



## SPECIAL EVENT PERMIT APPLICATION INFORMATION

**Purpose:** It is the purpose of the City of Tulsa to establish a process for permitting members of the public and private sector to use City Streets, facilities or services. It is recognized that these special events enhance the City of Tulsa lifestyle and provide benefits to the citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. Additionally, it is recognized that tax-exempt non-profit organizations that benefit the community are central to the quality of life in the City of Tulsa and that they often develop through their special events the resources to provide essential services to the citizens of the City and Tulsa County. By recognizing special event venues, it is further intended to supplement land use regulations, to provide a coordinated process for the regulation of certain activities to be conducted in conjunction with special events, to ensure the health and safety of patrons of special events, to prohibit illegal activity from occurring within special event venues, and to protect the rights and interests granted to special event permit holders. It is further intended to create a mechanism for cost recovery for the special events using City resources.

**Requirements:** Special Event Permit Applications with a street closure must be received by the City of Tulsa no later than sixty (60) days prior to the actual date of your event and may be submitted as early as one (1) year before your event. A Street closing in conjunction with an event inside an adjacent auditorium, theatre or stadium must be received no later than forty-five (45) days prior to the event. Professional film-making and events without a street closure must be received no later than thirty (30) days prior to the event. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, right-of-ways, sidewalks, street areas, or the temporary use of private property in a manner that varies from its current land use, requires a permit. Land use regulations may reference public outside activities on a parking lot or private property by the placement of a tent(s) larger than 400 square feet, the sale of food or alcoholic beverages including beer, entertainment with live or recorded music, fireworks, stage(s), rides or inflatables, or which has the potential of impacting public property or public safety services. The exception to completing this permit is for daytime neighborhood block parties involving a one-block residential street. In this case, notify Working in Neighborhoods (WIN) at [www.tulsaneighbors.org](http://www.tulsaneighbors.org) to complete an on-line form thirty (30) days prior to the block party. **A special event permit does not negate the additional requirements of obtaining the proper zoning, health, alcohol and beer, tent, amusement or park permits.**

**Exemptions:** The following activities are exempt from the special event permit requirement: Funeral processions by a licensed mortuary, lawful demonstration or picketing on sidewalks, demonstrations that do not involve street closures, obstructing or stepping into the street, use of vehicles, animals, fireworks, pyrotechnics or equipment, and activities conducted entirely within City of Tulsa public parks. Although not required to obtain a special event permit, an event organizer of an exempted activity is nevertheless required to comply with general regulations governing public safety and health.



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**Zoning:** If a special event is taking place on private property, including parking lots, for any amount of time, a Zoning Clearance Permit may be required. The exception to this rule is within the Central Business District (CBD). You should contact the City of Tulsa Permit Center at 596.9601 concerning this additional permit. Be advised that Board of Adjustment (BOA) approval may be necessary in order to obtain a permit. The permit center will advise you of the BOA agenda. **Please allow up to 45 days for this submittal, review, and final decision.**

**Process:** The permit application process begins when you submit to the City of Tulsa a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt, copies of the application are forwarded and reviewed by affected city departments, neighborhoods, and public and private agencies. The Special Event Coordinating Committee reviews the application for completeness and discusses the feasibility and impact of your event. During the initial application screening process, you will be allowed time to provide all pending documents (e.g. certificate of insurance, secondary permits, security plan, traffic control plan, etc.). We must receive these items before the event date. Delays in providing information often delay our ability to finish our review process and for the Mayor and City Council to approve your application in a timely manner. Due to many changing components of an event, in some cases, special event permits are approved only a few days in advance of the event.

**Fees:** A Special Event may require police, medical or other City services. Cost recovery fees for police and medical personnel are \$50 per hour per employee with a minimum of three (3) hours. Police barricade personnel have a minimum of four (4) hours. The cost recovery fee for Public Works is \$25 per hour per employee with a minimum of four (4) hours. These fees do not apply to an approved neighborhood block party. WIN will assist neighborhood block party organizers with the procedures how to access barricades, traffic control signage and other City services.

**Responsibility:** An application approval does not imply City sponsorship. The organizer has the responsibility to be aware of and comply with City Ordinances and Regulations including, but are not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Public Safety Requirements. Once your security plan has been submitted, the Tulsa Police Department (TPD) may determine the minimum number of licensed private security guards or police officers required to adequately staff your event. If the prescribed number of licensed security personnel is not provided, or prove inadequate, TPD maintains the right to shut down any component of the event and/or to provide additional police services that will be billed directly to the organizing agency. The Tulsa Police Department has final authority to determine the public safety requirements. **The organizing agency will be responsible for any costs relating to Tulsa Police officers and public safety services, traffic-control signage and barricades, adequate cleanup, and/or damage occurred to city property and facilities due to the event.**



BPAG 04/01/2011

# City of Tulsa Special Event Permit Application

## Summary of Event

Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Council District: \_\_\_\_\_

Event Description: \_\_\_\_\_ **(Submit Flyer or Brochure in Electronic Format)**

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

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: \_\_\_\_\_ Per Day: \_\_\_\_\_

## Event Organizer Information

Organizing Agency: \_\_\_\_\_ Web Address: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_

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

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

Street

City

State

Zip

Agency Status: Profit \_\_\_ Non-Profit \_\_\_ Fundraiser? / What cause: \_\_\_\_\_

## Site Plan and Route Map

**Event Set-up:** Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street Closing for Set-up, Stages, Tents, etc.: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_

**(Submit a Site Map in CAD/Electronic Format)**

**Event Opens:** Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street Closing for Race, Parade, Festival, etc.: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_

**(Submit Route Map in CAD/Electronic Format)**

Race, Parade, or Escort Start Times: \_\_\_\_\_

Daily Festival or Street Party Times: \_\_\_\_\_

Road Race Service Co. and Phone: \_\_\_\_\_

**Event Closes:** Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

**Event Dismantle:** Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_



**Mitigation of Impact**

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

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

Yes  No  Using a Sanitation Service? Agency and Phone: \_\_\_\_\_

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

Yes  No  Have you presented your event concept to the affected residents, businesses, churches, and schools?

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 **two weeks prior to your event**?

If yes, please attach in an electronic format. If no, please explain: \_\_\_\_\_

Yes  No  Other Information? \_\_\_\_\_

**Affidavit of Applicant**

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events. I certify that the information contained in the foregoing 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 the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

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

**Mail to: Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103**

**Or Email to: [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org). Your electronic submission will serve as your electronic signature.**

**For City of Tulsa Special Event Coordinating Committee Use Only**

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

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: \_\_\_\_\_. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

Special Event Coordinating Committee Recommendation: Pending  Yes  No : \_\_\_\_\_

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

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

Comments: \_\_\_\_\_