



CITY OF SAND SPRINGS

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City of Sand Springs Special Event Policy

Policy: The City of Sand Springs finds that unregulated special events may pose a threat to the health, safety, welfare, and environment of the community. Unregulated special events which attract large numbers of patrons and their vehicles can prevent passage of emergency vehicles, obstruct entrances to homes and businesses, and impede the use of streets and sidewalks by the inhabitants. Unregulated special events can create situations which exceed the City's capacity to provide adequately for security, public safety, health, sanitation, parking, water, medical care, lodging and waste disposal. Further, unregulated special events can harm sensitive environmental areas; create noise, congestion, and other nuisances which interfere with the inhabitants' peaceful enjoyment of their homes, businesses, and property. It is the intent of this article to regulate special events held on dates following the effective date of this policy. Therefore, the City Council adopts a policy to regulate special events and mitigate any adverse effects they may cause.

Definitions:

Applicant: An individual, group of individuals, association, partnership, corporation, firm, company, or property owner who intends to hold or sponsor a special event, but shall not include the City of Sand Springs.

Event Application: A document formatted and approved by the City of Sand Springs, and developed for processing of special events.

Level 1 Event: An event of public concern which holds special traditional meaning or achieves such economic, recreational and/or social impact that the City of Sand Springs should be considered a primary sponsor of the event. This type of event will normally be not for profit. (Full City Services Support)

Level 2 Event: An event which is a private concern, but of such significant economic, recreational and/or social impact that the City of Sand Springs should be considered a secondary sponsor. (Half of Fees for City Services Support Provided)

Level 3 Event: An event which is a private concern, and not of such significant economic, recreational and/or social impact that it should be considered appropriate for contribution of sponsorship by the City of Sand Springs. (Fees Charged for City Support Provided)

Special Event: Special event means an outdoor meeting, festival, gathering, amusement, show, concert, or other activity that is expected to last two (2) or more hours, is open to the public, and is reasonably expected to attract one thousand (1,000) or more people at any time during the event; or has a significant impact upon public access to a public area or resource.

Special Event Area: Special event area or site means any outdoor place which will be maintained, used, or operated for a special event.

Special Event Fee Schedule: A document formatted and approved by the City of Sand Springs, outlining the costs of each service provided for an event.

Special Events Committee: A committee that represents the City of Sand Springs. Members will be assigned by the City Manager or his representative.

Procedures:

1. Applicants for special events shall obtain and file an event application for each separate event to be held within the City of Sand Springs which requires the reservation/closing of any public space, road or facility except the Case Community Center which will be handled through the Parks Department. A \$25.00 application fee is non-refundable but may be applied to the total cost of the event.
2. Event applications will be due a minimum of 45 days prior to the event and a review will be scheduled. Failure of 45 days notice may be cause for denial of the application. The exception to this rule is daytime neighborhood block parties involving only minor residential streets. Block party requests should be made 20 days prior to the event.
3. The Special Events Committee will review the event application with an event applicant and return an approval letter within 10 working days with one of the following results:
 - A. Approval
 - B. Conditional Approval.
 - C. Denial
4. If an event application is returned approved, no additional action is required by the applicant.

5. If an event application is returned with conditional approval, the applicant must make arrangements to satisfy those conditions before the event may be held.
6. If the event is denied, the applicant may appeal this decision by giving notice to appear before the Special Event Committee to present further information.
7. As part of the approval process, staff will define the event as a Level 1, Level 2 or Level 3 event. If the event needs facilities or city personnel, the level will dictate the amount of city sponsorship. City service costs are found in the City fee schedule.
 - A. Level 1 – City will bear all of the associated costs of the related city services.
 - B. Level 2 – City will notify the applicant of percentage of City participation in assumption of costs for the related city services.
 - C. Level 3 – City will bear none of the associated costs of the related city services.
8. If the event requires items outlined within the fee schedule, 90% must be paid prior to the event, and the remaining 10% due within 30 days of the event. Any additional charges incurred from the event not previously billed for must be paid within 30 days.
9. All events with attendance of over 1,000 people will obtain a certificate of liability insurance in the amount and type of coverage required by the City of Sand Springs that names the City as an additional insured, except that this section is not applicable to any governmental entity that is covered under the Oklahoma Governmental Tort Claims Act, 51 O.S. 2001, Section 151 et seq.
10. The Police Chief or his designee shall review the detailed security plan provided by the applicant. The plan must provide measures that will be in place to ensure crowd control, protection of public and private property, and include steps to be taken to prevent trespassers from gaining access to the event site. The plan must include an explanation of how and when City of Sand Springs police officers or private security officers will be deployed and where they will be located during, before, and after the event. The Chief of Police or his designee will determine the number of police officers and/or private security officers required based on the number of persons reasonably expected to attend the event and on any other reasonably reliable information regarding security risks, if any, posed by the proposed special event.
11. An applicant must supply adequate personnel for security and crowd control. A security agent employed under this section must:
 - A. Be in uniform.
 - B. Be able to contact the City police or emergency medical services if necessary; and
 - C. Not consume any alcoholic beverage, low point beer or other intoxicants while participating in the event.
12. The Fire Chief or his designee and a building official or his designee from the development services division must approve the proposed location and size of

any fire lane, booth, tent, stage, and other equipment. The Fire Chief or his designee will determine the appropriate level of adequate fire protection equipment and personnel, if any, which will be required to provide adequate fire protection at the special event site. Fire department personnel may conduct a compliance inspection at a permitted event.

13. The Fire Chief or his designee shall review the number and type of emergency medical personnel, services, and equipment provided in the operator's proposed map of the event area. The operator must provide assurance that adequate first aid and emergency medical services are available at the site in light of the nature of the event, its expected duration, and the number of persons reasonably expected to attend.
14. Events that close public streets will use the number and types of barricades as noted in the conditional approval letter by the City of Sand Springs. These may be obtained by a private vendor or through the City of Sand Springs based on the special event fee schedule.
15. Use of the City of Sand Springs Parks facilities will be subject to all of the conditional approval stipulations as well as the normal parks rules. These rules may be obtained at the parks department office located at the Case Community Center.
16. The applicant is responsible for obtaining all necessary permits from local, county and state agencies. These may include, but are not limited to:
 - A. Sales Tax Permit – Oklahoma Tax Commission
 - B. Entertainment structures – Dept. of Labor
 - C. Charity or Catering Alcohol Permit – ABLE and or Oklahoma Tax Commission and City of Sand Springs
 - D. Food and Beverage – Tulsa County Health Department, Dept. of Agriculture
 - E. Fighting or Wrestling Event – Oklahoma Athletic Commission
 - F. Case Community Center – Sand Springs Parks Department
 - G. Fireworks Permit – Sand Springs Fire Administration.
 - H. Other permits that may otherwise be required.
17. An applicant may not block off a street in a manner that prevents the free movement of pedestrians into and out of the closure area. Freedom of speech rights will not be infringed upon, but behavior that violates the rights of the applicant to hold and enjoy their event will be grounds to be removed from the designated event area.
18. Applicants must demonstrate that they considered the impact that the proposed event may have on businesses and citizens.
19. If an entry fee is charged for an event, an applicant may not charge the fee to:
 - A. A person who resides or operates a business in the event area; or
 - B. A customer of or a person making a delivery to a business or residence in the event area.

20. An applicant shall post a sign at each entrance and exit to the event area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the event. An applicant must post the sign required under this section during the time the entry fee is in effect.
21. The sale of alcoholic beverages or low-point beer is restricted to use within the special event area which is specifically designated for alcohol consumption. The applicant will exercise due diligence and exert his best efforts to prevent the sale of alcoholic beverages or low-point beer to minors or to prevent alcoholic beverages from leaving the area specifically designated for alcohol consumption. An applicant shall comply with all requirements of the Oklahoma Tax Commission, and the ABLE Commission if alcohol or low-point beer is to be sold at the event.

Adequate police presence and control of alcohol or low-point beer access (i.e. wristbands, etc.) must be approved by City of Sand Springs Chief of Police before any application will be considered.

22. In order to insure that the health and welfare of the public at events, the following items must be addressed if applicable to an event.
 - A. A requirement that a valid food handlers' licenses for each person staffing the booths and compliance with temporary establishment requirements of Oklahoma State Health Department Rule 310:257. However, if the special event is a farmers' market properly registered with the Oklahoma Department of Agriculture, the Department of Agriculture and the Oklahoma State Department of Health do not require duplicate permitting.
 - B. If food or beverage booths are used during an event, an applicant shall spray-clean the sidewalk and area around the food and beverage booth with water within twenty-four (24) hours from the end of the event or prior to reopening the street whichever is earlier.
 - C. If an applicant fails to promptly spray clean the sidewalk and area around a food and beverage booth, within twenty-four (24) hours after the end of the event or prior to reopening the street whichever is earlier, the City of Sand Springs shall provide the clean up and charge the applicant the incurred costs of the clean up.
 - D. The applicant must arrange for an approved sanitation company or the City of Sand Springs Sanitation Department to provide an adequate number of trash receptacles, dumpsters, and containers for recyclables for the event.
 - E. If the applicant fails to promptly clean up trash and remove debris from the event site within twenty-four (24) hours from the end of the event or prior to reopening the street whichever is earlier, the City of Sand Springs shall provide the clean up and charge the applicant the incurred costs of the clean up.

- F. An applicant shall provide an adequate number of portable toilets based on the estimated number of participants at the event as specified by the Oklahoma Department of Health. An applicant may not place a portable toilet within twenty-five (25) feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance of less than twenty-five (25) feet.
23. If the event is subject to special conditions that the applicant feels unwarranted, the applicant may appeal the conditions by giving notice to appear before the City Manager's office.
24. The approved permit shall be maintained in the possession of the Responsible Party during the dates and times of said activity. Failure to comply with any conditions of this permit; provisions of Chapter 12.32 of the Code of Ordinances of the City of Sand Springs Oklahoma; or any other Federal, State, County or local law, ordinance, rule, or regulation shall be cause for revocation.