

**RIVER PARKS  
USER PERMIT APPLICATION**

Applicant Name: \_\_\_\_\_

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

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

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

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

**PARK AREA DESIRED:** \_\_\_\_\_

**DATE / HOURS DESIRED:** \_\_\_\_\_

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

Nature and Purpose of the Activity for which the permit is desired:

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

**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.

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

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**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:

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

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**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:

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**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:

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**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.)

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**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.

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**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?

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

Event Name:

Date:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**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: \_\_\_\_\_