



**The City of**  
**OKLAHOMA CITY**  
FIRE DEPARTMENT

**Special Event Notification**

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To be completed by applicant and returned to Oklahoma City Fire Marshals Office  
(Please print)  
Date \_\_\_\_\_ 20\_\_\_\_

Firm/Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Site Address of Event \_\_\_\_\_

Date & Hours of Set-up \_\_\_\_\_

Date & Hours of Event \_\_\_\_\_

Estimated Event Attendance \_\_\_\_\_ Size of tent if applicable \_\_\_\_\_

Contact person/persons \_\_\_\_\_

Promoter must submit floor plans with Special Event Notification Form, for approval from Fire Marshals Office. Promoter must review Special Event Requirement packet and will responsible for all permits if applicable.

**NOTIFICATIONS OF EVENT SHALL BE MADE 30 DAYS BUSINESS DAYS PRIOR TO THE EVENT. NOTIFICATIONS RECEIVED LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT WILL BE CONSIDERED LATE NOTIFICATIONS AND WILL BE ADDRESSED ACCORDINGLY.**

Event notifications may be submitted in person weekdays from 8:00am to 4:30pm, or mailed, or faxed to:  
2300 General Pershing Blvd.  
Oklahoma City, OK 73107  
Attention Special Events  
Office: (405) 297-3584 Fax#: (405) 297-3330

In the space following,, please include as much detail as possible regarding the type of event and activities. The contact person listed above will be responsible for required code compliance as well as being responsible for providing any additional information requested by our office.

Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_