

# CITY OF NORMAN SPECIAL EVENTS GUIDE



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## INTRODUCTION

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Thank you for hosting your event in Norman! Known for hosting many annual 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.

The objective of the Special Events Permit is to streamline the process to assist event planners; protect health and the welfare of the public; and regulate traffic, parking, sanitation, and noise. 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 provide guidelines. This packet is designed to help event organizers navigate those guidelines as they plan successful and safe public events. To review the Special Events Ordinance in detail and locate other pertinent information regarding special events, please visit the “Permits & Licenses” page on City of Norman’s website at <http://www.normanok.gov/content/permits-licenses>.

Permits are often required to hold events such as festivals, parades, walks and runs, carnivals, etc. on public right-of-way including streets, sidewalks, alleys, and easements. Permits are also required to hold outdoor public events on private property and on other City-owned property such as parks. Please consult the qualifications for special events (as defined in the Special Events Ordinance and summarized on page 4) to determine if your event requires a permit.

Because every event is unique, it is important to begin your planning early and consult with City staff as soon as possible. Large and/or first year events often require coordination amongst several departments and hence more time to plan. Our goal is to help you make your event planning in Norman as seamless as possible.

Contact us early in your planning process, so we can help you from the start:

Office of the City Clerk

201 West Gray Street

Norman, OK 73069

(405) 366-5386

Email: [City.Clerk@NormanOK.gov](mailto:City.Clerk@NormanOK.gov)

## WHAT MAKES A SPECIAL EVENT?

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To fall under the City of Norman's Special Events Ordinance, the planned event should meet all of the following three qualifications:

- Be open to the public
- Last for two or more hours
- 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, the ordinance will not apply to you. However, an event may require another type of permit or variance, such as a street closure, sign permit or noise variance. Events held on property owned by Cleveland County, the University of Oklahoma, or the State of Oklahoma do not fall under the administration of the City of Norman.

If unsure, please contact the City Clerk's office at (405) 366-5386 or via email at [City.Clerk@NormanOK.gov](mailto:City.Clerk@NormanOK.gov) to determine the needs for your event.

## SPECIAL EVENT APPLICATION PROCESS

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- Download the Special Event Application from the City of Norman website (<http://www.normanok.gov/content/permits-licenses>) or obtain a hard copy from the City Clerk's Office
- Complete the application with the applicable information regarding the type of event, date, location, durations, contact information, liability insurance information, and health and safety details.
- Provide supplemental documentation:
  - Detail map of proposed event area/location (original map and four copies)
  - Proof of insurance naming the City of Norman as an additional insured.
- Submit the completed application and the supplemental documentation to the City Clerk's office at least 90 days prior to the event.
- Upon review of your application, the City Clerk will approve or deny an application in writing no later than the 15<sup>th</sup> working day after the City Clerk has received all supporting documentation. Upon approval, the City Clerk will recommend the necessary steps and/or any additional permits needed for your event.
- In the case of denial, the City Clerk shall state the reason for denial. The appeal process for such a denial is outlined in the Special events ordinance (Sec. 13-2709)

## EVENT SITE PLAN

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As part of your Special Event Application, you will need to provide a site plan indicating the location of the following items for your event:

- Beer/Liquor Sales Locations
- Carnival Rides
- Emergency Access Points (including a 16" unobstructed fire lane)
- Event Headquarters
- Fencing
- First Aid Tents
- Parking Areas
- Public Entry Points
- Restrooms
- Security Tent(s)
- Sign/Banner Placement
- Stages/Production Areas
- Street Closures
- Trash & Recycling Receptacles
- Vendor Booths/Tents
- Other Pertinent Details

## STREET CLOSURES

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Because street closures affect business owners and/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. The Street Closure permit application is submitted to the City Clerk's office along with the Special Event permit application. The cost for the permit is \$25. An additional fee based on the cost of labor to place and remove traffic-control barriers may be assessed by the Traffic Control Division.

In general, the notice of a proposed street closure requires the following:

- Original signatures of each affected person, including the typed or printed name and address, on a form approved by the City Clerk indicating either support or opposition of the proposed closure.
  - Affected persons are defined as those who have a legal right to possession of any premises to which access will be restricted due to the proposed street closure. If there are multiple affected persons in a single building, only one signature from each unit within the building is required to sign.
  - For the Downtown and Campus Corner areas, the City Clerk will provide a list.
- In commercially zoned areas, 75% of the affected businesses must support the street closure.
- In residentially zoned area, 90% of the affected persons must support the street closure.

## VENDORS/OUTDOOR SELLING

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If the event plans to include individual vendors as part of the event, the event organizer is required to submit a list of vendors that includes their name, contact information, and sales tax permit number or social security number to the City Clerk's office with the necessary payment.

The cost of the permit will be \$10.00 for each vendor expected to operate at the special event. If unexpected or additional vendors participate in the event, the fees for those vendors may be paid up to sixty days following the end of the event. This applies to all special events including those held in parks.

When including vendors at your event you are required to notify the Oklahoma Tax Commission to obtain a Special Event Promoter/Organizer Business Application (Form 13-90). The application and \$50 fee must be submitted 20 days prior to your event. You will receive sales tax report forms with your permit number and your will need to distribute these to vendors participating in your event. After the event, collect all of the forms and return them to the Oklahoma Tax Commission.

Oklahoma Tax Commission

2501 North Lincoln Boulevard

Oklahoma City, OK 73194

Connors Building, Capitol Complex (405) 521-3160

**NOISE PERMITS**

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A noise variance permit is required for the use of sound equipment at an outdoor event. No variance for entertainment or recreational purposes will be permitted earlier than 7:00 a.m. or later than 11:00 p.m. Sunday through Thursday, and no later than 12:00 a.m. (midnight) Friday and Saturday. A noise variance permit can be obtained from the Norman Police Department as part of the Special Event permit process. The fee for the permit is \$25, and the application should be submitted to the City Clerk’s office along with the Special Event application.

**PUBLIC EVENT BANNERS**

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A limited license for festival or public event banners is available. These can be used in order to promote events with legitimate public benefit. Those wanting to place public event banners within the public rights-of-way must fill out a Limited License Application for Festival or Public Event Banner(s). The application should be filed with the City Code Compliance, and approval is required before banners can be placed. The application must contain a full description of the banner type signs including size, number, type, wording, and location. Staff will help to establish specific locations of the banners. There is no fee associated with this application.

**INSURANCE REQUIREMENTS**

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A certificate of liability insurance is required and must name the City of Norman as an additional insured. Please submit a copy to the City Clerk.

## HEALTH & SAFETY REQUIREMENTS

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To ensure the safety and health of citizens, attendees, event sponsors and workers, event organizers must comply with all local, state and federal regulations and have measures in place to otherwise protect participants.

### Health Requirements:

- Food vendors, including food trucks, must have appropriate licenses from the Cleveland County Department of Health and the City of Norman.
  - To obtain a temporary food license from the City of Norman, the event organizer must pay a \$10.00 fee per food vendor that will operate at the event.
    - If the food vendor already has an active Temporary Mobile Food Service License, they do not need to pay the additional \$10.00 fee. The regular price for a Temporary Mobile Food Service License is as follows: \$20 for a 1-day permit; \$50 for a 30-day permit; \$250 for a 180-day permit.
    - The event organizer is required to submit a list of vendors that includes their name, contact information, and sales tax permit number or social security number to the City Clerk's office with the necessary payment.
  - Each person staffing a food/beverage booth must have a valid food handler's license.
- The event organizer is required to provide an adequate number of portable toilets based on the attendance as specified by the Oklahoma Department of Health.
  - A portable toilet may not be placed within 25 feet of an entryway to an adjacent business or residence unless approved by the adjacent property owner or tenant.
- The event site must be cleaned following the event.
  - If food/beverage booths are used during an event, the event organizer shall spray-clean the sidewalk and area around the food and beverage booth with water within twenty-four hours from the end of the event or prior to reopening the street.
  - The event organizer must arrange for the City of Norman Sanitation Department to provide an adequate number of trash receptacles, dumpsters, and containers for recyclables for the event. Trash collection fees will be based on the type and number of container placed during and after the event.
  - If the event organizer fails to clean the event site promptly, the City of Norman may charge the organizer a fee for the incurred costs of clean up.

### Safety Requirements:

- Event organizers must provide adequate personnel for security and crowd control. A security agent must meet all of the following requirements:
  - Be in uniform
  - Be able to contact the police or emergency services if necessary
  - Not be participating in the event
  - Must not consume alcoholic beverages during the event.

- The Norman Police Department will review the security plan as submitted in the application and will determine the number police officers or private security officers required for the event based on the estimated attendance and security risks.
- The Norman Fire Department will approve the proposed location and size of any fire lane, booth, tent, stage or other equipment. A fire lane of at least 16 feet must be maintained to allow for access in case of an emergency. The Fire Department will also determine if additional fire protection equipment or personnel is required.
- The Norman Fire Department will approve the number and type of emergency medical personnel, services, and equipment.
- The event organizer must provide adequate illumination at night to protect the safety of the attendees.
- The event organizer must provide an adequate, safe supply of potable water. In addition, there must be access to adequate water supply to extinguish any fire at the site.

## ALCOHOL SALES

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Additional permits from other agencies are required to sell alcohol at Special Events.

- To obtain a license to sell beer, wine, or alcohol at a Special Event, please contact the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission. There is not a County or City permit for this category; however the ABLE application requires the signatures of the City Clerk and Chief of Police at the City of Norman.

ABLE Commission: [www.ok.gov/able](http://www.ok.gov/able)

3812 N. Santa Fe, Suite 200

Oklahoma City, OK 73118

405-522-3055 or Toll Free

1-866-894-3517

## EVENTS IN PARKS

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The City of Norman Parks and Recreation Department operates over 60 parks and other facilities, many of which have pavilions or structures that can be reserved for a reasonable fee. Special events (as defined previously) held in City of Norman Parks must follow the rules of the Special Event Ordinance and may have additional requirements. However, smaller events such as birthday parties and other private gatherings are not required to obtain a Special Event permit. For additional information on park rentals, visit [www.normanfun.com](http://www.normanfun.com) or call the Parks Department at 405-366-5472. A directory of City of Norman Parks can be found online at <http://www.normanok.gov/parks/park-directory>.

Smoking is prohibited in all City of Norman Parks. The consumption and sale of alcoholic beverages is also prohibited in City of Norman Parks, with the exception of Legacy Park. Additional permitting is required to serve alcohol at Legacy Park, as described above.



## SPECIAL EVENT CHECKLIST, CONTACTS, DUE DATES & FEE SUMMARY

Item	Due Date	Contact	Estimated Fee
<b>All qualifying Special Events:</b> <ul style="list-style-type: none"> <li>○ Special Event Permit Application</li> <li>○ Event Map/Site Plan</li> <li>○ Proof of Insurance</li> <li>○ Copy of Promotional Literature</li> </ul>	90 days prior to event	City Clerk's Office Brenda Hall, City Clerk Syndi Runyon, Permit Clerk 201 West Gray Norman OK, 73069 405-366-5386	No fee for special event itself
<b>If food vendors or outdoor selling will occur:</b> <ul style="list-style-type: none"> <li>○ Food Permit</li> <li>○ Solicitor/Peddler Permit</li> <li>○ Oklahoma Tax Commission Special Event Promotor/Organizer Business Application</li> </ul>	Submit vendor list to City Clerk along with Special Event application.  20 days prior to event for Oklahoma Tax Commission		City of Norman: \$10/vendor (must be paid within 60 days of the event)  Oklahoma Tax Commission: \$50
<b>If alcoholic beverages will be sold:</b> <ul style="list-style-type: none"> <li>○ ABLE Event Application</li> </ul>	30-60 days prior to event; Submit to ABLE commission	Refer to pg. 8	\$55-\$255 (depends on permit type)
<b>Contact the Police Department, If street closure is needed:</b> <ul style="list-style-type: none"> <li>○ Application for Street Closing Permit</li> </ul> <b>If noise variance is needed:</b> <ul style="list-style-type: none"> <li>○ Application for Noise Variance Permit</li> </ul> <b>If you want to hire off-duty officers.</b>	30 days prior to event	Police Department Lt. Jeff Robertson 405-366-5305	Street Closures: \$25 + Labor cost to place & remove barricades  Noise Permit: \$25
<b>Contact Parks &amp; Recreation, If you are renting a park or other City facility</b>	Payment is required to reserve facility.	Parks & Recreation 405-366-5472	Fee varies by park/facility
<b>If tents over 10' by 12' or stages will be utilized:</b> <ul style="list-style-type: none"> <li>○ Construction Permit App.</li> </ul>	2-3 weeks prior to event	Development Services Landon Gum 405-366-5432	Fee varies
<b>Contact the Utilities Department, for trash/recycling disposal.</b>	2-3 weeks prior to event	Sanitation Services Bret Scovill 405-329-1023	Fee varies
<b>Contact the Code Compliance Department for Public Event Banners</b>	2 weeks prior to banner placement	Code Compliance Kelvin Winter (405)366-5332	No Fee