



## Woodward Park Wedding & Special Event Information

Thank you for choosing Woodward Park for your Special Event! Woodward Park is operated by the City of Tulsa's Park and Recreation Department. To ensure use of your desired location, an Event Permit **must** be purchased & the event scheduled through the Tulsa Garden Center.

**Proceeds from the sale of Event Permits and Photography Permits are used by *The Friends of Woodward Park* to fund repairs and improvements for Woodward Park.**

### **PERMIT INFORMATION**

#### ***PERMIT FEES ARE NON-REFUNDABLE***

(This includes cancellation of event due to inclement weather.)  
***ONCE PERMIT IS ISSUED - NO CHANGES MAY BE MADE.***

- ◆ Permit Fees for desired locations within the park are as follows:
  - \$100** for a one (1) hour Event.
  - \$250** for a three (3) hour Event.
  - \$100** for each additional hour used for an Event.
  - If only the Shelter is rented, it is \$60 per hour.
  - If your permit is for another location within the park, then the Shelter may be added to your location for the length of your permit time for a **\$60** fee.
- ◆ The person named on the permit will use only the location assigned to them and shall understand that other visitors to the park may observe their event.
- ◆ If you will be using a commercial photographer, they will need to obtain a Commercial Photography Permit which **MUST** be attached to their camera during the event. This permit can also be purchased at Tulsa Garden Center. Please call 918-746-5125 for further information.
- ◆ Take your Permit(s) with you to the Event. Park Security personnel patrol Woodward Park on a regular basis to check for permits.
- ◆ Please remember that parking is limited within the Park. Car pooling for events is recommended.

### **LOCATION INFORMATION**

- ◆ 100 people maximum attendance for the following locations:  
Rose Garden Levels I, II, III, IV, and V; Overlook; Bridge; Great Spirit Statue; Open Area; The Green; Anne Hathaway Herb Garden; Grotto; Arboretum; Azalea Beds; Daffodil Hill and Oasis.
- ◆ 25 people maximum attendance for the following locations:  
The Rock Garden; Shakespeare Monument; Sunken Garden; and the Conservatory

### **PERMIT APPLICATION**

- ◆ Permits will be issued no more than six (6) months in advance of the event date and will be issued on a first-come first-served basis.
- ◆ To obtain a Woodward Park Event Permit submit an application form to Tulsa Garden Center.
- ◆ To submit your application you may:
  - Bring application with full payment to Tulsa Garden Center (2435 South Peoria).
  - Mail application with full payment (do not mail cash) to Tulsa Garden Center (2435 South Peoria, Tulsa, OK 74114).
  - E-mail application with credit card information (Visa or Mastercard only) to [mwerts@tulsagardencenter.com](mailto:mwerts@tulsagardencenter.com).
  - Fax application with credit card information (Visa or Mastercard only) to 746-5128.

## SET UP INFORMATION

- ◆ Wedding and event attendees **MAY NOT** use the Tulsa Garden Center, Linnaeus Teaching Gardens, or Tulsa Historical Society for any reason. This includes restrooms, changing facilities and parking lots areas.
- ◆ Woodward Park is open to the public 7 days per week – 5:00am – 11:00pm. The park gates are locked at 11:00pm.
- ◆ There is neither electricity nor running water available for events in Woodward Park.
- ◆ There are no picnic tables in Woodward Park. There are park benches at various locations in the park.
- ◆ There are no lights within the park or Rose Garden. The parking lot areas and roads are lit by street lights.
- ◆ The Shelter restrooms are closed / locked November 1 – April 1.
- ◆ Vehicles are allowed in the Woodward Park parking lot only.
- ◆ By city ordinance, no amplified sound or music is allowed on Park grounds.
- ◆ By city ordinance, no generators may be used within the Park grounds.
- ◆ By city ordinance, no glass containers for any beverage may be used within the Park grounds.
- ◆ Any type of fireworks, including sparklers, is strictly prohibited within Park grounds and Tulsa city limits.
- ◆ Use of helium-filled balloons (latex balloons only) within the Park is allowed. Mylar or metallic balloons are strictly prohibited as they are a fire and outage hazard to the numerous electric lines surrounding the park.
- ◆ The use of tents and awnings must be approved in advance and must be freestanding. Stakes are not to be used in the ground. Tents can be no larger than 10'x10'. Tents must be a minimum of 5 ft apart and cannot be tied together.
- ◆ By city ordinance, grilling, cooking, or any type of open flame is strictly prohibited in Woodward Park.
- ◆ Rented tables and chairs are allowed on hard surfaces (cement / pavement, or gravel pathways) only. Exceptions will be made for handicapped or elderly individuals. Under no circumstances may tables or chairs be set up the garden beds or on the grass. You are responsible for removing all items at the end of your event.
- ◆ **Only birdseed** may be tossed after weddings in Woodward Park.
- ◆ Soil and grass may be wet during spring and summer when Park Department personnel water turf areas.
- ◆ Management reserves the right to assign alternate locations based on projected attendance and to protect the turf and other plant material.

# Woodward Park

## Application for Event Permit

(Permits will be issued no more than six (6) months in advance of event.)  
(please print)

Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Location in Woodward Park: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

I agree to comply with all Woodward Park Rules as prescribed by Park Board Policies and Regulations, as described in Title 26 of the City of Tulsa Revised Ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### PAYMENT INFORMATION

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

TOTAL AMOUNT PAID: \$ \_\_\_\_\_

PAID BY:      Money Order      Check      Visa      Mastercard  
(checks not accepted 30 days or closer to event)

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### **PERMIT FEES ARE NON-REFUNDABLE**

Please return this *Application for Event Permit* and *payment* to:

**Tulsa Garden Center  
2435 South Peoria Ave.  
Tulsa, OK 74114**

If there are any questions, please call the Tulsa Garden Center at **918-746-5125**.

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### **THIS PORTION FOR TULSA GARDEN CENTER USE ONLY**

APPROVED:

\_\_\_\_\_

Permit Desk, Tulsa Garden Center / Woodward Park

\_\_\_\_\_

Date

