



Special Events Guide

Thank you for choosing Edmond 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, parades, or athletic events on public rights-of-way (City streets).
- Outdoor public events on other City-owned properties (Parks & Arcadia Lake).

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's important that you consult with the City's Special Event Office as soon as your plan starts developing. Large and/or first year events need more time to plan than smaller, seasoned events.

The goal of the Special Events Office is to help make the coordination of your event as seamless as possible. Contact us early in your planning process so we can help you from the start:

Special Events - Public Relations & Marketing
24 E. 1st Street
Edmond, OK 73034
Ph: (405) 359-4580 Fax: 359-4758
email: specialevents@edmondok.com

Mailing Address:
City of Edmond - Special Events
PO BOX 2970
Edmond, OK 73083

All of the documents referenced in this guide can be downloaded from www.edmondok.com/specialevents

THE SPECIAL EVENT PROCESS

1. Consult with the Special Event Office
Start with type of event, date, location, & time.
2. Submit [application](#) and preliminary site plans and/or map to Special Events Office
Once you know the major details of your event (at least 60 days before) submit your application.
3. Approval from the Special Event Committee
A Special Event meeting is held on the third Wednesday of each month unless posted otherwise
4. Insurance & Payment is due 30 days before your event
See page 4 for Insurance guidelines
5. An [Event Follow-up Form](#) must be submitted to the Special Event Office following the conclusion of an event. The committee will discuss the event and evaluate the event.

SPECIAL EVENT COMMITTEE MEETINGS

All applications must be reviewed by a group of members assembled from different City departments called the Special Events Committee. Unless otherwise posted meetings are held on the third Wednesday of every month at 11:00am at the Multi Activity Center in Mitch Park; 2733 Marilyn Williams Dr..

Coordinators organizing events are required to present their applications at a Special Event Committee meeting at least 2 months before their event date.

Applications must be turned into the Special Event Office 1 week prior to the meeting date to be added to that month's meeting agenda. If an event is not added on the Agenda before that time it cannot be voted on by the committee.

GENERAL RULES

- Once an event is approved by the committee, the organizing group will be unable to make changes unless the committee is notified in time to call a special meeting.
- To cancel city services, please notify the special events office 72 hours prior to event; Monday through Friday between 8 am to 5 pm at 359-4580.
- Events are approved on a first-come, first-served basis. However, if a scheduling conflict occurs, previously-permitted annual events may be given preference.
- Due to limited number of traffic control devices and personnel, multiple special events may not be held on the same day requiring such assistance.
- A Special Event 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.
- Under NO circumstances will paint, spray chalk or any other substance that will remain visible for more than 48 hours, be applied to the street or any part of the right of way or public property. Any application of these markings will result in an immediate termination of your permit.
- No fees may be charged for parking on City property or parks
- No entrance fees may be charged on City rights-of-way (City streets, sidewalks, alleys or easements)
- The City of Edmond does not issue Noise permits. You may use amplified sound if approved by the committee but must adhere to the quiet hours of 10pm – 8am.
- 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.
- Failure to abide by the guidelines and the requirements of the Special Event Committee is cause for revocation of your permit

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 Edmond is the additional insured party with the following address:
City of Edmond
PO BOX 2970
Edmond, OK 73083
- 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.
 - If you are having an inflatable that 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 Special Events Committee and/or the City Manager's Office. Street Closures are considered on a case by case basis. A Special Event permit that includes Street Closures will be charged a permit fee of \$300. Barricades are provided and set by the City of Edmond Traffic Division and are included as part of your permit fee.

Applicants must provide a map of proposed street closures to the Special Events Office at least 2 weeks prior to the Special Events Committee meeting. The map provided will be reviewed by the Edmond Police Department prior to final approval by the Special Events Committee.

- Barricades must be set and removed by authorized personnel only.
- Coordinators may be asked by the Committee to assign volunteers to be stationed at barricades to ensure they are not moved or tampered with.
- Coordinators may be asked to obtain approval from adjoining property owners or give advance 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 from the Special Events Committee and/or the City Manager's Office. Special Event permit that includes Street Events will be charged a permit fee of \$300, unless a street closure fee has already been applied.

Applicants must provide a map of proposed street route to the Special Events Office to be submitted for review least 2 weeks prior to the Special Events Committee meeting. The map provided will be reviewed by the Edmond Police Department prior to final approval by the Special Events Committee. Edmond PD will also determine how many officers are required in order for the route to be approved.

- One or more police officers will need to be hired at the expense of the applicant to control each intersection.
- Police are the ONLY authorized personnel who can direct traffic.
- One (1) and/or Two (2) lanes roads 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.
- Saturday morning start time will be no later than 8:00am.

POLICE SUPPORT

The Edmond Police Department (EPD) 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 event.

If your event includes a barricaded or traffic-controlled route, it is recommended that you provide a contact person (course director). This person would serve as the main point of contact for route safety, barricades, intersection control, and volunteer- related issues. The course director will need to be available for the entirety of the event including set-up and tear-down. Edmond Police officers can be contracted through the Special Events Office.

FIRE SUPPORT

The Edmond Fire Department

- All areas including decorations are subject to inspection.
- All outdoor fires must be approved and permitted.
- A Fire Extinguisher size 1A – 10, B, C must be provided at any on-site cooking.

Fire lane parking Ordinance No.3052 – Fire apparatus access roads shall have an unobstructed width of not less than 20 feet.

Edmond Fire prevention can be contacted at (405) 216-7303

STAGES & TENTS

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

- Tents or canopies larger than 225 square feet (15x15)
- Stages that measure 30 inches high off the ground and/or includes an overhead structure (lighting included)
- Temporary structures

A permit fee and inspection may be necessary, call Building Services, (405) 359-4780

Tents:

- No open flames or cooking is allowed under tents.
- No stakes shall be driven into the ground without permission. Utility lines will first have to be marked and observed. No stakes shall ever be driven into pavement.

ELECTRICAL

Additional electrical services other than what is provided at City site may require fees and services from the City's Electric Utility. These requests must be made no later than 10 working days prior to day of event. Any electrical expenses not covered by the permit fee will be done on a time and material basis.

Generators are not provided or rented from the City's Electric Utility.

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

Edmond Electric: (405) 216-7729

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 **trashcans** depends on the type of event. Some major events will be required to contract for trash removal. For smaller events trashcans and/or dumpsters will be provided by the City of Edmond and are included in your permit fee. All litter must be secured in a container or dumpster. Failure to clean up after your event may cause you to forfeit part and/or all of your damage deposit.

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

EMERGENCY PLANS

In cases of severe weather or other concerns that could pose a potential threat to your event, Emergency Management and/or EPD will be in communication with the event coordinator and/or the special events office. A threat to public safety is cause for revocation of a permit. This means your event can be canceled upon guidance from Emergency Management and/or EPD.

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

We encourage all event planners to notify EMSA (405) 297-7110.

SITE PLANS

Some Larger events may be asked to submit a map showing locations of all their amenity's and vendors. This would include placement of sanitation services, barricades, volunteers/police, vendors, activities (inflatables, rides) and structures (tents and stages).

FOOD & ALCOHOL

No glass allowed

Can I Operate a Food Truck within the City of Edmond

FOOD

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

- A list of all 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 City County Health Department (OCCHD, 405-425-4327)
- Early setup by each food vendor to allow time for an on-site, day-of-event inspection by OCCHD.
- State licenses kept on-site and available for review by OCCHD.

REMINDER: Use of open flame for cooking requires that you contact the Edmond Fire Prevention (405-216-7303), this includes propane systems on food trucks-trailers.

ALCOHOL

The serving of alcohol on public property must be approved by the Special Events Committee and in compliance with Oklahoma County Health Department regulations and Oklahoma State Law.

Notice: Events that elect to serve Alcohol must absorb the expense of a law enforcement officer on site during festival hours. The officer must be in uniform and either an Edmond Police Officer or Oklahoma County Deputy. **No exceptions allowed.**

ALCOHOL

Alcohol (Liquor, wine and beer)

- To sell or offer alcohol at your event, vendors must obtain an Event Alcohol License from the Alcoholic Beverage Laws 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
www.ok.gov/able/Business_Application_Forms

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 Business Application (\$50).
- The application and fee are 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 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 the Special Events Office.

PARADE GUIDELINES

ASSEMBLY PERMIT (FIRST AMENDMENT)

The purpose of requiring a permit for any assembly occurring on public property is to ensure that public safety and order is maintained when large groups of individuals congregate together.

A permit is needed if:

- If the assembly consists of 25 or more people

- The assembly will impede or obstruct normal vehicle traffic or pedestrian use of any street or sidewalk.
- Any event requiring the full closure of any public right-of-way shall also obtain a Street Closure permit of \$300.

This permit requires a Special Event Application to be filed with the Special Events Office at least 48 hours (exclusive of weekends and holidays) prior to the commencement of the assembly.

PAYMENTS

Fees are based on type and location of event. Please consult with the Special Event Office for Fees.

CONTACTS

Special Events, 24 E. 1st St., Edmond, OK 73034

Office: (405) 359-4580

Email: specialevents@edmondok.com

Oklahoma City County Health Department (OCCHD) Information:

- For more information regarding Special Events and Temporary Food Establishments, or to schedule inspections, please contact the Oklahoma City County Health Department:

Elaine Winterink – elaine_winterink@occhd.org , (405) 425-4327

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

www.ok.gov/able/Business_Application_Forms

Oklahoma Tax Commission, (405) 522-4324

Edmond Building Services, (405) 359-4780

Edmond Fire Prevention, (405) 216-7303

Edmond Electric, (405) 216-7729

Edmond Emergency Management, (405) 359-4564

EMSA, (405) 297-7110

Edmond Parks & Recreation Department, (405) 359-4630

Edmond Code Enforcement, (405) 359-4793