



# City of Tulsa Park Special Event Application

175 East 2nd Street, Tulsa, OK 74103  
(918) 596-2527 Fax: (918) 699-3420  
bpowell@cityoftulsa.org

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 he public or will have less than 100 people, please use the [Shelter Reservation](#) form.

Permits may take up to 30 days to process.

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

Business Organization \_\_\_\_\_

Event Coordinator(s) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Event Start \_\_\_\_\_ Time \_\_\_\_\_  AM  PM  
(Date)

Event End \_\_\_\_\_ Time \_\_\_\_\_  AM  PM  
(Date)

Set Up \_\_\_\_\_ Start Time \_\_\_\_\_  AM  PM  
(Date)

Tear Down \_\_\_\_\_ End Time \_\_\_\_\_  AM  PM  
(Date)

### Park Preference:

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

### Type of Event:

- |                                 |  |   |
|---------------------------------|--|---|
| <input type="checkbox"/> Run    | <input type="checkbox"/> Rally                 | <input type="checkbox"/> Wedding Photos |
| <input type="checkbox"/> Picnic | <input type="checkbox"/> Concert/Parade        | <input type="checkbox"/> Private Party  |
| <input type="checkbox"/> Walk   | <input type="checkbox"/> Other (specify) _____ |   |

Estimated Attendance \_\_\_\_\_

**Event Information** (Please answer carefully. Your event may require a policy waiver or additional permits.)

- Will there be amplification?  Yes  No
- Will there be an inflatable?  Yes  No
- Will you need to dig, bury or build?  Yes  No
- Do you plan on selling/giving away food?  Yes  No
- Is this for commercial purpose (film/commercial production)?  Yes  No
- Does this involve taking off/landing a balloon, helicopter, etc.?  Yes  No
- Does this involve a parachute landing?  Yes  No
- Is this event open to the public?  Yes  No

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

**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.

**Inflatable:** If you are placing any entertainment structure on park property, you will need a Certificate of Operation and provide the City of Tulsa with the Contact information and a permit.

**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.

**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.

**Special Event Payment:** Your event must be paid in full at least ten (10) days prior to your event. A check made payable to "City of Tulsa" can be mailed 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.

**Street Closure:** Contact Skipper Bain at [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org).

**Tent Permit:** A permit is required for any tent(s) covering more than 400 sq.ft. Contact 918-596-9601 or fill out the [online application](#).

**Agreement and Signature**

As an applicant for a Park Event Permit, I certify that I have read and understand all of the requirements, conditions, and procedures. I agree to comply with each of these requirements, conditions, and procedures. I agree to immediately reimburse the City for cost to repair any damage incurred as a result of the event.

I agree to indemnify and hold harmless the City of Tulsa/Tulsa Parks, and all City of Tulsa officer, employees, agents, representatives, from any claim (including cost of defending such claims) or damages that may arise from the occurrence of the Park Event or from related events.

I understand that a Park Event Permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and it does not provide immunity from civil claims of third parties that are based upon damage occurring at, or in conjunction with, special events.

Name (printed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_