



Special Event Registration Form

Please print out this form, complete and return to marcijoha@cityoftulsa.org fax to (918) 699-3420. Once processed, you will be contacted about your event, rates, etc.

This form is for Special Events that are **open to the public** and/or have **100 people or more**. If your event is not open to the public and less than 100 people, please use the Shelter Reservation form.

* * * * *

Event Coordinator: _____

Business/Organization: _____

Name of Event: _____

Description: _____

Contact Information:

Email: _____ @ _____

Mailing Address: _____

_____ Zip _____

Phone: Cell _____
Home _____
Office _____

Park Preference:
1st _____
2nd _____
3rd _____

Date of Event: _____ / _____ / _____
(mm/dd/yyyy)

Anticipated Attendance: _____

Time of Event*: Starting at _____:_____ am/pm, and ending at _____:_____ am/pm
(circle 'am' or 'pm')

Set-up Day(s) and Time(s) _____

Tear-down Days (s) and Time(s) _____



Event Information

Please answer carefully. Your event may require a policy waiver or additional permits.

- | | | |
|---|---|---|
| 1. Is this a theatrical event (parade, concert, etc.)? | Y | N |
| 2. Will there be amplification? | Y | N |
| 3. Will you need to dig, bury, or build? | Y | N |
| 4. Do you plan on selling/giving away food/drink? | Y | N |
| 5. Is this for commercial purpose (film/commercial production) | Y | N |
| 6. Does this involve the taking off/landing of balloon, helicopter, etc.? | Y | N |
| 7. Does this involve a parachute landing | Y | N |
| 8. Is this event open to the public? | Y | N |

Insurance

Any event open to the public requires Liability Insurance naming City of Tulsa as additionally insured. That certificate can be faxed to **(918) 699-3420**. For more information on insurance, return to the “Rentals and Reservations” webpage.

Food

Any event open to the public that sells/gives away food, not commercially produced and pre-packaged, must be distributed by someone with a Food Handler’s Permit and Catering License. Those permits must be available on-site at your event.

Liquor

Any beer or liquor sold/given away must follow all guidelines by City/State/County laws and regulations. Glassware is not allowed in the park.

Cleaning

You are responsible for all cleaning after your event. All trash must be inside receptacles.

Special Event Payment

Your event must be paid in full at least ten days prior to your event. A check made payable to “City of Tulsa” can be made to the Tulsa Parks Office. You can pay in person with check or credit card at Central Center in Centennial Park – 1028 East 6th Street.