

Special Event Regulations



BROKEN ARROW

Where opportunity lives

1.0 Special Event Permit Requirement:

1.1 When is a Special Event permit necessary?

You Need a Permit *if* your event:

- It will be located in a city facility, city park or on city property; ***or***
- It will significantly impact the city; ***or***
- It will affect adjacent property owners; ***or***
- It will require city services, such as electric, water, police, fire, etc.

You Do NOT Need a Permit *if* your event:

- It is located on private property; **and**
- It does not affect the city or surrounding businesses or homes; **and**
- It does not require city services of any kind
(All must be true, not just one)

1.2 Examples of events that require a Special Event permit:

Parades, pedestrian races, bicycle races, concerts, special interest shows or expositions, markets, fairs, festivals, community events, and others

1.3 Examples of events that do NOT require a Special Events permit:

Rentals of park pavilions, park shelters, recreation center rooms, swimming pool

1.4 If you do not need a Special Event permit, please go to Section 8.0

2.0 Application Timelines:

Application Submittal Deadlines:

| | |
|---|------------------------------|
| Events that plans to serve alcohol | 120 days prior to event date |
| Events with expected attendance of 2,000 or more | 120 days prior to event date |
| New events submitting an application for the first time | 120 days prior to event date |
| All other events | 90 days prior to event date |

3.0 Application Process and Responsibilities:

3.1 Step 1 - Event Organizer/Sponsor Responsibilities:

- A. Read this document in its entirety and decide whether your event qualifies as a special event and requires a permit or is a routine event and requires a reservation.
- B. Fill out Special Event Permit Application and submit to the City or contact the City and make a reservation.

- 3.2 Step 2 - City Event Coordinator Responsibilities:
 - A. Reviews application.
 - B. Requests necessary changes, modifications and clarifications or send email of acceptance.
 - C. Provide systematic guidance while the Event Organizer/Sponsor provides the necessary requirements identified below in Section 4.0, Special Events Permit Requirements, during the review process.

- 3.3 Step 3 - Event Organizer/Sponsor:
 - A. Obtain and provide the necessary information identified below in Section 4.0, Special Events Permit Requirements.
 - B. Meet the deadlines identified below in Section 5.0, Operational Plan Element Deadlines.

- 3.4 Step 4 - City Event Coordinator:
 - A. Requests changes and / or approves your Special Event Permit.

4.0 Special Events Permit Requirements:

4.1 Site Plan

When planning an event, Event Organizer/Sponsor must include a site plan **using a Google Map aerial view.**

The site plan should note the following where applicable:

| | | | |
|-----|--|----|----------------------------|
| FV | Food Vendors | PE | Public entrances and exits |
| BV | Beverage Vendors | S | Location of Sound |
| T | Bathroom Facilities | ST | Stage locations |
| HWS | Hand washing sinks | TN | Tents |
| RM | Retail merchants | W | Where water is needed |
| FA | First Aid | P | Where power is needed |
| G | Garbage receptacles | FL | Fire Lane |
| B | Barricades (note number of barricades) | | Street Names |
| FE | Fire Extinguishers | | Route (runs, parades) |

Applications without site plans will not be reviewed.

4.2 Operations Plan / Emergency Plan

- A. Security Plan. The Event Organizer/Sponsor will provide a Special Event Security Plan which includes detailed temporary traffic control plans, required personnel, a breakdown of estimated crowd throughout the event, and estimated totals of fees.

The plan must include the following:

- street and lot closures
- traffic detours
- temporary parking restrictions
- placement of all necessary traffic control devices

Event Organizers/Sponsors have the option to hire a private security company to develop a plan for events. The Broken Arrow Police Department can assist with the development of the plan. The number of security personnel required is based upon the document provided in the Appendices. The Broken Arrow Police Department will either accept or suggest changes to the plans before final approval of the event.

- B. Emergency Response and Plan. The Fire Department will evaluate all events and determine the need for inspections relating to event features (vendors, fireworks, etc.).

The plan must meet the following:

- Fire access and fire lanes must be maintained at all times during the event so emergency vehicles can have access to all buildings/structures.
- Food vendors must have an approved 2A 10BC fire extinguisher for each canopy or tent within 30 feet of a cooking area. If vegetable or animal fat is present, a Class K is required. Fire extinguishers must to be secured or mounted for ease of access.
- Protective mats or other approved means shall be placed over electrical cables on walkways.

It is the Event Organizer's/Sponsor's responsibility to cancel events due to pending or forecasted inclement weather and to notify all parties of the cancellation. Should inclement weather be an imminent public safety concern then the City Emergency Manager has authority to cancel the event.

- C. Emergency Medical Assistance Plan. Certain events may require medical support on-site to supplement the City's Fire Department. In these instances, the Event Organizer/Sponsor will be notified of the required personnel for who must be present.
- D. Transportation Services Plan. When an event requires a plan for public transportation service to accommodate satellite parking facilities, the Event Organizer/Sponsor will need to acquire shuttle buses and determine appropriate remote parking sites as a part of the submittal. It is the

responsibility of the event organizer to obtain written permission from the property owners of any offsite parking location for that use.

- E. Barricades /Traffic Control Plan. For large events, the City's staff will evaluate the need or the installation and removal of crowd control fencing and/or barriers.

4.3 Vendor List

The City Event Coordinator will confirm the vendors have the licenses and permits required to sell at your event. At this time, we will clear your event with Community Development and you may apply for your required Vendor/Merchant Permit.

The following items must be included in the vendor list, if applicable:

- Tax ID Number
- Health Department Permits
- State/County/City licenses and permits
- ABLE permits

4.4 Insurance

A certificate of General Liability Insurance **naming the City of Broken Arrow as an additional insured** in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City. Upon approval of your event registration, an original copy of the Certificate of Insurance must be provided. The City reserves the right to require additional insurance for the event as deemed necessary.

4.5 Additional Separate Permits

- A. Individual Separate Permits. The City of Broken Arrow may require that permits are obtained for one or more facets of your special event. This may include, but limited to, the following:
- Tents
 - Accessory structures
 - Product sales
 - Food and Beverage
- B. Vendor List Submittal Requirement. In order to be issued these permits, the aforementioned Vendor List must be provided. The City will confirm the vendors in order to issue the food/beverage and product sales permits.

- C. Tent Permit. A tent permit is required prior to erecting a tent, canopy, skybox, or other temporary structure if structure is more than 200 sq. ft. in area. Multiple tents or canopies grouped together may require a permit and/or inspection. A **Certificate of Flame Retardancy** is required from your tent rental company in order to be issued the tent permit. For information on required permits, please contact Community Development at 918-259-2411 or contact the City Event Coordinator at 918-259-7007 ext. 7420.
- D. Food and Beverage Permit. Only pre-packaged food or beverages may be sold at an event, unless approved by the Tulsa County Health Department (TCHD). Permits may, in some circumstances, also be required by the City. Please contact TCHD Food Safety Department at 918-582-9355, and Community Development for city licenses at 918-259-2411.
- E. Food Vehicle Permit. Commercial cooking done inside a trailer shall be required to have an appropriately rated hood system, if using deep fat fryer. All gas, solid, or liquid fuel burning inside a trailer must be appropriately vented to the outside with an approved venting system and spark arrestor. Cooking booths/trailers shall be separated in accordance with restrictions provided in the City ordinances.
- F. Alcoholic Beverages Permit. A Special Event Beverage Permit from the ABLE Commission is required for the sale of alcoholic beverages sales or consumption as part of a special event. Please contact the ABLE Commission immediately for information concerning its process and timing constraints.

A permit is required for the sale, or consumption of alcohol as part of a special event. Proof of ABLE Commission is required for approval of Special Event.

- G. Fireworks Permit. A permit is required for the use of fireworks during a special event. An application for commercial fireworks permit is available online at www.brokenarrowok.gov or contact the Fire Department at 918-259-8360.

A permit application must be completed for permission to use fireworks or pyrotechnic display in conjunction with public exhibitions. The site and fireworks will be inspected prior to display by the Fire Marshal.

4.6 Water or Electric Connection Requests

The site plan must label locations where water and power are needed. The City may require changes to the event layout in order to provide water or power as needed in an area where it is unavailable. Requests to City departments for water and electric service must be submitted to the City Event Coordinator.

4.7 Proof of Invoices/Notifications/Permissions

Many events require Event Organizers/Sponsors to supply services including

- Portable restroom facilities
- Trash Cans / Services
- Shuttle Services for satellite parking
- Private Security Firms
- Notifying nearby residents and business of your event and how it will affect the area
- Proof of Permission to use parking lots
- Proof of Volunteer Participation

Event Organizers/Sponsors are required to provide invoices or other proof that these services have been scheduled and paid in full. These documents are required to be sent to the City Event Coordinator.

4.8 Restroom Facilities

The City of Broken Arrow requires one portable toilet per every 250 participants for events lasting over two hours, one of which must be handicap- accessible. At each 250-person increment, 1 standard restroom must be added. At each 1000 increment, one handicap restroom must be added and can be substituted for a standard restroom that would have been added for the 250. Here is a chart to further explain:

| Attendants | Standard | ADA | Total |
|------------|----------|-----|-------|
| 250 | 1 | 1 | 2 |
| 500 | 1 | 1 | 2 |
| 750 | 2 | 1 | 3 |
| 1000 | 3 | 1 | 4 |
| 1250 | 4 | 1 | 5 |
| 1500 | 5 | 1 | 6 |
| 1750 | 6 | 1 | 7 |
| 2000 | 6 | 2 | 8 |

4.9 Site Clean-up and Maintenance

Event Organizers/Sponsors will be billed the hourly rate of all city employees required to clean an event site following an event if the Event Organizer/Sponsor fails to clean site.

4.10 Resident and/or Business Notification

For those events that require street closures, or may cause disruption for residents or businesses, mailed or hand delivered notification must be provided to the affected parties by the Event Organizers/Sponsors no less than one month prior to the event. The City will furnish a list of affected parties to the Event Organizer. A copy of the notification must be submitted to the City Event Coordinator no less than one month prior to the event start date. **All** street closures must be pre-approved by the City Manager or his designee.

4.11 Volunteers

Depending on the size of the event and scale of the event, the City may require the Event Organizer/Sponsor to provide a minimum number of volunteers to supplement city staff support of the event. In these instances, city staff will work with the Event Organizer/Sponsor to determine the number of volunteers required. Event Organizers/Sponsors must ensure that each volunteer is readily identifiable as “Event Staff” through the use of visible identification (i.e., name tags, clothing or outer wear).

5.0 Operational Plan Element Deadlines:

The City understands that the Operational Plan may be a work in progress and can take time and some modifications; however, in order for City staff to meet the event timeline the Event Organizer/Sponsor **must** comply with the following deadlines to ensure approval of the Special Event.

The following chart provides the Event Organizer/Sponsor the required deadlines:

DEADLINE CHART

| | |
|---|----------------|
| Site Plan preliminary | at application |
| Security / Emergency Plan Submittal | 90 days prior |
| Vendor List (food, beverages etc.) | 60 days prior |
| Site plan Final Submittal (no changes after) | 45 days prior |
| Tent Permits | 30 days prior |
| Product Sales Permits | 30 days prior |
| ABLE Permit | 30 days prior |
| Fireworks/Pyrotechnics Permit | 30 days prior |
| Insurance certificate of coverage | 30 days prior |
| Barricade requests outside of event requirement | 30 days prior |
| Water or Electric connection requests | 30 days prior |
| Notification of Adjacent Businesses | 30 days prior |

| | |
|---|---------------|
| Proof of Permission to Use Parking Lots | 30 days prior |
| Invoices from Trash Companies, Restroom Suppliers, etc. | 30 days prior |

6.0 Compensation for City Services:

All costs for city services involved during the day(s) of the event will be charged in accordance with the fees depicted in the Manual of Fees to the Event Organizers/Sponsor. The City will provide the Event Organizer/Sponsor with an estimate of fees for the services during the planning stages for the event. Within 30 days of the end of the event, the City will submit to the Event Organizer/Sponsor an invoice for services rendered. A complete breakdown of all services will be included in the invoice. Invoices must be paid within 30 days after the event is complete. Consult the Manual of Fees for more detailed information on the current fees.

7.0 Compliance with Ordinances and Codes:

The Event Organizer/Sponsor shall comply with all applicable city ordinances and codes, as well as conditions and requirements of these guidelines.

City staff may perform event inspections including, but not limited to, tent, stages and other temporary structures, electrical supply (generators) and other facets of the event, as needed or required by adopted code. If violations are cited by the inspectors, it is the responsibility of the event organizer to ensure that all violations have been corrected prior to opening the event to the public.

It is the responsibility of the Event Organizer/Sponsor to ensure compliance with State of Oklahoma, Oklahoma Tax Commission for all licensing and permitting.

8.0 Public Facility Reservations:

Public facilities may be reserved, if available. These facilities include as park pavilions and shelters; recreation center classrooms, meeting rooms, and gyms; and swimming pools and aquatic resources, etc.

All reservations for City's Parks and Recreation facilities are coordinated through the Parks and Recreation Department. Please call 918.259.7007 extension 7440 for more information or to reserve a facility. You may also inquire online at www.brokenarrowok.gov.