcement prior to the event. Review [Beer Garden requirements](#).
- Rules for discharges into the storm sewer are stated in [Chapter 5 Pollution ordinance, section 502, B, subsection 1.d](#). Prohibited discharges "Any material that is disposed of or dumped in such a manner that causes pollutants to be discharged." This includes, but is not limited to, paints, process wastewater and liquids other than uncontaminated water. Violations of the pollution ordinance carry fines up to \$1000.00 per violation.
- Contact the [Tulsa Health Department](#) (918) 595-4361 for requirements related to food or beverage sales at the event.
- There is no permit required for a Drone within the City limits; however, all FAA regulations must be followed. Please review the [Best Management Practices](#). Please [register](#) your Drone and send a copy of the license to the Special Events Coordinator.
- Your permit may be revoked for any of the following: Fraud, misrepresentation, failure to obtain required secondary permits, imminent threat to public health, safety and/or welfare. If your permit is revoked, future permit requests may be denied.

**Mitigation of Impact**

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: \_\_\_\_\_

Number of Trash Receptacles: \_\_\_\_\_ Number of Dumpsters: \_\_\_\_\_ Number of Recycling Containers: \_\_\_\_\_

Yes  No  Using Clean Up Service? Provider and Phone: \_\_\_\_\_

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Yes  No  Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain: \_\_\_\_\_

Yes  No  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: \_\_\_\_\_

Yes  No  Do you have a sample of the notice that you propose to distribute to the impacted entities **two weeks prior to your event**? If yes, please attach. If no, please explain: \_\_\_\_\_

**Affidavit of Applicant**

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail to: Special Events Coordinator, 175 E. 2nd St., Ste. 590, Tulsa, OK 74103, (918) 576-5636 or  
Email to: [Special Events Coordinator](#). Your electronic submission will serve as your electronic signature.**

**For City of Tulsa Special Events Committee Use Only**

Date received: \_\_\_\_\_ Date routed: \_\_\_\_\_ Date for review: \_\_\_\_\_

Special Events Committee Recommendation: Pending  Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_ City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Comments: \_\_\_\_\_

*Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Tulsa, please make sure that the following steps have been completed:*

*Have you?*

- Reviewed the general rules of the application?
- Signed (if to be mailed) and dated your application?
- Attached a written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this permit on their behalf?
- Attached your event site map?
- Attached your event moving route map?
- Attached your event security, communication and contingency plan?
- Attached your event medical, communication and contingency plan?
- Attached your event traffic control plan/map?
- Attached your event parking plan/map?
- Attached your event shuttle plan/map?
- Attached your event valet plan/map?
- Attached a complete entertainment list and schedule?
- Attached a complete parade entry list and guidelines?
- Attached a list of entities and community groups impacted by your event that were notified and/or provided letters of support or endorsement?
- Attached notice of communications that will be distributed to residents, businesses, schools, places of worship and other entities impacted by your event?
- Attached written permission from the owners, if using private property?
- Attached your Certificate of Insurance?

*Please submit the following documents to the City of Tulsa (if applicable) at least fifteen (15) business days prior to the event:*

- Copy of your tent permit(s).
- Copies of your three (3) low-point beer licenses (City, County and State).
- Copies of your high-point beer/alcohol licenses. (City and ABLE)
- Copy of your park permit.
- Copy of your fireworks/fire permit(s).
- A list of Oklahoma and out-of-state vendors on-site at the event and copies of sales tax permits required.
- Proof of Drone registration with the FAA.