

## City/County Permit Contacts

### Building, Electrical, Signs:

- Development Services 366-5339

### Food, Low Point Beer, Solicitor/Peddler:

- City Clerk's Office 366-5386

### Noise Variance, Street Closure, Parade

- Norman Police Dept. 321-1600

### Park Rental

- Parks & Recreation 366-5472

### Sanitation Services

- Sanitation Division 329-1023

### Food Handler Cards, Porta Potties

- Cleveland County Health  
Dept. 579-2256

### Norman Fire Department 292-9780

### Traffic Control Division 329-0528

- Street closure barricading

*Each permit requires a small fee*



### Other useful links:

Norman Now  
[www.normannow.com](http://www.normannow.com)

Chamber of Commerce  
[www.normanok.org](http://www.normanok.org)

The Norman Convention & Visitors Bureau  
[www.visitnorman.com](http://www.visitnorman.com)

Norman Public Schools  
[www.norman.k12.ok.us.com](http://www.norman.k12.ok.us.com)

Cleveland Area Rapid Transit (CART)  
[www.cart.ou.edu](http://www.cart.ou.edu)

Cleveland County Fairgrounds  
[www.clevelandcountyfair.com](http://www.clevelandcountyfair.com)

Firehouse Art Center  
[www.normanfirehouse.com](http://www.normanfirehouse.com)

Norman Arts Council  
[www.normanarts.org](http://www.normanarts.org)

Norman Music Scene  
[www.normanmusicscene.com](http://www.normanmusicscene.com)

Norman 89er Day  
[www.norman89.com](http://www.norman89.com)

## THE CITY OF NORMAN

City Clerk's Office  
P. O. Box 370  
201 W. Gray  
Norman, OK 73070

Phone: 405-366-5386  
Fax: 405-366-5389  
[www.normanok.gov](http://www.normanok.gov)  
E-mail: [cityclerk@normanok.gov](mailto:cityclerk@normanok.gov)

City of  
Norman

## Special Events Guidelines



City of Festivals

## Special Events Guidelines

Thank you for being interested in having a special event in Norman, the City of Festivals!



The City of Norman encourages special events held within an environment that allows for fun and excitement, but also adequately provides for the protection of citizens, visitors and all participants.

Because of the health and safety concerns associated with special events, the City of Norman has enacted an ordinance, Chapter 13 Sections 13-2701 to 13-2716 of the City of Norman Code of Ordinances, in order to set up some guidelines. This pamphlet is designed to help event sponsors navigate those guidelines on their way to safe, successful special events! To review the Ordinance in detail see the link "Special Events Ordinance" on the City of Norman webpage: [www.normanok.gov](http://www.normanok.gov)

To fall under the City of Norman's Special Events Ordinance, the planned event must:

- ◆ Be open to the public;
- ◆ Last for two or more hours; and
- ◆ Be expected to attract 1,000 or more attendees

If your event is private, expected to last less than two hours or for a group smaller than 1,000, for example, a neighborhood block party, the ordinance does not apply to you. However, you may want to call the City Clerk's office at 366-5386 to verify that you do not need other permits or variances when holding your event.

## What to do next?

- Complete an Application located on the City's website or at the City Clerk's Office at 201 W. Gray Street, Norman, OK
- Include basic information regarding the type of event, date, location, duration, contact information, liability insurance and health and safety details
- Submit a map of the proposed area. The City's Geographic Information System (GIS) Department at 366-5316 may be able to assist with this. The map should include the location of street closures, stages or production areas, tents and/or booths or vendors, portable toilets, fire lanes, trash and recycling containers, first aid stations, parking areas and public entry points.
- Return the application and documentation to the City Clerk's Office at least 90 days prior to the date of the event.
- Upon review of your application, the City Clerk will suggest the necessary steps and permits needed to hold your event.

**If you need additional information or guidance, please contact the City of Norman City Clerk, 405-366-5386.**



To ensure the safety and health of citizens, attendees, event sponsors and workers, event sponsors must comply with health and safety regulations:

- Food vendors must have the appropriate licenses from the Cleveland County Department of Health
- Clean the event area at the end of the event
- Submit the safety plan for the Norman Police Department's review
- Obtain Norman Fire Department approval of the location and size of any fire lane, booth, tent, stage and other equipment
- Obtain Norman Fire Department approval of the number and type of emergency medical personnel, services and equipment

All of this information may be included with the application documentation.

## Special Instructions for street closures:

Because street closures affect business owners or residents, the City of Norman requires applicants to obtain the consent of those affected citizens. This process is outlined in detail in the Special Events Ordinance and the City Clerk's Office is happy to answer any questions. As a brief reference, please be aware that for a commercial area, 75% of the affected persons must approve the closure. In a residential area, 90% of the affected persons must approve the closure.