



# RIVER PARKS AUTHORITY EVENT APPLICATION

To request authorization to hold an Event on public park property under the jurisdiction of River Parks Authority, this form must be completed and submitted at least 45 days prior to the Event date requested. The applicant (“Permittee”) will be notified of approval/disapproval of the proposed Event by email. If approved, an Event Contract and an invoice for the associated park usage fees will be sent via email. Please carefully read the River Parks Authority Event Guidelines and Fee Schedule before submitting this form. Please return the completed form to [events@riverparks.org](mailto:events@riverparks.org).

*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.*

## APPLICANT (“PERMITTEE”) INFORMATION

Name of Applicant (“Permittee”): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact Person for Permittee: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

On-Site Contact for Event, if Different from Primary Contact: \_\_\_\_\_

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

Type of Organization: \_\_\_\_\_ 501(c)(3) nonprofit  
\_\_\_\_\_ For-profit business – Corporation, LLC, Partnership, Sole Proprietor, etc.  
\_\_\_\_\_ Other – please describe: \_\_\_\_\_  
Individual, Neighborhood Association, etc.

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Preferred Park Location for Event: \_\_\_\_\_

Second Location Choice if Preferred Not Available: \_\_\_\_\_

This is a one-day Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Set Up Time : \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

This is a multi-day Event: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Set Up Time : \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Set Up Time : \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Set Up Time : \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

Estimated Attendance: Participants: \_\_\_\_\_ Staff and/or Volunteers: \_\_\_\_\_ Spectators: \_\_\_\_\_

Event Description: (If the Event is a run or race, describe the types of races, i.e., 5k, half marathon, etc. and attach a .pdf map of the requested race course(s) with start and finish locations. Please note if using an ATF certified race course.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For races and runs, list the Race Coordinator, if other than the Permittee: \_\_\_\_\_

Describe how the race course will be marked. PAINTING OR MARKING ON THE TRAIL SURFACE IS PROHIBITED

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**PARK LIGHTING & CURFEW:** Park lighting operates on timers aligned to go off during curfew hours. See Event Locations & Fees for cost to override the timing system and allow park lighting to remain on during curfew hours.

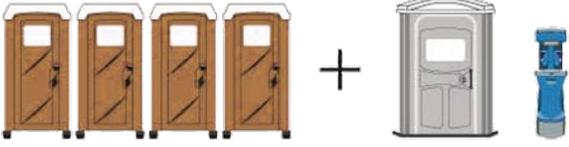
Will any portion of the Event occur during park curfew hours from 11:00 p.m. to 5:00 a.m.? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Event require an override to the park lighting system for the Event? Yes \_\_\_\_\_ No \_\_\_\_\_

**SOUND:** Will the Event use amplified sound? Yes \_\_\_\_\_ No \_\_\_\_\_

**RESTROOMS:** Restroom buildings in River Parks are designed for normal park use, not events. If Event attendance will be more than 100 persons, refer to the diagram below to determine the number of portable restrooms the Event will require and note the number here: \_\_\_\_\_ The Permittee must arrange and pay for the required restrooms.

		LENGTH OF EVENT (HOURS)									
		1	2	3	4	5	6	7	8	9	10
ESTIMATED NUMBER OF ATTENDEES	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	2	3	3	3	3	3
	250	2	2	2	2	3	3	3	3	3	3
	500	2	4	4	5	6	7	9	9	10	12
	1000	4	6	8	8	9	9	11	12	13	13
	2000	5	6	9	12	14	16	18	20	23	25
	3000	6	9	12	16	20	24	26	30	34	38
	4000	8	13	16	22	25	30	35	40	45	50
	5000	12	15	20	25	31	38	44	50	56	63
	6000	12	15	23	30	38	45	53	60	68	75
	7000	12	18	26	35	44	53	61	70	79	88
8000	12	20	30	40	50	60	70	80	90	100	
10000	15	25	38	50	63	75	88	100	113	125	



**FOR EVERY 4 RESTROOMS ADD 1 HANDICAP AND 1 SINK**



**ADD 15% - 20% MORE IF THERE ARE FOOD AND DRINKS**

**TENTS:** Will one or more tents be placed at the Event location? Yes \_\_\_\_\_ How many? \_\_\_\_\_ No \_\_\_\_\_

If Yes, will the tent(s) be provided by: Permittee: \_\_\_\_\_ Tent rental company: \_\_\_\_\_

If applicable, name of tent rental company: \_\_\_\_\_

Size of tent(s), whether rented or owned by the Permittee: \_\_\_\_\_

*Any tent larger than 20' x 20' or 400 square feet requires a separate City of Tulsa Tent Permit, a copy of which must be provided to RPA prior to the Event.*

**ELECTRICAL:** Electrical service is limited throughout River Parks. At River West Festival Park and some other east and west bank locations, power is available using portable power pedestals; see Event Locations & Fees for costs. Power pedestals are not available for use at Turkey Mountain; there is limited power available only at the main trailhead, 6850 South Elwood Avenue. One power pedestal is sufficient to power a sound system and up to two inflatables.

Will electrical power be required for the Event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, number of power pedestals are required? \_\_\_\_\_

Permittees may bring their own portable generators in lieu of connecting to park power services.

**INFLATABLES:** Will the Event include inflatable structures? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the type and number of inflatables: \_\_\_\_\_

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**WATER:** Access to water in the park is limited and, where available, is through the use of frost-free hydrants like the one pictured. The hydrant has a threaded connector for adding a hose; if a hose is needed, the Permittee must provide it.



Will a frost-free hydrant for water be required for the Event?      Yes \_\_\_\_\_ No \_\_\_\_\_

At Turkey Mountain, a water connection is only available at the main trailhead, 6850 South Elwood Avenue.

**TRASH:** All trash generated by an Event must be bagged and removed from River Parks for off-site disposal. Park trash containers and dumpsters are not available for event-related trash. The Permittee is responsible for policing the entire Event area, including all race/run routes and water stops, and to bag and remove trash for off-site disposal. Larger Events may require the Permittee to arrange rental of a trash dumpster to handle the volume of trash generated. At Turkey Mountain, ALL food waste must be removed from the park premises to avoid attracting wildlife. See Event Locations & Fees for cost to rent 55-gallon trash barrels with liners. If using rented barrels, the Permittee is responsible for sealing and removing the trash-filled liners from the barrels and disposing off-site.

Will trash barrels be required for the Event?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many barrels with liners are required? \_\_\_\_\_

Will a trash dumpster be rented for the Event?      Yes \_\_\_\_\_ No \_\_\_\_\_

**COMMERCIAL FILMING:** Describe the film project and its expected manner of distribution for viewing, including, but not limited to, a website, social media platform, streaming service, movie theatre, etc.

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Will the distribution of the film by the Permittee or other parties result in monetary compensation to the organization(s) or individual(s) who own the rights to the film and/or its distribution?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

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In submitting this Event Application, I understand that if approved, a Park Usage Event Contract and park usage fee(s) invoice will be issued and returned to the Permittee by email. In signing below, I understand that the Event must at all times comply with the terms of the Contract, the regulations outlined in the River Parks Authority Event Guidelines & Fee Schedule, any applicable provisions of Title 26, Parks, Mall and Plaza, of the Tulsa Revised Ordinances available here:

[https://library.municode.com/ok/tulsa/codes/code\\_of\\_ordinances?nodeId=COOR\\_TIT26PAMAPL](https://library.municode.com/ok/tulsa/codes/code_of_ordinances?nodeId=COOR_TIT26PAMAPL), and any applicable state and federal laws. I understand that, if approved, the proposed Event cannot be held unless a valid Certificate of Insurance has been submitted and the applicable park usage fee(s) have been paid in full.

\_\_\_\_\_  
Permittee's Signature

\_\_\_\_\_  
Permittee's Name

\_\_\_\_\_  
Permittee's Title