



**EVENT APPLICATION & INFORMATION**

Dear Event Planner:

Thank you for your interest in staging an event in River Parks. Enclosed is an Event Application that should be filled out completely and returned to our office as soon as possible. If you have already spoken with a member of our staff, we have most likely held your event date for you, pending the return and approval of your application. This Event Application should be received 30 days prior to the requested date for consideration.

**Be sure to read (and keep) the attachments, which list policies and fees related to your event in River Parks.**

If there are any questions or conflicts, we will contact you after our review of your application. If your application is approved, we will send you an Event Contract; this is usually sent about three weeks prior to your event.

Please remember that until you have a signed Event Contract from this office and have met all the requirements specified in the Contract (including a valid certificate of insurance and paid park usage fee), you do not have legal authorization to hold an event in River Parks. Please feel free to contact me at 918.596.2008 if you have any questions.

Sincerely,

John Graham  
Public Events Coordinator

JG/blh

Enclosures:   Event Application  
                  Attachment: Partial List of Event Policies  
                  Attachment: Equipment & Facilities Rental Fees



**EVENT APPLICATION**

**APPLICANT INFORMATION**

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

To whom should inquiries from the public concerning your event be referred, and at what phone number?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT INFORMATION**

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

Event Description: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Website: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Location In Park Desired: \_\_\_\_\_

For Runs, Walks

Start Location: \_\_\_\_\_

Finish Location: \_\_\_\_\_

Race Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you plan to have amplified sound at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Start time of amplified sound: \_\_\_\_\_ End time: \_\_\_\_\_

The River Parks Authority requires that any portable toilets being used on park property must be ordered thru the River Parks Authority. Will your event require portable toilets? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes how many? \_\_\_\_\_ Date to be delivered: \_\_\_\_\_ Date to be picked up: \_\_\_\_\_

Will tents be placed on site? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, delivery date: \_\_\_\_\_

Tent company name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Who will obtain tent permit: \_\_\_\_\_

Will you request River Parks to provide electricity, water, or other items?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
=====

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE FOLLOWING:**

1. River Parks Authority retains the sole rights to issue event contracts for any event held in whole or in part on Park property. This application which you have just completed is not a contract and implies no authority to hold an event at River Parks.
2. See attached "Partial List of Policies Governing Events at River Parks" and "Equipment & Facilities Rental Rates" for further information on Park usage.
3. If accepted, you will receive a contract for your signature. A copy of the Contract must be available at your event to River Parks employees or other officials.
4. Your contract will not be in effect unless a valid certificate of insurance and payment of your park usage fee is received by River Parks prior to your event.
5. If you are permitted to have vendors at the event, permittee is responsible for applying to, paying and or collecting any and all fee's owed to the Oklahoma Tax Commission.
- 6. *You specifically will not have permission for (1) any amplification of sound, (2) vehicles on park property, or (3) sales of any kind, unless so stated in writing in the Event Contract from River Parks.***

This Event Application must be received 30 days prior to the requested date for consideration.

Applicants Signature: \_\_\_\_\_

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



Attachment - Keep for your reference

**PARTIAL LIST OF POLICIES GOVERNING  
EVENTS AT RIVER PARKS**

**INSURANCE:** During the life of this 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 the Authority against any and all such damages, loss, claim or expense resulting from the operation of this Event.

Specifically, the Permittee shall maintain the following insurance coverages:

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 these three entities:**

**1. River Parks Authority, Tulsa, Oklahoma; 2. City of Tulsa, and 3. Tulsa County**

as Additional Insureds and granted a Waiver of Subrogation as required by written contract thereunder; until such policies of insurance reflecting such coverage have been submitted to and approved by Authority, this contract is without force or effect.

**(Important Note: These three entities must be named as "ADDITIONAL INSUREDS and Waiver of Subrogation".**

**This is not the same as "Certificate Holder!" See your insurance agent--this is the most common reason for rejected certificates.)**

**Damages:** Permittee shall reimburse Authority for any damages that occur in conjunction with the Event, including setup or tear-down, to turf, vegetation, pavement, or other structures, equipment or facilities of the Authority, whether caused by willful intent or accident.

**Cleanup:** Permittee shall be solely responsible for cleanup of the entire area used for the Event. All trash, debris, etc., shall be bagged and placed inside one of the large containers ("dumpsters"). Permittee is specifically instructed NOT to use trash barrels located in the park, as these containers are not intended for the volume of trash generated by an event. Authority will charge Permittee for cleanup of the entire area used by the Event if the Permittee's cleanup is deemed unsatisfactory. The judgment of the quality and satisfaction of cleanup will be solely the determination of the Executive Director of the Authority or his duly appointed designee.

**Authority's Access to Event:** Permittee, regardless of security arrangements for the Event, will allow Authority the full right of ingress and egress for its employees, 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 the Authority. It shall be the responsibility of the Permittee to inform all event security personnel and event staff of this provision.

**Sound & P.A. Equipment:** Under no circumstances is amplification of sound permitted in the park before 10 a.m. If a p.a. system or other amplification of sound is to occur during the event, the Authority will furnish a sound monitor and charge the Permittee an hourly rate.

**Tent Permits:** The City of Tulsa requires that any tent in excess of 100 square feet must have a tent permit. For information on obtaining a permit, contact the City of Tulsa Building Permits, Room 103, City Hall, 596-9656.

NOTE: River Parks does not issue these permits - this is done by the City of Tulsa.

**Vendors:** Permittee is responsible for applying to, paying and or collecting any and all fees owed to the Oklahoma Tax Commission. Authority will not be responsible for collecting or paying the Oklahoma Tax Commission for vendor sales.

**Attachment - Keep for your reference**



**Fee Schedule and Facilities  
& Equipment Rental Rates**

**River West Festival Park**

The 16½-acre festival site, located on the west bank of the Arkansas River, features the availability of extensive electrical and water distribution throughout the site, public parking, handicapped parking, restrooms, and event office space.

**Basic Fee**

Includes access to the amenities described above, plus 10 trash barrels. Additional supervisor hours are at a cost of \$15 per hour.

**One Day: \$750 (\$500 for non-profit)**

**Each Additional Day, if required for set-up or tear-down: \$250**

**Clean-Up**

Costs based upon size of event and scope of clean-up required.

You may contract for clean up services through the River Parks Authority for a minimum of **\$300**.

**Fencing of River West Festival Park**

The site can be completely closed to the public for paid-admission events: **\$800**

**Park Usage Fees**

The Park Usage Fee applies to all events not held at River West Festival Park.

**Improved Areas:** If an event begins, ends, or will heavily utilize an area of the park that has restrooms (on the east bank along Riverside Drive at 19th, 31st, 41st, 56<sup>th</sup> and 96th): **\$90**

**Unimproved Areas:** All other areas of the park: **\$75**

**Electrical Power**

100-amp service can be provided at many locations in River Parks via convenient "portable load centers" with multiple 120-volt and 240-volt outlets. Contact RPA for availability of power locations in the park. Price includes installation and removal of pedestal, and cost of electricity: **\$50 per load center per day**

**Commercial filming and still photography**

Businesses or individuals wishing to film in an area of River Parks must fill out an event application. The associate fees and insurance requirements are:

Commercial Filming

\$75 per event

Permittee is required to provide a certificate of insurance for each event.

Still Photography

\$40 – 8 day pass

\$65 – 6 month pass

\$125 - Annual pass

Permittee is not required to provide a certificate of insurance unless permittee requests to close an area of the park, desires to drive a vehicle on park property, or if Authority deems activity would pose a risk to a normal park user.