

## City of Harrah Special Events Guide

Thank you for choosing Harrah for your event location. We look forward to working with you to ensure your event is safe and successful.

A Special Event is a Public celebration which involves the use of City property and or facilities which require the provision and coordination of city services

A special event permit is required to hold events such as:

- Festivals, carnivals, parades, or athletic events on public rights-of way (City Streets)
- Outdoor public events on other city-owned properties
- Events where alcohol or food vendors are present for the public
- Flea markets are not considered special events **unless** alcohol sales and/ or food trucks are included in the vendor list.

You **do not** need a special event permit for:

- Events held on private property
- Private events such as weddings or birthday parties held at a City Park

Because every event is unique, it is important that you consult with the City Manager or designated representative as soon as your plan starts developing. Large and/ or first-year events need more time to plan than smaller, or established events.

The goal of the special permits guide is to help make the coordination of your event as seamless as possible. Contact us early in the planning process so we can help you from the start.

City Hall – Special Events Contact information: (405)309-6420

### THE SPECIAL EVENTS PROCESS

1. Consult with the City Manager or designated representative
2. Submit application with event type, date, location, time, and preliminary site plans (map) to City Hall at least 60 days prior to the event. Maps of downtown Harrah can be obtained at City hall and will be posted online

3. Receive approval from City Hall. City hall will make every attempt to review the application, provide an answer, or schedule a planning meeting within 10 business days.
4. Proof of Insurance is due 30 days before event
5. Payment of Special Events Fee is due 30 days before event

## **GENERAL RULES**

- Once an event is approved by the City, the organizing group will be unable to make changes unless the City is notified at least 20 days prior to the event (certain rare unforeseeable variances may be approved).
- To cancel City services requested for an event, please notify City Hall 72 hours prior to the event
- Events are approved on a first-come, first served basis. However, if a scheduling conflict occurs, previously permitted annual events may be given a preference
- A Special Events Permit can be approved for a recurring event on multiple dates in the same year if no changes are made to the site plan/ application.
- No advertising of an event is allowed until the event is approved
- No fees may be charged for parking on City property or parks
- No entrance fee may be charged for City rights of way (City streets, sidewalks, alleys or easements)
- No signs are allowed to be affixed to barricades unless for safety instructions
- The City of Harrah does not issue noise permits. You may use amplified sound if approved but must adhere to the quiet hours of 10pm-8am
- Weekend events can, with City approval, extend amplified sound until 11pm on Friday and Saturday nights.
- No balloon releases or sky lanterns will be allowed as part of a special event
- The special event shall be confined to the premises for which the permit has been issued.

- Events must be accessible to persons with disabilities
- A permit does not give permission to trespass on private property. You will need to provide proof to City Hall that you have permission to use or temporarily obstruct ingress and egress of private property

(example of proof include copies of letter sent to residents regarding the event, a copy of a notification form signed by the resident provided to City hall. Forms will be included in the special events packet)

- Failure to abide by the guidelines and the requirements of the special event committee is cause for revocation of your permit
- All permits are considered revocable. Your permit may be revoked if any of the following issues are identified by City Staff: fraud, misrepresentation, imminent threat to public health, safety and/or welfare, omission of information
- Conversely, if event holders are issued a special permit and have followed the proper procedures, officials may not arbitrarily revoke the permit except for the reasons stated in the above-bullet point
- Non-profit organizations are **not exempt** from seeking special permits for events held in public areas or on City property
- Event organizers will be required to meet with the City within 30 days of each event to complete an After-Action Report form to help guide future events, and troubleshoot any issues.

## INSURANCE REQUIREMENTS

A certificate of liability insurance is required for all events. Proof of insurance must be provided 30 days before your event.

The form must state that the City of Harrah is the additional insured party (held harmless) with the following address:

City of Harrah  
PO Box 636  
Harrah OK 73045

- Certificate of insurance has a required minimum of \$1 million coverage. The amount of Insurance must be equal with the Oklahoma Tort liability Act: \$25,000 property damage, \$175,000 personal injury, \$1,000,000 liability.

- All aspects of your event must be covered

You may be required to submit your insurance policy in full or submit a list of exclusions to your policy. Some events may need extra coverage and will be considered on a case by case basis.

## **STREET CLOSURES**

Streets are not allowed to be closed without official approval from the City Manager or designated representative. Street closures are considered on a case by case basis. However established events may keep a map on file to assist with the planning process.

An accurate traffic control plan should be developed and kept on file to demonstrate that all traffic control devices will be placed in accordance with Harrah Police, Fire, and Public Works

Additional requirements to include in your traffic control plan:

- Same day barricade pickup is required
- 36” cones or other approved devices are required when separating traffic from participants on a route
- It is a requirement to keep an open lane for emergency vehicles. Sidewalks must remain open as much as possible for public access.
- Coordinators may be asked to obtain approval from adjoining property owners and give advanced notice of the closure
- No parking is allowed in front of/ or near barricades

## **OPEN ROAD POLICY AND TRAFFIC CONTROL REQUIREMENTS**

- Streets are not allowed to be used for events such as bicycle rides, runs or walks without official approval through the special permitting process
- One or more police officers will need to be hired at the expense of the applicant to control each intersection if the law enforcement need exceeds the operational capacity of the City of Harrah Police Department
- Uniformed police are the **ONLY** authorized personnel who can direct traffic

- One (1) and or two (2) lane road closures will be considered on a case by case basis. It is recommended that two (2) lane roads are only used briefly to leave a property before entering a four (4) lane road.
- It is strongly recommended that organizing groups require participants to wear appropriate safety equipment such as but not limited to helmets or reflective vests in high traffic areas.

## **POLICE SUPPORT**

The Harrah Police Department (HPD) should be hired for safety and security at public events. If you plan to use another agency for your event (Oklahoma County, Sheriff, or OHP only) the names and direct contact information for hired officers needs to be provided no less than 10 days before the event.

If your event includes a barricaded or traffic-controlled route, provide a contact person (course director/ event coordinator). This person would serve as the main point of contact for route safety, barricades, intersection control and volunteer related issues. This course director will need to be available for the entirety of the event including set-up and tear-down.

If an event serves alcohol, one officer **must be** designated to remain in the area which is designated for alcohol sales and consumption.

The number of officers required to safely manage the event will be contingent on the size of event, and must be pre-approved during the permitting process by the Chief of Police or his designee. Under most circumstances, the City will work to provide reserve officers and Police presence to assist with the event, however if the regular operational capacity of the Police Department is exceeded, it will be the responsibility of the event-holder to ensure adequate law enforcement to manage this event is hired.

## **FIRE SUPPORT**

The event must adhere to all Harrah Fire Department guidance:

- All areas including decorations are subject to inspection
- All outdoor fires must be approved and permitted
- A fire extinguisher size 2A-10, B, C must be provided at any on-site cooking.

- All outdoor fires must be approved, permitted and attended at all times by a responsible person of no less than 18 years of age.
- Fires must be FULLY extinguished at the end of said event.
- Multi-day events require daily permission from the fire department.
- Fires must be contained in an approved device.
- No open flames or cooking allowed under tents
- Any "Bon fire" type fires will be no larger than 10'x10' wide at its base and 10' high.
- All events should have at least one EMT on site in case of injuries during the event. Event coordinator shall consult with the Fire Chief or his designee during the planning process to determine the appropriate amount of medical personnel needed on site.

## **STAGES AND TENTS**

Outdoor structures such as tents and stages must be inspected before they can be used if they are:

- Tents and canopies larger than 225 square feet (15x15)
- Stages that measure 30 inches high off the ground and/ or includes an overhead structure (lighting included)
- No stakes shall be driven into the ground without permission. No stakes shall ever be driven into pavement.
- Utility lines will first have to be marked and observed.

## **ELECTRICAL**

Additional electrical devices other than what is provided at the City site may require fees. Any electrical expense not covered by the permit fee will be done on a time and material basis. The City of Harrah Public Works personnel may be able to assist with the set-up of simple electrical work for an event, however it is the

discretion of the Public Works Director to evaluate whether or not the scope of the requested electrical work will require a licensed electrician.

All electrical hook-ups must comply with national, state, and local electrical codes.

- **OG&E**

(405)272-974

- **Call Before You Dig**

811

- **Harrah Building Inspector**

(405) 309-6365

- **Harrah Code Enforcement**

(405) 309-6327

## **SANITATION**

The number of restrooms required will be determined using the rule that one portable toilet or restroom facility should be provided for every 500 participants. It is required that at least 10 percent of the facilities provided be ADA accessible.

The number of trash cans depends on the type of event. Some major events will be required to contract for trash removal. All litter must be secured in a container or dumpster.

If your event includes animals/ horses you will be responsible for cleaning up after them.

## **EMERGENCY PLANS**

In case of severe weather or other concerns which could pose a potential threat to your event, Emergency Management or HPD/ HFD will be in communication with the event coordinator and City Hall. A threat to public safety is cause for revocation of a permit. This means your event can be canceled upon guidance from emergency management or HPD.

Other areas to consider having a plan for are medical emergencies, lost and found (including lost child), crowd control, accident, loss of utilities etc.

Planners should contact HFD for medical support.

## **SITE PLANS**

Event coordinators will be asked to submit a map showing location of all their amenities and vendors. This would include placement of sanitation services, barricades (street closures), volunteers/ police, vendors, activities, inflatables rides, structures, tents and stages associated with the event. Maps will be available at City Hall and online.

## **FOOD AND ALCOHOL**

**No** glass allowed / served in public outdoor areas

Barring unforeseeable circumstances, alcoholic beverages should be served in clear plastic cups or plastic event cups.

Event host must issue some sort of identifier to participants such as wrist bands to designate those properly identified as 21 and over. (The ABLE commission recommends wrist bands over hand stamps)

## **FOOD**

Food vendors include food trucks-trailers, stands, tents, canned or packaged foods etc. Special event Food License allow these vendors to sell prepared food at an event for up to 14 days. For your vendors to be issued a Special Event Food License the following is needed:

- A list of all anticipated food vendors submitted with your application
- A final list of vendors provided no later than 15 days prior to your event
- Pre-payment of the State licenses with Oklahoma County Health Department
- Early set up by each food vendor to allow time for an on-site day-of-event inspection by OCCHD.
- State license kept on site and available for review by OCCHD.
- Food and alcohol vendors must be set up in a separate area from other vendors

**REMINDER:** Use of an open flame for cooking requires that you contact the Harrah Fire Department (405) 454-2222 this includes propane systems on food trucks- trailers

## **ALCOHOL**

Notice: Events that elect to serve alcohol **must** absorb the expense of any additional law enforcement officer(s) required on site to monitor the area serving alcoholic beverages during event hours. The officer must be in uniform and either a Harrah Police Officer or an Oklahoma County Deputy. No exceptions allowed.

- To sell or offer alcohol at your event, vendors must obtain an Event Alcohol License from the Alcoholic Beverages Enforcement Commission (ABLE). To get an Event Alcohol License you will need the following:
  - 60 days prior to your event you must apply for your Event Alcohol License with ABLE.
  - You must have your Event Alcohol Licenses posted where alcohol will be sold to your event participants

Alcoholic Beverage Laws Enforcement Commission (ABLE)  
ABLE, 3812 N. Santa Fe Suite 200 OKC OK 73118  
(405)521-3484 or Toll Free 1-866-894-3517  
<https://oklahoma.gov/able-commission.html>

## **VENDOR SALES**

When including vendors at your event you are required to notify the Oklahoma Tax commission (405)522-4324

- Contact the Oklahoma Tax Commission to obtain a Special Event Promoter/Organizer Application
- The application and fee is due no less than 20 days prior to your event.
- You will receive sales tax report forms with your permit number and you will need to distribute these to the vendors at your event.
- After the event, collect all of the forms and return them to the Oklahoma Tax commission and send a copy to City Hall.
- All sales tax collection and reporting must be in accordance with Oklahoma Statute §68-1364.2 Special Events Permit Fee Sales Tax Collection by Vendors

## **PAYMENTS**

The special event permit fee will be reflected in the City's fee schedule and will be collected no later than 30 days prior to the event date.

## **CONTACTS**

**CITY OF HARRAH SPECIAL EVENT APPLICATION**

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Expected number of participants: \_\_\_\_\_

Is this an annual event? Yes No If yes, how many previous years? \_\_\_\_\_

Responsible Party (party responsible for payment): \_\_\_\_\_

Responsible Party Mailing Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Event Includes:**

- Pavilion rental
- Assembly Event
- Tents
- Alcohol sales

- Requesting Dumpsters
- Stage
- Food Sales
- Requesting trash cans
- Amplified Sound
- Street Closure
- Amusement rides/ inflatables
- Live Music

How many vendors will sell items at your event (retail, food, beverages, etc.)? \_\_\_\_\_

Number of tents: \_\_\_\_\_ Size of tents: \_\_\_\_\_

Does stage have overhead structure? \_\_\_\_\_ Size of Stage? \_\_\_\_\_

Street Closure (if applicable) Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Primary contact (during event):

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_