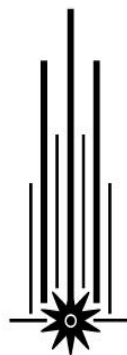


FEBRUARY

2012

CITY SERVICES MANUAL

Downtown Oklahoma City Inc.



DOWNTOWN
OKLAHOMA CITY, INC.

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Disclaimer:

THE INFORMATION CONTAINED IN THIS MANUAL IS FOR GENERAL INFORMATION PURPOSES ONLY. THE INFORMATION IS PROVIDED BY DOWNTOWN OKLAHOMA CITY, INC. AND WHILE WE ENDEAVOR TO KEEP THE INFORMATION UP TO DATE AND CORRECT, WE MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, ABOUT THE COMPLETENESS, ACCURACY, RELIABILITY, SUITABILITY, OR AVAILABILITY WITH RESPECT TO THE INFORMATION.

The Purpose of this Manual

This manual was compiled with the goal of encouraging event planners to hold events in the Downtown area by providing them with a quick-and-easy guide that will steer them through the process.

In this manual, you will be able to find:

- Step-by-step procedures for getting all of the various permits or licenses that may be required of you
- Up-to-date copies or links to up-to-date copies of all applications & info packets that you may need
- Contact information of all the City Services representatives you may need to get in touch with
- A timetable presenting the various deadlines you may need to be aware of
- A few tips and tricks to help the process of organizing your event to go as smoothly as possible
- Other pertinent information

City Services Meetings

In order to hold an event in Oklahoma City, you must first attend a *City Services Meeting*. This meeting is the first step to getting approval to host an event within Oklahoma City city limits.

This manual is intended to give you all the information you need about Oklahoma City requirements *before* attending the City Services meeting; that way you're not caught off-guard by the things you're asked to have prepared.

The meetings are held on the **second Wednesday** of each month at **420 W. Main Street** in the basement conference room at **3:00 PM**. At the meeting, City representatives review event plans brought by event coordinators and inform the coordinators about all permits, licenses, approvals, insurance, etc. that must be acquired before the event takes place. In order to get on the agenda, contact Brandi Morrow at 235-3500 or email her at Brandi@downtownokc.com. Please provide the event name, date, time, location and contact e-mail and phone number.

Keep this meeting in mind, it will be frequently referenced throughout the rest of the manual.

Note: You do not need to promote your event to the room - city officials are there to ensure you have made adequate plans in regards to protecting public health and safety. The idea is to come prepared with all required information and make your presentation **swift and to the point**.

At the meeting, you (along with a number of other event organizers) will be asked to present your event to the representatives. *You will need to bring **20 packets** that include the following information:*

- Event description
- Event name, date, time, and location
- Electricity Plan (generators or not)
- Intent to Vend food/drink/alcohol
- Intent to Use Temporary Structures
- Other details specific to your event

Also in each of your packets must be 4 documents, labeled at the top as Exhibits A, B, C, and D. Sample exhibits are at the end of this manual.

- **Exhibit A: Event Site Plan.** This is a site map (Google Maps is great for this) demonstrating the staging area, street closures, restrooms, and waste receptacles.
- **Exhibit B: Traffic Control Plan.** This is a more detailed map with barricades, directional signage, and a description of how traffic will be re-routed.
- **Exhibit C: Solid Waste Management Plan.** This is a summary of your restroom and trash plan. Include an explanation of whether the event will use public facilities or contract additional facilities. Your trash plan must describe the method of cleaning the event area, and explain the location and number of receptacles for event use. If using a service, describe who is contracted and how they will clean.
- **Exhibit D: Emergency Contacts.** This is a list of two or more emergency contacts that will be available to respond during the event. Includes full names, emails, and cell phone numbers.

For additional questions, feel free to contact Brandi Morrow at 235-3500.

Revocable and Activity Permits

In order to hold any kind of event on Oklahoma City public property or within a city right-of-way you will either need an Activity permit, or both an Activity *and* a Revocable Permit. These permits are issued after your event has been approved at the City Services Meeting.

Activity Permits are generally used for **smaller** events that do not close or obstruct major city streets. Application takes **48 hours** to process, and insurance may be required. You can find this application on the following pages. Contact Mike Anderson at 297-2722 with questions.

Revocable Permits are generally used for **larger** events that include street closures. An Activity Permit will be issued in addition to any Revocable Permit. No application necessary, but allow **3 months** between your City Services Meeting and your event. Insurance is required (you must contract your own provider and provide an Accord Certificate as noted below and in sample documents). Once you receive approval following the City Services Meeting, you must provide all necessary documentation, it must be approved and then your event will be included on a City Council Meeting agenda. This meeting is held every Tuesday at 8:30 am at City Hall in City Council Chambers, September - May. May - August the meeting is held every other Tuesday. The weeks where there is a Monday holiday, the Council will meet on the Wednesday of that week. To be sure, check the City's website for Council dates at www.okc.gov .

Note: It is your responsibility to be present at the assigned City Council meeting in case there may be any objections to your event.

- If you want to hold your event in a public park, lake, river, City Hall lawn or an alley you'll need to notify Drew Watson,

drew.watson@okc.gov, 297-2691 to prepare your Revocable Permit.

- If you want to hold your event on public property in Downtown Oklahoma City, you will work with Brandi Morrow, Brandi@downtwonokc.com, 235-3500 to prepare your Revocable Permit. Please refer to the Permit Area Map on page 31 for area designation.
- If you want to hold your event on public property in other areas of Oklahoma City, you will work with Stuart Chai, stuart.chai@okc.gov, 297-2003 to prepare your Revocable Permit. Please refer to the Permit Area Map on page 31 for area designation.

Note: The difference between Activity and Revocable permits will be determined based on your event at the City Services Meeting. Please contact Stuart Chai at 297-2003 with any questions.

Insurance Requirements: Follow these guidelines to ensure your form is acceptable for submittal with your permit.

- Certificate of Insurance on The City of Oklahoma City's form
- Required minimums:
 - \$1,000,000 Comprehensive Coverage
 - \$175,000 Personal Injury
 - \$25,000 Property Damage
- The insurance form must state **The City of Oklahoma City** is the **Certificate Holder** with the following address:
The City of Oklahoma City
200 N Walker
OKC, OK 73102
- The insurance form must describe that the **Certificate Holder** is listed as an **Additional Insured**
- Refer to the sample Insurance Form on page 30



ACTIVITY PERMIT

(Please type or print all information)

The City of
OKLAHOMA CITY

Public Works Department - Traffic Management Division

PHONE (405) 297-2531

FAX (405) 297-3365

Description of activity : _____
BLOCK PARTY, PARADE, FESTIVAL, DEMONSTRATION, OUTDOOR DISPLAYS, ETC.

Date(s) and time(s) of event : _____

Location : _____
STREET ADDRESS, PARK NAME, ETC. IF A WALK, RUN OR PARADE, A ROUTE MAP IS REQUIRED AND MUST BE ATTACHED.

Expected number of participants : _____

Planned event activities : _____
MUSIC, PUBLIC ADDRESSES, OUTDOOR DISPLAYS, CONTESTS, SPORTING EVENTS, ETC.

REQUIREMENTS :

1. No signs or placards may be posted. (Inserted in ground or attached to poles)
2. No blocking sidewalks or driveways and no interfering with pedestrian or vehicular traffic.
3. No sound amplification in any form. A **separate Noise Permit** is required. Contact 297-3884 to obtain this permit.
4. Barricades, if required, must be official barricades and placed in a proper manner.
5. **Block Party** applicants **must** notify all affected residents and businesses **prior** to the activity. (Those affected **must** sign the reverse side of this permit application as proof of notification.)
6. No trespassing onto private property.
7. No wearing hoods or any other devices to disguise the face.
8. The OKC Police Department **must** be contacted to arrange for escorts and other activity related traffic control. Police Department contacts are Lt. Jay Freeman or Sgt. David Baxter at 297-1144.
9. Applicants are responsible for removing **all** trash **immediately** following the event.
10. **Chalk** is the only allowed means of marking start and finish lines and route markers for walks; etc., or for other temporary street or sidewalk markings needs. **No paint of any kind is allowed.**
11. IF the activity involves **reserving metered parking space(s)**, contact Cheryl Given, COTPA, at 297-2892 to reserve specific metered spaces and to pay for their use.

Permitted activities must be approved through Traffic Management Division at least 48 hours prior to the event, excluding weekends and holidays.

APPLICANT NAME (Please Print)

FULL MAILING ADDRESS

APPLICATION DATE

TELEPHONE (MOBILE/PAGER/FAX)

THIS SPACE FOR OFFICIAL USE ONLY. - APPROVALS AND NOTIFICATIONS.

Division Head Approval

Approval Countersignature

Approval Comments : _____

To Vend Food and Drink

Step 1: At the City Services Meeting, state intent to vend food and/or drink. It is best to come prepared with a vendor's list.

Step 2: Provide a vendor's list to the City-County Health Department at least **two weeks** before your event. This list should include vendor names, contact names, contact numbers, and a description of what they will be vending and given to representatives at the City Services meeting. Mail this list to 921 NE 23rd St., 73105.

Step 3: On the day of the event, review the Health Department's Temporary Food Establishment Requirements and make sure your vendors are up to code: <http://occhd.org/community/consumer-health/food-rules-and-regulations> (click on Temporary Food Establishment Requirements.)

Step 4: Before your event begins, The Health Department will come out to inspect your facilities. Upon approval you will need to pay a **\$30** State Health Department fee. For questions about State Health Department matters, contact Sasan Pilehvar at 410-3394.

Step 5: Shortly after approval from the Health Department, a representative from the City of Oklahoma City will come out and issue a Special Event Food Permit, for which there is a **\$29** fee. Keep in mind; different permits are required when vending food *indoors* and *outdoors*.

Note: These permits **only** pertain to the boundaries defined by your Revocable Permit. If a vendor is outside these boundaries, he/she will also require an Outdoor Sellers License. For questions about City Permits and Licensing, contact Meagan Armstrong at 297-2061.

To Vend Beer/Alcohol

Step 1: At your City Services Meeting, state intent to vend beer and/or alcohol.

Step 2: Submit **Special Event License** Application (http://www.ok.gov/able/Business_Application_Forms/) to the ABLE commission at least **20 days prior** to your event. Your application packet needs to contain:

1. The completed application form with all attached documents
2. A copy of the completed application form
3. A check for \$55
4. Your list of alcohol wholesalers
5. A list of your inventory

Step 3: At your event, a representative will issue either a Special Event Beer Permit, or a Special Event Alcohol Permit. Again, different permits are required for *indoor* and *outdoor* distribution.

Step 4: Within **seven days after** the event, you will need to submit a copy of the original liquor invoice, an inventory list of all unused liquor, and an explanation of where the unused liquor is being stored to the ABLE Commission.

For more information, contact the ABLE Commission at 522-3033

Power and Generators

- Most generators do not require permits, only an on-site inspection. Generators with load centers or panel boards, however, require a Miscellaneous Wiring Permit. To obtain this, call Gerald Wiedemann with the City of Oklahoma City Electrical Inspection Department at 297-2371 or Gerald.wiedemann@okc.gov.
- In any case, **ALL** generators must be inspected and approved by Gerald before your event begins. Call ahead and set a time and be present for the inspection.
- Be sure to include generator locations on the maps you bring to the City Services Meeting.

Signs and Banners

Any Signs or banners over 100 sq. feet require approval at the Design Review Committee Meeting, held the 3rd Thursday of every month.

Signs and banners under 100 sq. feet are prohibited. In order to get on the schedule for this meeting, you will need to send in an application to the Planning Department at 420 W. Main St., OKC.

You can find the necessary application form at: www.okc.gov/planning/downtown_review/index.html (Click on “*Application Form*” on the left sidebar). Upon submittal, your application must include:

1. Colored and Dimensioned Illustration
2. Description of Method of Installation
3. Elevation Drawing or Photo with Sign
4. Description of Method of Illumination (if applicable)

Important: Once you’ve completed and sent in this application, (take careful notice of filing deadlines presented on following page,) a meeting will be scheduled to review your plans. Please make sure this meeting is scheduled at least **6 weeks prior** to your event. Contact information can be found at the bottom of the following page.

- The cost of Administrative Review for Certificate of Approval is \$100
- The cost of Committee Review for Certificate of Approval is \$500

Note: A different process is required for **permanent** signs, banners, street furniture, etc. Please visit http://www.okc.gov/planning/planning_library/index.html for applications and details.

2011 Calendar Year
Schedule of Regular Meetings

Downtown Design Review Committee

| <u>Filing Deadline 4:00 p.m.</u> | <u>Meeting Time</u> | <u>Meeting Date</u> |
|----------------------------------|---------------------|---------------------|
| December 13, 2010 | 9:30a.m. | January 20, 2011 |
| January 11, 2011 | 9:30a.m. | February 17, 2011 |
| February 8, 2011 | 9:30a.m. | March 17, 2011 |
| March 15, 2011 | 9:30a.m. | April 21, 2011 |
| April 12, 2011 | 9:30a.m. | May 19, 2011 |
| May 10, 2011 | 9:30a.m. | June 16, 2011 |
| June 14, 2011 | 9:30a.m. | July 21, 2011 |
| July 12, 2011 | 9:30a.m. | August 18, 2011 |
| August 9, 2011 | 9:30a.m. | September 15, 2011 |
| September 13, 2011 | 9:30a.m. | October 20, 2011 |
| October 11, 2011 | 9:30a.m. | November 17, 2011 |
| November 8, 2011 | 9:30a.m. | December 15, 2011 |
| December 13, 2011 | 9:30a.m. | January 19, 2012 |

Planning Department Staff:

Scottye Montgomery
 (405) 297-3538
 scottye.montgomery@okc.gov

Paula Hurst
 (405) 297-1624
 paula.hurst@okc.gov

All meetings of the Downtown Design Review Committee are scheduled to take place in the City Council Chambers, City Hall, 200 North Walker Ave., Third Floor

Noise Permit

A Noise Permit must be issued for any event containing amplified or ‘excessive’ sound. For more information on what qualifies as excessive or to request a Noise Permit Application, call Beverly Asberry at 297-3884.

No Noise Permit will allow excessive sound past 11:00 pm in a residential zone or 12:00 am in a nonresidential zone.

Note: To be considered, your application must be mailed in at least **10 days prior** to your event. Be sure to keep this deadline in mind, missing it can obviously be detrimental to your entire event.

Fire Department Matters

The Fire Department plays a major role in getting your event approved. They oversee all issues regarding fire, tents, and the general physical safety of all those involved.

30 days prior to your event you will need to submit a Special Event Notification Form (page 15) to the Fire Marshal's office. This form will notify them of everything that they will need to be aware of upon coming out to inspect your event. **The form is required for special events (ticketed or not) taking place in any building, (public or private) not created to hold events, where a large group of people will meet.** Specific permits can be issued **on-site** for:

- Propane burners of any kind (**Open Flame Permit**)
- Pyrotechnics/Fireworks (**Fireworks Permit**)
- Displaying a fueled vehicle indoors (**Liquid or Gas Fueled Vehicle Indoor Permit**)
- Tents in excess of 225 sq. feet (**Tent Permit**)
- Haunted houses (**Haunted House Permit**)
- Cryogenics

For any questions or for more information, contact Captain Rodney Huston at 297-3584. He will be present at the City Services Meeting and will expect you to already have plans regarding the above permits.

On-site inspection and approval are required for the following before your event begins:

- Sprinkler systems
- Facility alterations
- Indoor Tree Arrangements
- Decorative material (must be flame-retardant)
- Tent material (must be flame-retardant)
- Merchandise sales locations (must not block exits)
- Give-a-ways
- Stage placement
- All cooking trailers and equipment (must have proper ventilation/hoods)
- Smoke detectors
- Barricades
- Line control
- Security plan
- House lighting
- Extinguishers
- Any and all fuel storage
- Heaters of any kind

Special Event Notification

To be completed by applicant and returned to Oklahoma City Fire Marshals Office

(Please print)

Date _____ 20_____

Firm/Applicant Name _____ Phone # _____

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 _____

2300 General Pershing Ave.---Oklahoma City, Oklahoma 73107--- (405) 297-3584 --- Fax (405) 297-3330

Parking

If you would like to designate parking for your event, you have two options:

1. Submit a Meter Hooding Request, which will cost you \$10 per meter, per day. If this is what you want to do, you will need to get the application form turned in at least **48 hours** before your event.

➤ Application Form: www.ParkingOKC.com – click on ‘Meter Hooding Request’ under ‘Quicklinks’ on the bottom right side of the home page.

2. For larger events, the city can designate use of a public parking garage for your event, and they often offer reduced rates for events put on by non-profit organizations. This operates on a case-by-case basis, and no forms or permits are required.

For questions, call Debi Holtzclaw, City of OKC Parking Manager at 297-2932.

Waste Management

You're required to contract with a private hauler for trash removal and restroom facilities. Be sure to do this before the City Services Meeting, and come prepared with a plan to present. Make certain the ratio of restrooms and waste receptacles to event attendees is adequate.

There is no actual licensing, permitting, review, or approval requirement for this matter. However, if you fail to do an adequate job cleaning up after your event, the city may elect to contract for cleanup and you will be responsible for paying this invoice.

You should refer to the Yellow Pages for waste management and restroom rental services. The City cannot recommend any one trash hauler over another.

For questions, contact Charles Lombardy with the City of OKC Utilities Department at 749-3092 or Charles.lombardy@okc.gov.

Taxes

You're required to notify the Oklahoma Tax Commission about your special event, as well as report all sales (including money made from admission, if applicable).

Step 1: Contact Darcel Defibaugh at the Oklahoma Tax Commission by calling 522-4324, and ask her for a Special Event Promoter/Organizer Business Application.

Step 2: Receive the application, fill it out and turn back in no less than **20 days prior** to your event.

Step 3: Receive Sales Tax Report forms with your permit number, and distribute these to all the vendors at your event.

Step 4: After the event, collect all of the report forms and send them back to Darcel within **15 days**.

- If the event is ticketed by you, be sure to claim this amount under the Temporary Sales Tax Permit number issued to you for your event.
- If the event is ticketed by a venue, they will need to claim this amount with their sales tax at the end of the month.

Myriad Gardens

In order to hold your event at the Myriad Gardens, you will need a Myriad Gardens Facility Permit. This is a **free** permit and you can obtain it by contacting Susan Kruta at 297-2943.

You will, however, need to pay a reservation fee and a deposit.

Oklahoma River

Oklahoma River Cruises offer cruises that can be tailored to fit any kind of event. They handle up to thirty-five people per cruiser, and each cruise will last at least 90 minutes. Additional time is available in 30 minute intervals. For cruise information and booking, contact Jody Hamilton at 702-7755 ext. 104.

To hold an event ON the river, such as kayaking events or boat races, you will need to contact Drew Watson at Parks and Recreation: 297-2691.

Bricktown Canal

To be allowed to vend food or merchandise on the Bricktown Canal, you will need to obtain a Bricktown Canal Vending and Outdoor Use Permit. These are available only for 6-month intervals and for specified vending areas at a cost of \$600. Before applying for this, you will need to have already secured all other necessary state and city licenses and permits listed above in the rest of the manual. For this, contact Janna Beth Tipton at 297-2467.

Deadlines Checklist

Prior to your event:

- 3 Months – Attend City Services meeting.
- 6 Weeks – Meet with Design Review Committee if necessary (p.11)
- 30 Days – Fire Department Special Event Notification (applies to all circumstances for all events)
- 20 Days – Special Event Promoter Business Application to Oklahoma Tax Commission / Special Event License Application to ABLE Commission
- 2 Weeks – Vendors List to City-County Health Department
- 10 Days – Noise Permit Application
- 48 Hours – Activity Permit Application / Meter Hooding Request

After your event:

- 7 Days – Liquor invoice and inventory to ABLE Commission

- 15 Days – Sales tax report forms to Oklahoma Tax Commission

Quick Reference

Contacts

Revocable Permit

Events Outside of Downtown OKC
Stuart Chai, City of OKC Traffic Management Division
Ph 405-297-2003
Fax 405-297-3365
stuart.chai@okc.gov

Downtown OKC Events
Brandi Morrow, Downtown OKC, Inc.
Ph 405-235-3500
Fax 405-235-3501
brandi@downtownokc.com

OKC Parks and Recreation Department
Special Events Program Coordinator – Public Parks, Lakes, Rivers
Drew Watson
Ph 297-2691
Fax 405-297-2001
drew.watson@okc.gov

Activity Permit
Mike Anderson
297-2722
mike.anderson@okc.gov

Oklahoma City-County Health Department
Sasan Pilehvar
410-3394 or 425-4348
sasan.pilehvar@occhd.org

Supervisor of Permits & Licenses
Meagan Armstrong
Ph 297-2061
meagan.armstrong@okc.gov

City of OKC Electrical Inspection Department

Gerald Wiedemann

297-2371

gerald.wiedemann@okc.gov

ABLE Commission

522-3033

Planning Department

Scottye Montgomery

(405) 297-3538

scottye.montgomery@okc.gov

Paula Hurst

(405) 297-1624

paula.hurst@okc.gov

Noise Permit Application

Beverly Asberry

297-3884

beverly.asberry@okc.gov

OKC Fire Marshal's Office

Captain Rodney Huston

297-3584

rodney.huston@okc.gov

OKC Fire Department

Emergency Management Liaison

Major Dean Findley

605-8982

dean.findley@okc.gov

OKC Police Department

Lieutenant Bobby Tompkins

297-1000

City of OKC Parking Manager

Debi Holtzclaw

297-2932
debi.holtzclaw@okc.gov

City of OKC Utilities Department
Charles Lombardy
749-3092
charles.lombardy@okc.gov

Oklahoma Tax Commission
Darcel Defibaugh
Ph 522-4324 or 521-3281
Fax 522-4325
ddefibaugh@tax.ok.gov

Myriad Gardens
Kendle Riley
297-3614
kendle.riley@okc.gov

Oklahoma River Cruises
Jody Hamilton
702-7755 ext. 104

City of OKC Parks & Recreation
Bricktown Canal Events
Janna Beth Tipton
297-2467
janna.tipton@okc.gov

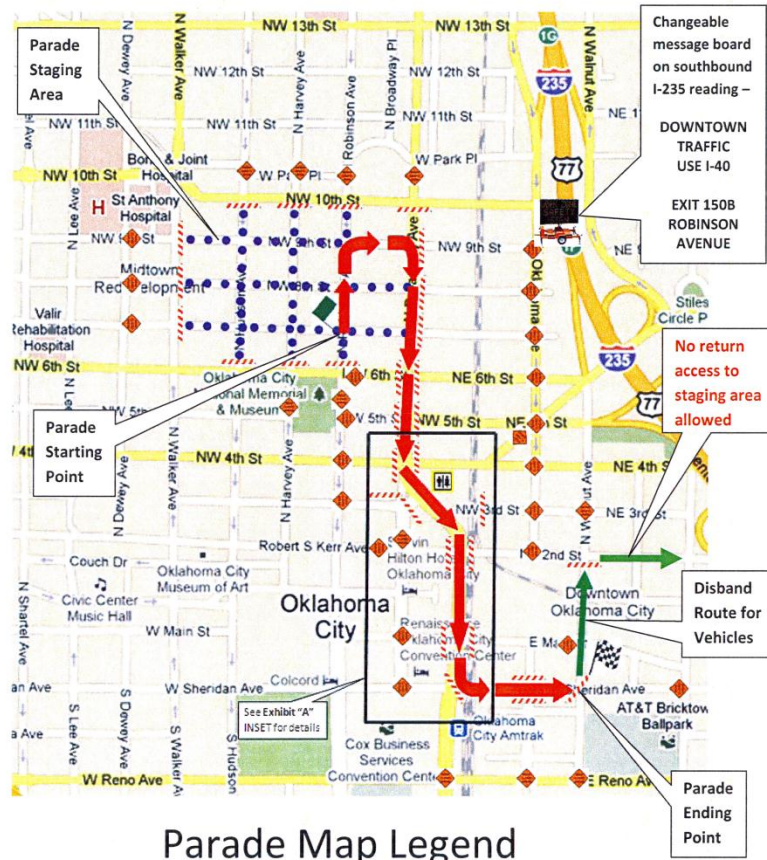
City of OKC Licenses
297-2606

Sample Documents






Revocable Permit Exhibits

“Exhibits A and B”

Event Site Map and Traffic Control Plan

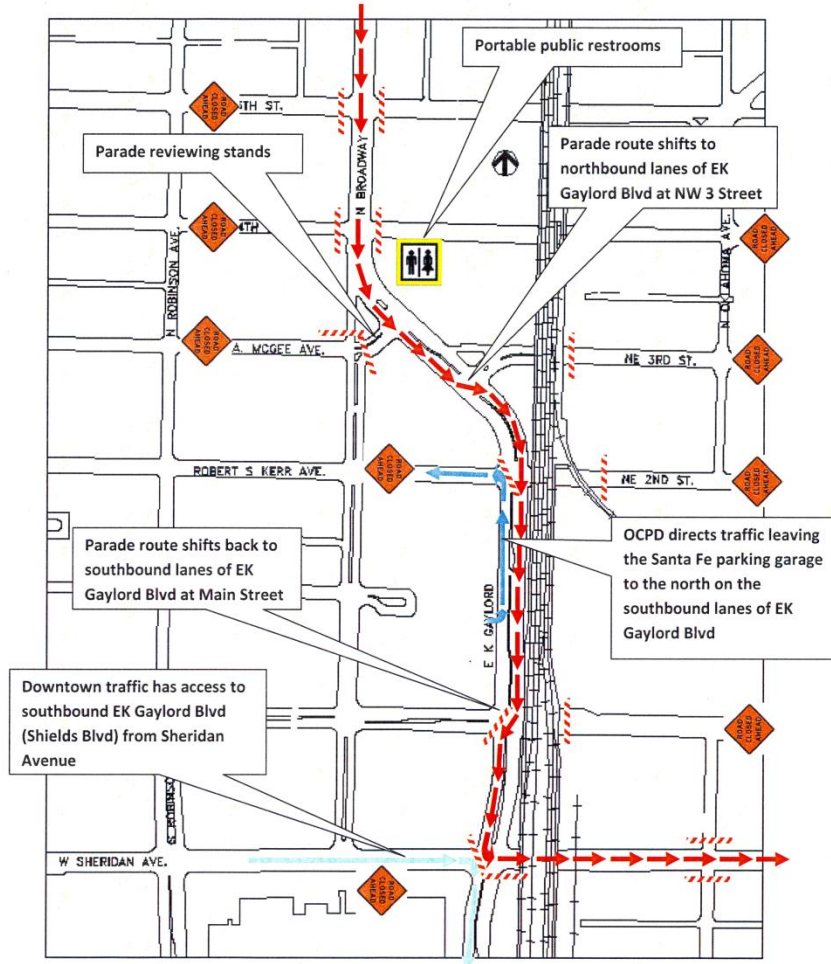


Parade Map Legend

-  Road Closure Location – Type III Barricades bearing “ROAD CLOSED” signs
-  Advance Road Closure Warning Signs on Type III Barricades
-  Streets Closed for Parade Staging Area
-  Parade Route
-  Parade Disband Route for Vehicles

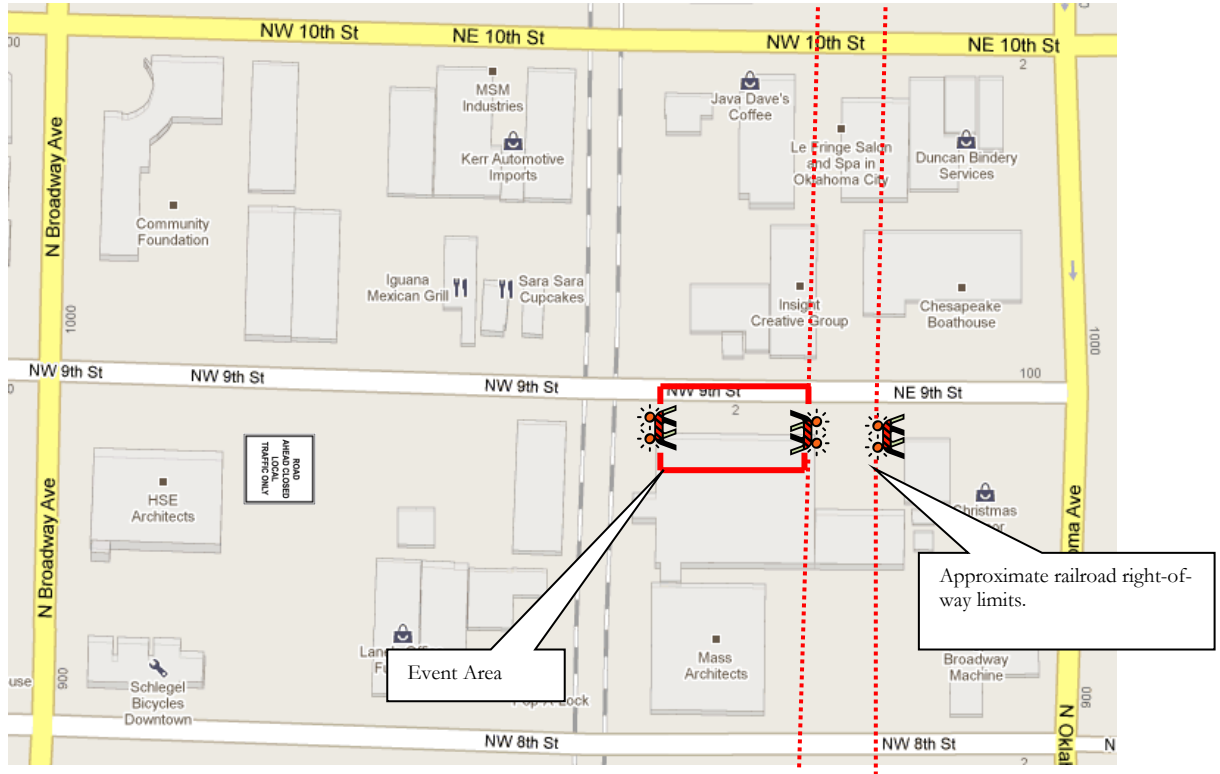
“Exhibit A” INSET and “Exhibit C”

Traffic Control Plan and Public Restroom and Event Solid Waste Management Plan



“Exhibits B and C”

Event Traffic Control Plan and Public Restroom and Event Solid Waste Management Plan



Map Legend



and Closure Point – Type III Barricades

Advance Road Closure Warning Signs on Type III Barricades



Public Restroom Facilities – portable accessible restrooms set up in parking lots and restrooms located within local businesses participating in the event



Solid waste dumpster – additional waste and recycling containers to be placed along NW 9 Street



Exhibit C
Rest Room & Waste Management Plan
2010 Turkey Trot OKC

18 - 20 portable restrooms are being ordered from Crossland Rentals to accommodate the 800 participants expected.

Trash receptacles will be on site for volunteer and participant use and site cleanup will be managed by volunteers and DG Productions.

Insurance Form

| ACORDSM CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) 7/21/2009 | | | |
|---|---|---|--|-----------------------------------|--|
| PRODUCER (405)840-9090 FAX: (405)840-9691 Ledbetter Insurance Agency, Inc. 1000 NW Grand Blvd Oklahoma City OK 73118 | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | | | |
| INSURED Oklahoma Family Center for Autism 2801 N. W. 154th Edmond OK 73013-8805 | | INSURERS AFFORDING COVERAGE NAIC # INSURER A: Philadelphia Indemnity 18058 INSURER B: INSURER C: INSURER D: INSURER E: | | | |
| COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | |
| INSURANCE CODE | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
| A X | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR PHPK440534 GENT. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC | | 7/21/2009 | 7/21/2010 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY - AGG \$ |
| | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below | | | | WC - STAT - LTR - LIMITS OTH ER EL - EACH ACCIDENT \$ EL - DISEASE - EA EMPLOYEE \$ EL - DISEASE - POLICY LIMIT \$ |
| OTHER | | | | | |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Certificate Holder is named as additional insured in regards to the general liability coverage. | | | | | |
| CERTIFICATE HOLDER The City of Oklahoma City 200 N Walker Oklahoma City, OK 73099 | | | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Greg Moore, CIC/AJ <i>Gregory E Moore</i> | | |

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INS025 (0108).08a

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Note: The Description of Operations/Locations/Exclusions Added By Endorsement/Special Provisions must state that the Certificate Holder is named as an Additional Insured.

Certificate Holder Information must be inserted as shown.

Permit Area Designation Map
