



TULSA COUNTY PARKS FEE SCHDEULE SPECIAL EVENTS

Definition of Special Event: A public or invitation-only gathering, whether with or without admission charges, at any Tulsa County Parks facility, organized by a person or group for a common purpose. Also includes any organized activity by a sponsoring entity impacting county property, facilities, or services, unless explicitly prohibited by Tulsa County Policy.

Tulsa County Parks reserves the right to adjust fees and rental rates based on individual event requirements.

SINGLE DAY EVENTS

DAILY

Less than 500	\$600
501-1500	\$1,200
1501-2500	\$1,800
2501-5000	\$2,400

Additional day for set up/additional day for tear down is 50% the event rate for the first day.

MAJOR SINGLE DAY EVENTS

DAILY

5001+ (or negotiated with on individual basis)	\$3,000
Entire Recreation Center	\$1,800
After Hours (After 9 p.m.)	\$30 Per Employee/Hourly

Additional day for set up/additional day for tear down is 50% the event rate for the first day.

RUN/WALK/DISC GOLF

DAILY

0-50 (<i>Disc Golf Only</i>)	\$75
0-100	\$150
101-250	\$300
251-500	\$450
501+ (or negotiated with on individual basis)	\$600

SCOUTS AND CAMPERS

DAILY

0-25	\$100
26-50	\$200
51-75	\$300
76-100	\$400

**25% discount for Non-Profits*

**No Alcohol*



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EVENT/GAME/TOURNAMENT PLAY

O'BRIEN PARK

DAILY

Baseball Field	\$150 Per Field
Football Field	\$150 Per Field

FILMING

Filming rate is based on area of park that will be used. Negotiations can be made on individual basis.

APPLICATION DEADLINES

Event Applications for single day events must be received no later than sixty (60) days prior to the actual date of your event and may be submitted as early as one (1) year before your event. Applications for major or multi-day events must be received no later than ninety (90) days prior to the actual start date of your event. Applications must be updated & current each fiscal year. Tulsa County Parks reserves the right to refuse applications received within these deadlines.

INSURANCE

During the life of the event contract, the organization 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 obtain a general liability insurance policy having limits of no less than \$1,000,000.00 to any claimant for all claims arising out of a single accident occurrence, \$300,000.00 for any number of claims arising out of a single accident or occurrence and \$25,000.00 property damage to any single claimant arising out of a single accident or occurrence. Such insurance policy shall carry an endorsement showing the TULSA COUNTY BOARD OF COUNTY COMMISSIONERS as co-insured. Such agrees to give the county at least fifteen (15) days prior notice in the event of cancellation or material alteration of the provision of ORGANIZATION'S insurance coverage. Until such insurance policies or certificates thereof having been approved by PARKS, the agreement shall be without force or effect. In the event of cancellation or termination of any of the insurance policies or certificates herein required, the agreement shall immediately become null and void.

NON-PROFIT DISCOUNT

Event organizers that can provide proof of 501(c)(3), or 501(c)(6) non-profit status at the time of event application will receive a 25% discount. Discount does not apply to Damages, Clean-up and Set-up or Tear-down fees. TCP 420

DAMAGES

Organization shall reimburse Tulsa County Parks for any damages that occur in conjunction with the event, including set-up or tear-down, to turf, vegetation, pavement, utilities, irrigation or other structures, equipment, or facilities of Tulsa County, whether caused by willful intent or accident.

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CLEAN-UP

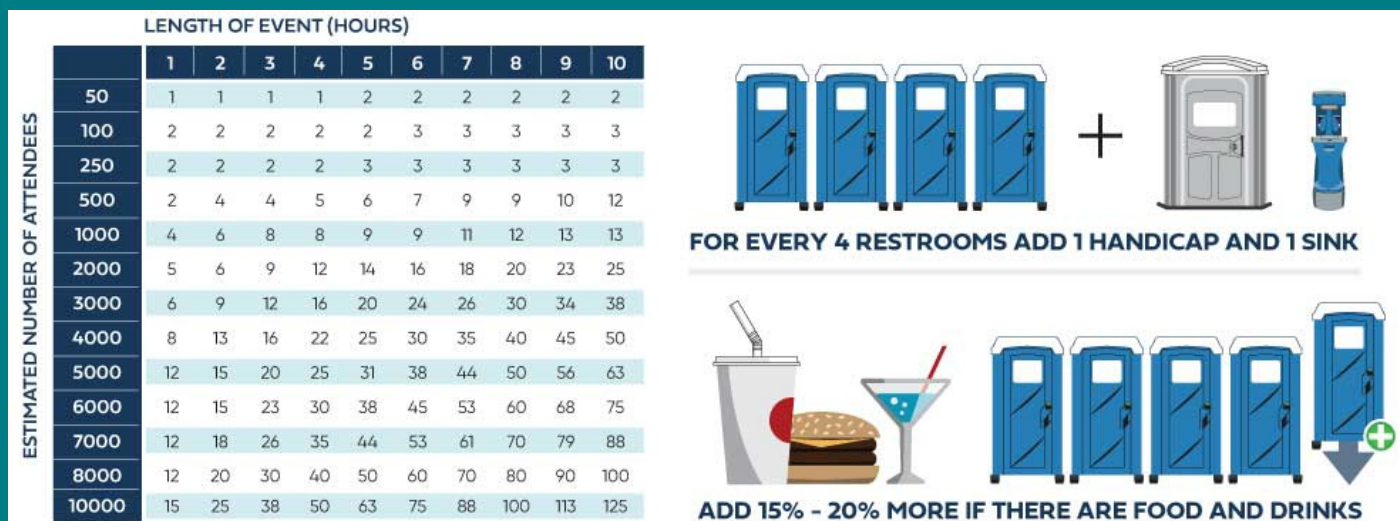
Organization shall be solely responsible for cleanup of the entire area used for the event. All trash, debris, etc., shall be bagged and placed inside one or more of the large containers (“dumpsters”) that are to be provided by the organization for events over 200 attendants. Organizations are specifically instructed NOT to use trash barrels or other large containers (“dumpsters”) located in the park, as these containers are not intended for the volume of trash generated by an event. Tulsa County Parks will bill the organization for cleanup if deemed unsatisfactory, evaluated by the Director or their representative.

SECURITY

Event organizer must provide a written security plan to Tulsa County Parks for review before the event application is approved. All security costs are the responsibility of the event organizer.

PORTABLE TOILETS

Cost of portable toilets is the responsibility of the event organizer. The number of portable toilets required for an event is based on attendance and duration. Tulsa County Parks will determine the number of units needed. Please refer to the following graph.



TENTS, INFLATABLES, STAGES, AND OTHER STRUCTURES

It is the sole responsibility of the event organizer to check with local municipalities if special permits are necessary for tents, stages, and any other structures to be temporarily installed for an event. A plan must be provided to Tulsa County Parks prior to approval outlining any temporary installation of any kind on Tulsa County Park property. Any damage to Tulsa County property resulting from installation, placement, or removal of these items is the responsibility of the event organizer and shall be reimbursed to Tulsa County Parks.



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ADDITIONAL POWER/LIGHTS

Cost of additional power or lighting is the responsibility of the event organizer. Any additional temporary power source (“generator”) or portable lighting that is to be temporarily installed for an event must be included in a plan prior to approval by the event organizer. Any damage to Tulsa County property resulting from the installation, placement, or removal of a temporary power source (“generator”) is the sole responsibility of the event organizer and shall be reimbursed to Tulsa County Parks.

TULSA COUNTY EMPLOYEES, SHERIFF AND FIRE DEPARTMENT’S ACCESS TO EVENT

Regardless of security arrangements for the event, Organization must allow right of ingress and egress for Tulsa County 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 Tulsa County. It shall be the responsibility of the organization to inform all event security personnel and event staff of this provision.

SOUND & P.A. EQUIPMENT

An amplified music plan must be presented to Tulsa County Parks prior to approval if sound and P.A. equipment is to be used. Tulsa County will consider the location, hours of use and volume of the equipment. Tulsa County may choose to monitor the event with a decibel meter to ensure public comfort and safety. The use of amplifying equipment in Tulsa County Parks must be approved in advance in writing by the Park Director or designated representative. TCP 410.

EVENT SITE PLAN

Event organizer will include an event site plan illustration or Google the following where applicable, and add any “other” feature with a description key.

- FV Food Vendors
- BV Beverage Vendors
- T Bathroom Facilities
- HW Hand Washing Station
- RM Retail Merchants
- IB Information Booth
- FA First Aid
- GR Garbage Receptacles
- D Dining Area
- EP Event Parking
- FE Fire Extinguishers
- PE Public Entrance/Exit
- SO Location of Sound
- ST Stage Location
- SE Stage Seating
- TN Tents
- GN Generator
- PL Portable Lighting S Security

**CALL
918-596-5997
FOR QUESTIONS!**

Other: add description Off-site parking at the event organizer’s expense may be necessary depending on event size.