



Current date \_\_\_\_\_

**Applications processed in the order received / Preference given to long-standing events**

Event \_\_\_\_\_

Expected number of participants \_\_\_\_\_

Event coordinator(s) \_\_\_\_\_

Email address + address \_\_\_\_\_

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

Event Start: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Event End: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Setup: Day/Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Teardown: Day/Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Street Closure Times (if applicable)

Closure: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Reopening: Day/Date \_\_\_\_\_ Time \_\_\_\_\_

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Event description (activities, exact location or address, 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 days prior to the event.



**Event Includes:**

- |                      |                                |                                     |
|----------------------|--------------------------------|-------------------------------------|
| Block party          | Street closure                 | Assembly event<br>(First Amendment) |
| Alcohol sales        | Procession                     | Residential area                    |
| Low-point beer 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) \_\_\_\_\_  
\_\_\_\_\_

**Primary contacts (during event):**

Name \_\_\_\_\_  
mobile \_\_\_\_\_  
email \_\_\_\_\_

Name \_\_\_\_\_  
mobile \_\_\_\_\_  
email \_\_\_\_\_

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**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 to:** Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102  
email: [specialevents@okc.gov](mailto:specialevents@okc.gov) office 405-297-2890 fax 405-297-3124

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**SPECIAL EVENTS OFFICE USE**

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Staff comments

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**Special Events Office Approval** \_\_\_\_\_

# OKC SPECIAL EVENTS GUIDE

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## GENERAL RULES FOR APPLICATION

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- 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, **(405) 297-3884**.
- 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, Beer & 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.

# OKC SPECIAL EVENTS GUIDE

## SPECIAL EVENT FEES

Application / 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

## FOOD / BEVERAGE LICENSES

### City

Special Event Food License	\$30	(all issued by OCCHD)
Special Event Alcohol	\$55	
Special Event Low-Point Beer	\$55	

### Outside Agencies

State Special Event Food / Low-Point Beer License	\$30	(issued by OCCHD)
OK County Low-Point Beer	\$150.70	(15 day waiting period)
ABLE Special Event License	\$55	
OK Tax Commission Special Event Licenses	\$____	(varies per OTC requirements)