



OKC PARKS

The City of Oklahoma City Parks and Recreation Department Bleacher Rental Agreement and Application

Four individual bleacher units are available on a first-come, first-served basis. Individuals or organizations may rent one or more of the bleachers, depending upon their needs. Each set of bleachers has 9 rows of seating (18" per seat) and can accommodate up to approximately 180 people.

Bleacher Dimensions:

10' 2" tall
18' 2" deep (folded out)
31 feet in length
36 feet long with tongue out

Transportation and Set-Up

OKC Grounds Maintenance Division transports the bleachers to and from each event site. Bleachers are delivered with a one-ton truck, using one truck per bleacher unit. The bleachers must be positioned on a firm, reasonable level surface. If indoors, the overhead door must be wide enough for the bleacher unit and truck to enter and exit. The indoor facility must have enough room for the truck and bleacher unit to make turns, if necessary.

In renting this equipment, I understand and agree to the following (please initial next to each line item):

- _____ \$100 of your total rental fee must be paid at the time of booking in order to create your rental reservation. Final payments must be received no later than 5 business days prior to the event.
- _____ Rentals with a set-up or tear-down date/time outside of business hours (6:30 am to 3 pm Monday-Friday) will be required to pay a \$150 after-hours delivery fee.
- _____ Parks and Recreation Department is not responsible for any damage caused to property as a result of delivery, set-up or removal of bleachers from property.
- _____ Overnight security must be provided if the bleacher units are to be left overnight. Confirmation of on-site security must be made prior to approval of bleacher permit.
- _____ The Parks and Recreation Department reserves the right to cancel any scheduled bleacher permit for any reason, including but not limited to weather, on-site grounds conditions, equipment conditions, or if the equipment is misused or continually damaged by a particular individual, group or organization.
- _____ The Parks and Recreation Department will not set up bleachers in the requested location if they believe it is unsafe to do so. The bleacher rental will be refunded minus the setup and removal charge.
- _____ If a cancellation notice is received more than 30 calendar days in advance, an alternate date within one year may be chosen at no additional charge, or a refund may be given minus the \$50.00 cancellation fee. If a cancellation notice is received less than 30 days in advance of the event, an alternate date within one year may be chosen at no additional charge, but no refund will be given. You will have fourteen calendar days to select your new reservation date. If no notice of cancellation is given no refund will be given.

Application Signature _____ Date _____

Rental Fees as of January 1, 2025 (per City Ordinance No. 60-38-21)

Inside City limits, per set, per day; includes delivery, set-up and removal: **\$400**

Outside City limits, no more than a 50-mile drive from the Park Maintenance Shop at 2300 SE 22nd Street, per set, per day: **\$250**

Delivery, setup and removal, per set, per mile both ways: **\$7**

Additional setup and/or removal fee, per set, outside of normal business hours (6:30 am to 3:00 pm, Monday thru Friday): **\$150**

Date of Application: _____ Event Name: _____

Company/Organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Office: _____

Cell: _____ Email: _____

Bleacher Rental Date(s): _____ Number of Bleachers: _____

Delivery Location: _____

Setup/Delivery Date: _____ Time: _____ Removal Date: _____ Time: _____

Special Setup Instructions: _____

Person on-site at location: _____ Cell: _____

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By checking this box, I am acknowledging that I will attach a copy of my site map to my application email sent to parkevents@okc.gov along with this application.

Applicant Signature _____ Date: _____

By signing this permit application, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#). Our Special Events Coordinator will contact you if additional requirements are necessary based on your event details.

Return to: 420 West Main Street, Suite 210
Attn: Park Events
Oklahoma City, OK 73102
Email: parkevents@okc.gov
Office: 405-297-2691 / **Fax:** 405-316-2691

