

Special Event Regulations



BROKEN ARROW

Where opportunity lives

Congratulations on your event! The City of Broken Arrow encourages all event organizers/sponsors to read through our regulations to fully understand the event process before applying for a permit. We are here to facilitate the permitting process and coordinate City services for your event. We look forward to working with you. These regulations are in place to ensure everyone in our community has the opportunity for a safe, successful event.

Special Event Permitting Process

- Organizer/Sponsor submits application through the online Self Service Portal. Dates must include all days event equipment is present, i.e. tents, dumpsters, restrooms, etc.
- Applications can be submitted no more than one year in advance of the event date
- City of Broken Arrow reviews application and recommends a Special Event Notice of Intent to Authorize for approval
- City of Broken Arrow issues NOI and reserves dates and location
- Organizer/Sponsor coordinates all permits, submittals and City services with Community Development at the City of Broken Arrow
- Community Development provides Special Event cost estimate
- Community Development prepares promotional licenses, etc. (if needed)
- Once the Organizer/Sponsor's submits all information requested and meets all requirements set forth in Special Event Regulations, a recommendation for approval of authorization will be submitted to the City Manager's Office
- Once approved, an authorization permit for the event can be issued.

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City of Broken Arrow policy states that events located within our community which meet specific criteria require Special Event Permitting. If the event has met one or more of these criteria, you will need issuance of a permit before your event begins. These policies are in place to ensure equitable opportunity and safety for everyone in our community.

Compensation for City Services:

All costs for City services incurred 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 a Special Event Estimate for services during the planning stages of 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.

1.0 Special Event Qualification Criteria:

1.1 A special event application will need to be submitted if the event meets **ONE** or more of the following criteria:

- Located on City property
- Significantly impacts the community
- Significantly impacts adjacent property owners
- Requires City services IE: police, fire, barricades, electrical, water, etc.
- Requires a road closure
- Event open to the public with alcohol present or sold

Examples of events that require a Special Event Application:

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

1.2 If an event meets all of the follow, it is exempt from the application process.

- Located on private property
- Does not impact the community
- Does not impact adjacent property owners
- Does not require any City services
- Does not require a road closure

Examples of events that do NOT require a Special Events Application:

Rentals of park pavilions, park shelters, recreation center rooms, or swimming pools

Please call Parks and Recreation at 918-259-7000 to make these reservations.

1.3 In a situation when it is unclear if an event meets the criteria for a Special Event Permit, an application should be filled out and submitted for review by the City's Community Development Department.

2.0 Responsibilities:

2.1 Event Organizer/Sponsor:

- A. Read this document in its entirety, decide whether the event qualifies as a special event which requires a permit, or is a routine event which does not require authorization.
- B. Fill out the Special Event Application online.

- C. Obtain and provide the necessary information identified below in Section **3.0 Supporting Documents** to the City Event Liaison.

NOTE: Failure to meet the timeline constraints or follow the Special Event Regulations can result in delay or denial of permit approval.

3.0 Supporting Documents

Please ensure that the following applicable items are submitted to Community Development for review.

- Site Plan
- Event Timeline
- Operational Plans
- Insurance
- Vendor List
- Additional Permits
- Water and Electrical Connection Requests
- Invoices/Notifications/Permission
- Police Services Form
- Additional items may be required for specific events

Once a Special Event Application is received, additional information may be requested for clarification and permit approval. A Notice of Intent is not authorization. It is a reservation of the dates and location for the event contingent upon meeting the guidelines.

A recommendation for a Special Event Authorization will be requested from the City Manager's Office when all supporting items have been reviewed and approved.

Event Organizers are encouraged to submit their event to the City of Broken Arrow Community Calendar once an NOI has been issued.

<https://www.brokenarrowok.gov/our-city/resources/community-calendar>.

3.1 Submittal Dates:

The City understands that planning an event may be a work in progress that can take time and modification; however, in order for City staff to meet the event timeline, the Event Organizer/Sponsor shall follow the provided checklist so staff can evaluate and make recommendations to facilitate the success of your special event. Several City departments need adequate time to process specific elements of the event and schedule City services.

The following chart provides the Event Organizer/Sponsor with a checklist to ensure that supporting documents are submitted in time for approval.

Site Plan (preliminary)	At Application
Event Timeline (preliminary)	At Application
Safety Services Form	90 days prior
Operational Plan	45 days prior
Site plan (final)	45 days prior
Tent Permits	30 days prior

Merchant/Vendor Permit	30 days prior
Vendor List (food, beverages, product)	30 days prior
Copy of ABLE Permit	30 days prior
Fireworks/Pyrotechnics Permit	30 days prior
Insurance Certificate of Coverage	30 days prior
Road Closure & Barricade Requests	30 days prior
Water or Electric Connection Requests	30 days prior
Notification of Adjacent Property Owners	30 days prior
Proof of Permission to Use Parking Lots	30 days prior
Trash Companies, Restroom Suppliers, etc.	30 days prior
Timeline (final)	30 day prior

Failure to meet the timeline constraints may result in delay or denial of permit approval.

3.2 Site Plan – Preliminary included with application Final submitted 45 days prior to event

Policy requires submittal of a detailed site plan by the Event Organizer/Sponsor.

Google Map aerial view is a great way to get a detailed overview of the site to begin building your site plan.

The site plan should note the following applicable items:

- Food Vendors
- Beverage Vendors
- Bathroom Facilities
- Retail merchants
- First Aid
- Garbage receptacles
- Road Closure/Barricades
- Emergency Vehicle routes
- Location of Sound
- Stage locations
- Tents
- Where water is needed
- Where power is needed
- Street Names
- Route (runs, parades)
- Parking
- Entrance/Exit

Site Plans must include all requested road closures. Be sure to clarify the exact location of barricades along with the time and duration of the closure. BAPD may be required for a road closure.

3.3 Timeline – Preliminary included with application Final submitted 30 days prior to event

An event timeline shall include at least the following items:

- Start of setup
- Placement and removal of barricades/road closures
- Vendor setup
- Start and end times for water and power needs
- Arrival and removal of restrooms, tents, tables and other equipment
- Start of event
- Major events during the event
- End of event
- Completion of teardown

The timeline should encompass all time that event equipment or personnel are at the event location.

Significant changes to dates or site plans after the NOI has been issues are strongly discouraged, time and logistical constraints can delay or prevent approval of the requested changes.

3.4 Operational Plans

These separate plans are crucial for the success of your event, take time to evaluate each of the following sections to determine your needs so that your plan matches your specific needs.

A. *Safety Plan – Required – submitted 90 days prior to event*

All Event Organizers/Sponsors must submit a **Safety Form 90 days prior to the event** for the Broken Arrow Police Department and Broken Arrow Fire Department to review. Using the form, BAPD/BAFD will evaluate your safety needs and provide requirements which may include detailed temporary traffic control plans, required security personnel, crowd control, first aid, Fire Marshal inspections, medical support, etc. All events must submit a Safety Form and follow National Fire Protection Association standards. BAPD may be required for a road closure.

BAPD and BAFD will generate an estimate for services. Event Organizers/Sponsors have the option to hire a private security company to develop a plan for the event to submit for review. The BAPD/BAFD will either accept or suggest revisions to the Safety Plan before final approval for the event. If the Event Organizer/Sponsor chooses to use security personnel outside of BAPD, proof of insurance and CLEET certification are required. The Event Organizer/Sponsor also has the option to hire a private contractor to provide medical support if they choose. If the Event Organizer/Sponsor chooses to use medical support personnel outside of BAFD, proof of insurance is required.

The Event Organizer/Sponsor is responsible for the cancellation and notification of all parties due to pending or forecasted inclement weather. Should inclement weather be an imminent public safety concern, the City of Broken Arrow has authority to cancel the event.

General inclement weather concerns include but are not limited to:

- Temperature
- Wind speed
- Precipitation
- Lighting

Please refer to the National Weather Service guidelines.

B. *Transportation Services Plan – submitted 30 days prior to event*

When an event requires a plan for transportation service to accommodate satellite parking facilities, the Event Organizer/Sponsor shall be responsible for the following:

- Shuttle acquisition
- Notation of appropriate remote parking sites as a part of the submittal
- Written permission from property owners of offsite parking location(s) for specific use

C. *Restroom Plan – submitted 30 days prior to event*

Event Organizers/Sponsors are required to provide facilities for events, and the City of Broken Arrow requires one portable toilet per every 250 participants for events lasting more than two hours. A minimum of one must be handicap-accessible by order of the Department of Justice, stated in the Americans with Disabilities Act of 1992. Note that each separate placement or cluster of restrooms must contain at least one handicap unit. See the following chart for minimum requirements.

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

D. *Site Clean-up and Maintenance – submitted 30 days prior to event*

Event Organizers/Sponsors are responsible for clean-up during and at the conclusion of the event. Events that are not left as clean as they were found, will be billed the hourly rate for each City employee utilized to clean an event site following an event if the Event Organizer/Sponsor fails to do so.

3.5 Insurance – Required - 30 days prior to event

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. This includes all days event equipment is present, setup and tear down.

Proof of insurance will also be needed for inflatables and mechanical games.

3.6 Vendor List – Required – 30 days prior to event

The following items shall be included in the vendor list:

- Business Name
- Tax ID Number
- State/County/City licenses and permits
- Contact information
- ABLE certificate

List shall include all product, food, alcohol, and merchant vendors.

The Organizer/Sponsor reviews this submittal to ensure vendors have the licenses and permits referenced in section **3.7 Additional Permits**, to sell at your event.

3.7 **Additional Permits**

Depending on the nature of your event, you may need to acquire additional permits to satisfy City, state, and local requirements. The Event Organizer/Sponsor will need to ensure that additional permits are procured for completion of the Special Event Permit. Some of these may include:

- A. Food and Beverage Permit – 30 days prior to event
 Only pre-packaged food or beverages may be sold at an event, unless approved by the Tulsa County Health Department. Permits may, in some circumstances, also be required by the City of Broken Arrow.
TCHD Food Safety Department **918-582-9355**
COBA Community Development **918-259-2411**
- B. Food Vehicle Permit – 30 days prior to event
 All food vehicles must operate in accordance with National Fire Protection Association standards and may be subject to inspection by the Fire Marshal. Appropriate fire extinguishers are required. Commercial cooking done inside a trailer shall be required to have an appropriately rated hood system, if using a deep 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.
Tulsa County Health Department **918-582-9355**
Broken Arrow Fire Marshal **918-259-8360**
- C. Alcoholic Beverages Permit – 30 days prior to event
 A 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 process and time constraints.
ABLE Commission <https://www.ok.gov/able/>
- D. Merchant/Vendor Permit – 30 days prior to event
 The Organizer/Sponsor shall retain the required **Event Merchant/Vendor Permit** for any event that has food, alcohol, or merchandise sales.
- E. Tent Permit – 30 days prior to event
 A tent permit is required for erection of a tent, canopy, skybox, or other temporary structure more than 400 sq. ft. in area or has side walls. Multiple tents or canopies grouped together require a permit and/or inspection. A **Certificate of Flame Retardant and diagram** is required in order to be issued the tent permit. Cooking under a tent is allowed but must meet the Tulsa County Health Department and Fire Marshal guidelines and will require an inspection. Tents may also require an inspection by the Fire Marshall and meet NFPA regulations.
 For information on required permits and costs, please contact
Community Development **918-259-2411**
City Event Liaison **918-259-2400 X 7420**

F. Fireworks Permit – 30 days prior to event

A permit is required for the use of fireworks during a special event.

A permit application shall 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.

Applications for commercial fireworks permit is available online.

Broken Arrow Fire Department

918-259-8360

3.8 Water or Electric Connection Requests – 30 days prior to event

The City may require alterations to the event layout in order to provide water or power. Requests for water and electric service shall be submitted to the City Event Liaison. Denote time and location of these services along with type of connection on your respective timelines and site plans.

3.9 Invoices/Notifications/Permissions – 30 days prior to event

A. Road Closures

- Closures should be submitted as soon as possible for review
- **All** street closures must be pre-approved by the City Manager’s office
- Closures require notification as addressed in **3.9 B. Notifications**
- Personal vehicles may not be used to block roads or intersections.
- Fire access and fire lanes must be maintained at all times during the event so emergency vehicles can have access to all buildings/structures.
- Closures must be submitted on a map with open/close times.

B. Notifications

Robo-Calls, email, mail or hand delivering notifications shall be provided to affected parties for events that require street closures or cause disruption for property owners. The Event Organizers/Sponsors shall provide these no less than 30 days prior to the event. Event Organizers/Sponsors can request a list of affected parties no less than 60 days prior to the event. A copy of the notification shall be submitted to the City Event Liaison no less than 30 days prior to the event start date.

C. Permissions/Invoices

- Portable restroom facilities
- Trash Cans / Services
- Notify nearby property owners of your event and how it will affect the area
- Proof of Permission to use parking lots
- Proof of Permission to use private property
- Proof of Volunteer Participation
- Proof of notifications

4.0 Neighborhood Block Party Permits

Gatherings in neighborhoods for special events must file for a Neighborhood Block Party Permit. Permits should be filed no less than 60 days before the event and must be obtained at least 48 hours before the event. Block parties on interior neighborhood streets may not block the lane of the street which is adjacent to any available fire hydrants. All events shall encompass only the part of the interior neighborhood street measured from the point of termination of said street to a point not less than a distance of 100 feet from

the first intersection. Surrounding neighbors must be notified of the event. Neighborhood Block Party requests must include but are not limited to:

- The name, address and telephone number of the person seeking the permit;
- The name of the person authorized by and responsible for the organization or group seeking a permit;
- The requested date of the event;
- The hours when event will start and terminate. However, in no case shall an interior neighborhood street be closed after 11:00 p.m. on any night;
- The location of the interior neighborhood street of event;
- The location and time where barricades should be dropped off;
- The type of event, including a description of activities planned during the event;
- The approximate number of participants;
- Any additional information that the city manager finds reasonably necessary to make a fair determination as to whether a permit should be issued.

5.0 Parade Permits

Parades must follow City ordinance and be permitted. An official parade route has been established by City Council through the City consisting Main Street from the northern edge of the College Street intersection to a point on South Main Street, aligned with the southern edge of the Broken Arrow Community Center. Any person or group desiring to conduct a parade along any portion of this route shall apply at least 30 days in advance. For any parade anticipated to last longer than 60 minutes, the applicant shall also provide for appropriate sanitary and trash removal facilities associated with the proposed parade. Parade permit requests must include, but are not limited to:

- Name of applicant
- Time and length of parade
- Expected crowd
- Expected number of participants
- Location
- Site Map
- Certificate of Insurance
- Security
- Sanitation

6.0 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.

Examples include but are not limited to 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 be secured or mounted for ease of access.
- Protective mats or other approved means shall be placed over electrical cables on walkways.
- Event equipment must not impede walkways.
- Required security personnel must be present.

The City of Broken Arrow looks forward to working with you on having a successful event. Please reach out to the Community Development Department at 918-259-2400 or visit www.brokenarrowok.gov if you have any questions or need assistance.

Safety Form

SPONSOR DETAILS:

SPONSORING GROUP NAME	
EVENT ORGANIZER	
EVENT ORGANIZER EMAIL	
EVENT ORGANIZER CELL PHONE	
EVENT ORGANIZER OFFICE PHONE	
ALTERNATIVE CONTACT PERSON	
ALTERNATIVE CONTACT PERSON CELL PHONE	

EVENT BASICS:

NAME OF EVENT	
EVENT DESCRIPTION	
EVENT PURPOSE	
EVENT LOCATION	
EVENT DATE/DAY	
EVENT TIMES	
EVENT SETUP/TEARDOWN TIMES	
WILL THERE BE ALCOHOL?	
ARE YOU REQUESTING ROAD CLOSURES?	
IF SO, WHICH ONES?	
WILL FIREWORKS OR HAZARDOUS MATERIALS BE PRESENT?	
WILL HAVE TENTS?	
WILL YOU HAVE FOOD TRUCKS?	

This form is intended to assist event organizers in the development of required safety plans and to raise awareness of safety responsibilities for special events within the City of Broken Arrow. All events are required to submit a Public Safety Form.

Event details pertaining to security staffing details must be submitted to the police department and fire department for review, discussion and staffing recommendations no later than 90 days prior to the event.

The Community Development Department will provide an estimated cost once all details and estimates are received.

The Broken Arrow Police Department and Broken Arrow Fire Department will determine the number of officers and type of services needed for an event. If recommendations are not followed, events may be cancelled.

Important

It is critically important for event organizers to be as accurate as possible in terms of estimating attendance! The approved safety plan will revolve around estimates from event staff. The City of Broken Arrow cannot with any degree of reliability predict the anticipated size of your crowd. For example, if you report an estimated 10,000 people will be present at your event, please expect to have a safety recommendation calculated around YOUR estimate. Knowingly underestimating event size may result in event cancellation.

For any questions completing this information, please contact Kendra Carlson at 918-259-7000, ext. 7420.

Approved Security Personnel:

Unarmed Security Guard*	CLEET Licensed/Bonded
Armed Security Guard*	CLEET Licensed/Bonded
Broken Arrow Police Officer – Off Duty, hired through FOP Lodge #170	CLEET Certified/Police Commission
Broken Arrow Police Officer – On Duty, hired on assignment for event	CLEET Certified/Police Commission

*CLEET certified armed and unarmed guards are to be hired from the open market.

POLICE OFFICERS AVAILABILITY FOR YOUR EVENT – To be completed by BAPD Operations Division Major or designee PRIOR TO DISTRIBUTION TO EVENT ORGANIZATION. Request for officers must be posted 30 days prior to event.

Security Staffing Worksheet Instructions:

Please complete the table below. If your event will not be operational during hours listed, please leave the information blank or place a “0” in the box.

Complete the lines from left to right and total the columns when finished.

IMPORTANT: The worksheet is designed to give the event organizer an economy of scale when it comes to managing cost estimates. For example, if an event had maximum need for staffing (based on crowd numbers) between opening and 10 p.m. (requiring 8 officers) and the crowd dwindled to half that by 11 p.m., it would be acceptable to request some of the security staff be released. Thus, an event organizer's cost would be reduced. Early personnel release will be done in agreement with and subject to the approval from the on-site police event supervisor.

When it comes to overtime assignments COBA Officers have a two-hour minimum in most cases. Please factor this into your budgetary planning.

BAPD/BAFD will review the worksheet and make a final determination. Road closures often require additional personnel.

Special Event Security Plan Worksheet

Date: _____ Please use additional sheets for additional dates.

Time	Crowd Estimate	Time	Crowd Estimate
Midnight		Noon	
1:00 a.m.		1:00 p.m.	
2:00 a.m.		2:00 p.m.	
3:00 a.m.		3:00 p.m.	
4:00 a.m.		4:00 p.m.	
5:00 a.m.		5:00 p.m.	
6:00 a.m.		6:00 p.m.	
7:00 a.m.		7:00 p.m.	
8:00 a.m.		8:00 p.m.	
9:00 a.m.		9:00 p.m.	
10:00 a.m.		10:00 p.m.	
11:00 a.m.		11:00 p.m.	

Security Personnel Matrix (for budgeting purposes)

Non-Alcohol Event

Estimated Crowd	26 to 100	101-1,000	1,001 to 3,000	3,001 to 5,000	5,000+
Number of Security	1	3	5	6	12+

Alcohol Event

Estimated Crowd	26 to 100	101-1,000	1,001 to 3,000	3,001 to 5,000	5,000+
Number of Security	1	4	6	8	12+

Please attach site plan.**Additional security is necessary for road closures.**

Submitted by:	Signature	Date:
Community Development:		

Safety recommendations and estimated cost:



Food Truck Inspection List

- Fire extinguishers – Every vendor needs to have at least a 2A10BC extinguisher that is tagged with a current inspection. If you are cooking or frying with oil, you will need a K type extinguisher. It also needs to have a current inspection tag.
- Fuel containers – Propane tanks must be located outside of the vehicle while cooking and during the time you are parked and open for business. Tanks must also be secured and must have a flexible connector between the regulator and the fixed piping. Connector must be in good shape.
- Electrical cords – All electrical cords must be in good shape, with no frays or cuts. Also, if they run from a power source, you need to ensure they are not a trip hazard.
- Extension cords cannot be used in place of permanent wiring (inside the unit).
- Electrical outlets and junction boxes – All electrical outlets and junction boxes must have covers.
- Electrical breaker panels – All electrical breaker panels need to be closed and there should not be any open slots in the breaker box.
- Cooking hoods – If frying or cooking with oil, a Type 1 hood is required which will vent any grease laden vapors to the outside of the vehicle through a venting system. If there is a suppression system in the vent hood, it must have a current inspection tag.
- Generators – Generators must have protection around them or a way to keep people away from them to avoid the possibility of someone being burned by hot exhaust. Fuel containers cannot be stored near a running generator.
- Space – Food vendors need to be 10 feet away from other food vendors.