



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.

*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 Organization: ("Permittee"): _____

Primary Contact Person for the Permittee: _____

Primary Contact Email: _____ Primary Contact Phone: _____

Permittee Organization Mailing Address: _____

City: _____ State: _____ Zip Code: _____

On-Site Contact for the 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: _____

Estimated Attendance: Participants: _____ Staff and/or Volunteers: _____ Spectators: _____

This is a one-day Event: Yes _____ No _____ Date of Event: _____

Time Set Up Begins: _____ Time Event Begins: _____ Time Event Ends: _____ Time Tear Down Ends: _____

If this application is for a multi-day Event or for a one-day Event that requires additional set up days, please describe:

Event Description: Briefly describe elements of the Event, for example, "Family reunion with catered meal under a tent with tables, chairs, and acoustic music" or "5k, 10k and half marathon timed races with pre-race packet pick up and post-race refreshments." For races and runs, attach a .pdf map of the race course(s) you are requesting with start and finish location. Unless otherwise approved, Williams Crossing pedestrian bridge is NOT available to be part of a race course and race turnaround locations cannot be in the section of east bank trail within Gathering Place, ≈ 24th to 34th Streets.

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

For races and runs, list water stop location(s) and how the race course will be marked: _____

NOTE: PAINTING OR MARKING ON THE TRAIL SURFACE IS PROHIBITED

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 _____

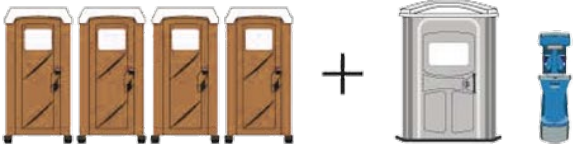
Will the Event require an override to the park lighting system for the Event? Yes _____ No _____

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. The Permittee must arrange and pay for the required restrooms.

Note the number of portable restrooms you are providing here: _____

		LENGTH OF EVENT (HOURS)									
ESTIMATED NUMBER OF ATTENDEES		1	2	3	4	5	6	7	8	9	10
	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: If one or more tents will be placed at the Event location, how many? _____

If applicable, 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: _____

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.

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: _____

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, and any other adopted River Parks Authority regulations or applicable municipal, 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

Date