

**Plaza Reservation Request Form**

 **30 Day Notice Prior to Event**

June 2, 2021

Requestors Name

Re: Request for using the Oakley Plaza

Dear Building Operations,

The Requesting Group Name is requesting the use of the Oakley Plaza.

 Date: Date of Event

 Time: Time of Event

 Duration: Start and End Time

 Participants: Approximate # of Participants

 Purpose: Purpose of Event

 Equipment to be used List of equipment to be used.

When submitting the request, the requesting party must provide copies of insurance and any applicable permits required in connection with the proposed activity (such as food vending permits, electrical installations, etc., from the City of Tulsa and the Tulsa City-County Health Department).

Please send all request to courthouse-plaza@tulsacounty.org or contact Jeff Dannels at 918-596-5523.

Sincerely,