

RIVER PARKS AUTHORITY EVENT GUIDELINES & FEE SCHEDULE

Events held on public park property under the jurisdiction of River Parks Authority (“RPA”), require submission of an Event Application by the event organizer (“Permittee”). Please review the information below before filling out the Event Application form. Events requiring an application may include, but are not limited to, runs, walks, races, fitness or skills classes, large business, religious or family gatherings, festivals, concerts, demonstrations, theatrical presentations, weddings and other organized gatherings. For questions regarding the need for an Event Application, please contact events@riverparks.org or call 918-596-2001.

*Submitting an Event Application does not guarantee approval of an Event.
Do not publicize the Event or begin registering event participants until the Event has been approved.*

RPA will review each application and advise the Permittee by email of approval, denial or the need to submit additional information for further consideration. Once approved, RPA will issue an Event Contract outlining the Permittee’s obligations and applicable fees. RPA reserves the right to give preference in Event scheduling and park usage fees to Tulsa-based organizations and businesses that provide jobs and contribute to the municipal and county tax bases that support local public parks, including River Parks.

Gathering Place is not managed by River Parks Authority; contact Gathering Place directly at 918-779-1000 or info@gatheringplace.org for Event information.

EVENT GUIDELINES, PARK LOCATIONS & FEES

- With the exception of closed, ticketed Events at River West Festival Park, programmed Events held in River Parks are for the **non-exclusive** use of the Permittee and Event participants. The trail system, parking lots, restrooms, and other amenities remain open for public usage at all times. Gated Events cannot close the trail system; the Permittee must allow trail access and bear the cost of security, fencing, and/or other means of preventing unauthorized access to the gated Event.
- Due to the dynamic nature of variable river flows, the Tulsa Wave Park is not available for Events programming by outside Event organizers. Event requests involving the use of Zink Lake, excluding the Wave Park, are considered on a case-by-case basis with negotiated fees.
- Requests to use Williams Crossing pedestrian bridge are evaluated on a case-by-case basis, but the bridge is generally not available to be included in routes for organized runs or similar Events. The bridge width, benches, and popularity as a stop for scenic viewing make it unsuitable for most Events. Event organizers are cautioned not to pay for ATF certification for any running course that includes Williams Crossing unless the Event has been approved by RPA and an Event Contract has been issued.
- 41st Street Plaza is not offered as an Event location due to limited parking which is prioritized to serve the existing playground, splashpad and overlook.

The table below summarizes RPA’s adopted park usage fees as of March 1, 2026. Additional details and descriptions of available Event locations in River Parks follow the table.

Location	Park Usage Fees
<ul style="list-style-type: none"> ● River West Festival Park - 2100 So. Jackson Ave. <p>Flat fees as listed. Negotiated contracts take into consideration factors such as total expected attendance for one or more days, whether the Event is ticketed, use of utilities, types of food, beverage or merchandise sold, etc. Attendance lower than 3,000 may be subject to negotiated fees depending on the circumstances, i.e., a smaller ticketed Event.</p>	<p>\$650/day <u>0 – 500 participants</u></p> <p>\$1,250/day <u>501 – 1,000 participants</u></p> <p>\$2,500/day <u>1,001 – 2,000 participants</u></p> <p>\$3,750/day <u>2,001 – 3,000 participants</u></p> <p>3,001 or more participants negotiated per event</p>
<ul style="list-style-type: none"> ● Turkey Mountain – 6850 So. Elwood Ave. Events are limited to 500 participants or less to minimize disruption of normal park use. ● Mooser Creek Greenway – undeveloped 62 acres west of U.S. 75 between Bales & Lubell Parks; the property has no water or electricity. 	<p>\$650/day 0 – 500 participants</p> <p>\$350/day, subject to case-by-case determination</p>
<ul style="list-style-type: none"> ● East Bank – Riverside – 17th to SW Boulevard ● East Bank – 96th Street & Riverside Parkway ● West Bank, 428 West 23rd Street 	<p>All locations: \$350/day <u>0 – 300 participants</u></p> <p>\$650/day 301 – 600 participants</p>
Optional Fees, All Locations	
Set up/tear down days, if needed for an Event	\$250/day
55-gallon trash barrels with liners	\$10 each
Portable power pedestal	\$100 each
Portable water hydrant with hose thread	\$50 each
Trail/site lighting changes for after-curfew Events	\$150
RPA on-site staff time, if required	\$50/hour
Photography, Videography	
For-profit commercial films including advertising	Negotiated case-by-case, based on distribution, i.e., streaming platform, theatrical release, etc.
Non-commercial amateur filming, i.e., school projects	\$50 per event; locations subject to restrictions
For-profit commercial still photography (wedding, senior pictures, etc.)	\$75 per day



- **River West Festival Park – 2100 South Jackson Avenue**

The 14-acre Festival Park has a raised performance platform/river overlook, 400 parking spaces, a playground, restroom, and public boat ramp with access to Zink Lake. Tulsa Rowing Club operates its private boathouse and rowing programs within the Festival Park grounds. Depending on the Event, overflow parking for 200 spaces located on the west bank south of the 21st Street Bridge may be available. Large Events that exceed available parking may require the Permittee to provide shuttle services; overflow parking on the grass is NOT allowed. In general, Events scheduled for Festival Park should be for a minimum of 200 participants, not including support personnel and spectators.

3,000+ attendance Events and ticketed Events require a minimum of one initial meeting with River Parks staff to assess the Event's suitability for the venue. If RPA and the Permittee agree to proceed, the Permittee will pay a non-refundable deposit of \$500 for RPA preparation of the more detailed Event Contract required for large-scale or ticketed Events.

The Event Contract for large-scale single or multi-day Events requires incremental payments toward the negotiated park usage fee so that all fees are paid in full prior to the beginning of Event set up.

- **Turkey Mountain Urban Wilderness – 6850 South Elwood Avenue**

The Wilderness is a 755-acre park with three unfurnished open pavilions and 110 parking spaces at the main trailhead at 6850 South Elwood Avenue. The upper parking lot at West 61st Street and Elwood Avenue has 105 parking spaces, and further west on West 61st Street is a lot with 150 spaces. There is no electric or water service at Turkey Mountain except at the main trailhead and the natural-surface trails are not lighted. Ongoing improvements in the park may affect availability for Events. Events at Turkey Mountain are limited to 500 or fewer participants, staff and spectators per day to minimize disrupting normal park use. After-dark Events are not permitted on the soft-surface trails; Events using only the asphalt trails located within the boundaries of Turkey Mountain will be considered on a case-by-case basis.

If weather results in muddy conditions for the park's soft-surface trails, Permittees may be required, at River Parks' sole discretion, to alter and/or postpone Events utilizing those trails to prevent costly trail damage. Permittees may wish to consider if a "rain date" is feasible for certain Events. For Events utilizing the park trail system, whether the natural-surface trails or the hard-surface trails, Permittees will receive **non-exclusive** access to and use of the trails for Events which begin and end within the boundaries of the Wilderness.

ALL food waste generated by Events must be removed from the park premises at Turkey Mountain to prevent wildlife from "emptying" the trash cans.

For use of the Mooser Creek Greenway, the 62-acre tract west of U.S. 75, please email events@riverparks.org for information.

- **Other Park Areas**

Other locations suitable for small-to-moderate sized Events, i.e., attendance/participation of 600 or fewer persons, are described below. Access to electrical power and water may be limited or not available at these locations. Permittees will receive **non-exclusive** access to and use of the park areas, including trails, for Events which begin and end at one of the following locations.

East Bank – 17th Street to Southwest Boulevard

This park area has approximately 2 acres of usable open space with 170 parking spaces between 17th and 19th Streets, not including spaces reserved for Daigoro restaurant patrons. Numerous additional parallel parking spaces are located along the west curb line of Riverside Drive between Southwest Boulevard and Denver Avenue. A public Zink Lake pier/ramp, a restroom, and a playground are located near 17th Street. Daigoro is an upscale full-service restaurant at 19th that operates independently of RPA.

East Bank – Tulsa Wave Park / Zink Lake & Dam – 2900 Riverside Drive

The Tulsa Wave Park is not available for Events by outside Event organizers. Event requests involving the use of Zink Lake (excluding the Wave Park) are evaluated on a case-by-case basis with negotiated applicable fees. Contact events@riverparks.org for inquiries.

East Bank – 41st Street Plaza – 4100 Riverside Drive

Due to limited parking of 67 spaces and the popularity of the various play and park features at this location, it is not available to be reserved for Events. It is suitable only for limited gatherings on a first-come, first-served basis such as small picnics or birthday parties. The rugby pitch north of 41st Street is subleased to the Tulsa Rugby Football Club and is not available for Events.

East Bank – 96th Street – 9600 Riverside Drive

This park area has approximately 2 usable acres of open space with 44 parking spaces, a restroom, playground, and gazebo. It is suitable as a start and finish location for runs, races and walks or other small Events with relatively low attendance.

West Bank – South of 21st Street Bridge – 428 West 23rd Street

This park area offers approximately 3 usable acres of open space with 200 parking spaces, a ramp for access to Zink Lake, a small restroom and an open concrete pad that offers space for small tents and/or tables to handle Event registration, packet pick up, food and drink, merchandise or similar. The parking can serve medium-sized Events and also provide overflow parking for larger Events held at River West Festival Park. Event activities cannot include areas along the fence perimeter of the HF Sinclair Refinery.

Other Variable Costs – Permittee’s Responsibility:

Variable Costs, as applicable, apply to River West Festival Park, Turkey Mountain Urban Wilderness, and the Other Park Areas. Negotiated Event contracts may include other items not listed here.

If applicable, the Permittee is responsible to arrange and pay for variable costs, including, but not limited to, those listed below, when required by the Event Contract. RPA will require certain minimums on quantities, based on local regulations and expected attendance.

- **Portable Restrooms** – rental of restrooms and, if applicable, portable hand-wash stations.
- **Tents** – rental of tents and required City of Tulsa Tent Permit for any tent larger than 20’ x 20’; Permittees may supply their own tents, such as 10’ x 10’ or similar pop-ups.
- **Security** – which may include on-duty or off-duty Tulsa Police officers, Tulsa County Sheriff’s deputies, and/or licensed private security.

- **Dumpsters** – rental of a dumpster if the amount of trash generated by an Event exceeds what the Permittee is able to bag and remove for off-site disposal; existing park trash containers and dumpsters are not available for Event trash.
- **Site Clean-Up** – for multi-day Events, trash must be bagged and disposed of daily, including set-up and tear-down days. Removal of Event-generated trash on adjacent public-use areas, i.e., streets, sidewalks and business properties may be required for larger Events.
- **Insurance** – a minimum of \$1 million in general liability and certain other insurance is required for most Events (see Insurance under Other Event Requirements below).
- **City of Tulsa Special Events Permit** – the City of Tulsa does not issue Event permits for RPA, but a City of Tulsa Special Events Permit is required **in addition** to contracting with RPA when the proposed Event requires public road or sidewalk closures or restricts access to public or private property. If required, applications to the City of Tulsa must be made no less than 90 days prior to the Event date. For additional information, visit <https://cityoftulsa.org/developmentbusiness/special-events/>

OTHER EVENT REQUIREMENTS

Application Deadlines – Event Applications for single-day Events should be submitted to RPA a minimum of 45 days prior to the proposed Event date. Event applications for multi-day Events, ticketed Events, and/or those with expected attendance of 3,000 or more must be received at least 90 days before the proposed Event date(s).

Park Curfew – By City Ordinance, park property under RPA’s jurisdiction has a curfew of 11 p.m. to 5 a.m. daily. Any exception to the curfew hours must be approved by RPA and noted in the Event Contract.

Alcoholic Beverages – If a Permittee wishes to sell, give away or otherwise distribute any alcoholic beverages including beer, wine or spirits, the Permittee must provide copies of all applicable State of Oklahoma, Tulsa County and City of Tulsa licenses prior to the Event and carry liquor liability insurance, as evidenced on the Certificate of Insurance required as described below.

Insurance – During the life of an Event Contract, the Permittee shall, at their own expense, maintain in full force and effect, insurance policies written by an insurance company authorized to do business in the State of Oklahoma, in such form and with such endorsements as shall protect RPA against any and all such damages, loss, claim or expense resulting from the operation of the Event.

Specifically, the Permittee shall maintain insurance in the following amounts:

- Worker’s Compensation, if applicable: Statutory
- Employer’s Liability, if applicable: \$100,000 each accident
- Comprehensive General Liability:
 - Bodily Injury: \$175,000 individual any single accident
 - Bodily Injury: \$1,000,000 multiple claimants any single accident
 - Property Damage: each accident, \$50,000, and
 - Product Liability Insurance: same as bodily injury.
- Comprehensive Automobile Liability:
 - Bodily Injury: \$175,000 individual any single accident
 - Bodily Injury: \$1,000,000 multiple claimants any single accident

Said policies must specifically name (1) River Parks Authority, (2) City of Tulsa, and (3) Tulsa County as Additional Insureds thereunder, including a Waiver of Subrogation, and until a Certificate of Insurance reflecting such coverage has been submitted to and approved by RPA, the Event Contract shall be without force or effect. Please note that listing RPA, City of Tulsa and Tulsa County only as Certificate Holders does not confer additional insured status; see the specific language on the sample ACORD form for the correct Certificate of Insurance format.

Damages – The Permittee is required to reimburse RPA for any damages to turf, vegetation, pavement, structures, equipment, or facilities of RPA, whether caused by willful intent or accident.

Cleanup – The Permittee is responsible for cleanup of the entire Event area and all trash generated by the Event must be bagged and removed from the park for off-site disposal or, when applicable, placed in a dumpster rented by the Permittee.

Event Access – The Permittee must allow RPA the full right of ingress and egress for its employees to the Event location, as may be required to inspect the operation of the Event, to assure public safety, or to perform maintenance or other tasks deemed necessary by RPA.

Amplification of Sound – Unless otherwise approved, amplification of sound before 10 a.m. and after 11 p.m. is prohibited. When authorized by the Event Contract, music and voice amplification should not exceed 90 decibels 15 feet from the source.

Vendors – The Permittee is responsible for selecting, monitoring and paying any vendors of food, beverage, or merchandise and to assure that all vendors make timely payments to the Oklahoma Tax Commission for any applicable sales or other taxes owed. At an Event that is open to the public where food or drink is sold or given away that is not commercially produced and pre-packaged, the food must be distributed by someone with a Food Handler's permit and/or catering license. For further information, visit www.tulsa-health.org. Food, beverage, and merchandise vendors are subject to the same insurance requirements as the Permittee and the Permittee must furnish Certificates of Insurance from all vendors to RPA before Event set up begins.

The sale of merchandise does not apply to merchandise provided by the Permittee to Event participants as part of an Event registration process, i.e., shirts given for participation in a race or run.

Compliance with Law – Events produced by Permittees must at all times be in compliance with the provisions of the Park Usage Event Contract issued by RPA, the Tulsa Revised Ordinances of the City of Tulsa, applicable state and federal laws, and any rules and/or regulations adopted by the RPA Board of Trustees as authorized under Title 26, Parks, Mall and Plaza, of the Tulsa Revised Ordinances.

- **Photography, Videography, Cinematography**

For-Profit Commercial Filming

Film projects to be distributed or made available with or without a fee via theatres, television, streaming services, social media, other internet platforms or similar will be considered on a case-by-case basis with negotiated fees to be determined. Insurance requirements are the same as for Events; park curfew applies. RPA approval is required separately from any approvals or permits issued by the Tulsa Office of Film, Music, Arts & Culture.

For-Profit Commercial Still Photography

Senior class pictures, wedding photography or similar.

No insurance required; park curfew applies.

\$75/day