

EVENT APPLICATION

Event Name: _____

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: _____

DATE DESIRED: _____ **Rain Date?:** _____

EVENT TIMES (NOTE: *Park Curfew is 11:00 p.m. to 5:00 a.m.*)

What time will event set-up begin?: _____

What time will the event itself begin?: _____

What time will the event itself end?: _____

What time will tear-down be completed?: _____

Will any set-up (tents, etc.) be done the day before the event? If so, please specify what, and when:

LOCATION(S) in the park desired: _____

FOR RUNS, WALKS, ETC.:

Start Location: _____

Finish Location: _____

Race Coordinator: _____ Phone: _____

MAP: Please use the attached map (or, your event map) to show the route. Please mark the map as follows:

SOLID LINE: the portion of the race IN THE PARK

DASHED LINE: the portion of the race IN THE STREET

ATTENDANCE

Anticipated number of Participants: _____

Anticipated number of Spectators: _____

ELEMENTS OF THE EVENT

BENEFITS: Proceeds from this event will benefit:

SPONSORSHIP: Please list the sponsors for your event (other than your own organization) who will be providing cash for expenses, or donating products or equipment.

CELEBRITIES: Please list any celebrities who will participate in or be involved in the event.

PRODUCTS: The River Parks Authority maintains all rights for beverage and food sales in the Park. If you would like, we can arrange for beverages and food sales.

Yes _____ No _____

You may give away food and beverages to event participants.

If you plan on selling any merchandise, please list items and cost:

PROMOTION: How will the event be promoted (radio, TV., print media, etc.).

SECURITY/CROWD CONTROL: Who will be providing these services for your event? List only those applicable.

Tulsa Police Department

Number of Officers: _____ Supervisor's Name: _____

Tulsa Police Reserves

Number of Officers: _____ Contact Person: _____

VEHICLES: Please list the following, as applicable.

Number of Participant/Staff vehicles expected: _____

Number of Spectator vehicles expected: _____

VEHICLES ON PARK PROPERTY: Do you propose to have any vehicles on park property (other than parking lots), before, during or after the event. This includes the vehicles of your suppliers and sponsors (tents, porta-potties, beverage companies, etc.) If so, detail:

PUBLIC ACCESS: Do you propose to barricade, rope off or in any way restrict public access to any portion of the Park, including parking lots? If so, detail:

LOGISTICS: Will you request River Parks to provide electricity, water, or other items? Please specify what and where. (Note: there may be a charge for some items--see attached.)

SOUND: (Under no circumstances is amplification of sound permitted on River Parks property before 10 a.m.) Do you propose to utilize a public address system or other amplification of sound? (*NOTE: This includes radio station or other sponsor music systems or p.a. systems.*) Please describe.

CLEANUP: Park regulations require that either your group provides complete cleanup from your event, or River Parks will charge for post-event cleaning. How will your cleanup be accomplished?

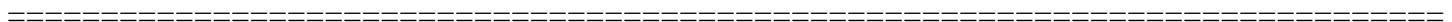
PREVIOUS EVENTS: If you have ever coordinated an event at River Parks, please list.

Event Name:

Date:

1. _____

2. _____



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 that 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. *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.

SPONSOR'S SIGNATURE: _____

DATE: _____

Attachment "B"--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.

Said policies must specifically name:

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

as Additional Insureds thereunder, and until such policies of insurance reflecting such coverage have been submitted to and approved by Authority, this contract shall be without force or effect.

(Important Note: These three entities must be named as "ADDITIONAL INSUREDS." 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.

Attachment "C" --Keep for your reference

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

River West Festival Park

The 16 -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, one four-yard dumpster and an event supervisor for four hours. Additional supervisor hours are at a cost of \$15.00 per hour.

One Day: \$500.00

Each Additional Day, if required for set-up or tear-down: \$250.00

Clean-Up

Costs based upon size of event and scope of clean-up required. There are two options:

1. You may contract for clean up services through the River Parks Authority for a minimum of \$300.
2. You may provide your own clean up. A minimum deposit of \$300 will be applied to your contract fee and refunded if clean up is to the satisfaction of the Authority.

Minimum fee: \$300.00

Fencing of River West Festival Park:

The site can be completely closed to the public for paid-admission events.

\$800.00

Portable Public Address System (for audiences up to 200 persons)

Includes five microphones, mixer, two speakers, and two monitor speakers)

System Rental: \$100.00; System Operator: \$30.00 per hour, two-hour minimum

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, or 56th): **\$90.00**

Unimproved Areas: All other areas of the park: **\$75.00**

Sound Monitor / Staff Representative

Whenever sound is amplified in the park or an event is deemed large enough, it is required that a member of the RPA staff be present to monitor sound levels, act as an interface between the event and River Parks and provide on-site help in case of problems.

\$15.00 per hour, two-hour minimum

Tents

Tents for rental are 12' x 20'; cost includes setup, tear-down, and City of Tulsa tent permit application.

At River West Festival Park: \$100.00 for first tent; \$80 for each additional tent

Any other location in River Parks: \$150.00 first tent, \$100.00 each additional tent

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.

\$50.00 per load center per day

Trash Barrels

Extra trash barrels with liner can be provided for an event.

\$3.00 per barrel

Dumpster Extra Pickup

During large events, the amount of trash generated may fill the dumpster nearest the event location. In that case, a "roll-out" fee will be charged to the event to empty the dumpster. The RPA staff can provide the size of the dumpster nearest the event, and the event will be charged according to the size of the dumpster.

This cost will be applied to all events with 500 or more participants.

Portable Toilets

Depending upon the size of an event, RPA may require the rental of portable toilets to supplement existing restroom facilities.

\$50.00 per unit

During larger events, toilets may need to be serviced.

Portable Toilet Service: \$8.00 per service per unit

Restrooms At River West Festival Park

The restrooms located in the Amphitheatre structure at the River West Festival Park are opened only for special events. If an event does not involve rental of the Amphitheater or Festival Park, but begins or ends at the River West Festival Park necessitating use of the restrooms, the cost includes opening, stocking, closing and cleaning.

\$75.00 per day

Security Service

River Parks may require security at events for crowd and traffic control, or overnight security to guard equipment set up for an event. The River Parks Authority reserves the right to require minimum levels of event security, including the ratio of off-duty police officers to private security guards. All security services are scheduled through a private contractor that provides the following:

Off-Duty Tulsa Police Officers

Supervisor: \$23.50 per hour, five-hour minimum

Officers: \$20.50 per hour, five-hour minimum

Security Guards (CLEET Certified)

Supervisor: \$11.00 per hour, four-hour minimum

Guards: \$9.00 per hour, four-hour minimum