



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Spark Summit Date(s) of Event: September 16-17, 2022
Location Address: 114 W ARCHER ST N Council District(s): 4
Event Description: Holberton is a software engineering and coding school. We are hosting Tulsa Creative Engines, Spark Summit. Which is a Summit designed to bring the latest technology to Tulsa and highlight our current students work. This will be a block party style event with vendors and events happening in our campus and at Welltown Brewery next door.
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Sidewalk Closure, Private Property, Street Closure
Anticipated Attendance: Total: 300 Per Day: 300
Anticipated Participants: Total: 300 Per Day: 150
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Creative Engine Website: https://www.tulsacreativeengine.org/
Chief Officer of Host Organization: Chris Davis
Email and Phone: chris@tulsacreativeengine.org 918-855-7416
Applicant Name: Kassidy Wickersham
Email and Phone: kassidy.wickersham@holbertonschool.com 918-392-5530
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Kassidy Wickersham Mobile: 405-850-0017
Billing Contact: Kassidy Wickersham Phone: 918-392-5530
Billing Address: 15 N CHEYENNE AVE W Tulsa
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/15/2022 Time: 9:00 a.m.
Street Closure for Event Setup: Date: 09/15/2022 Time: 9:00 a.m.
Street(s) to be Closed for Event Setup: N Cheyenne between Archer St and 1st St

Event Start: Date: 09/16/2022 Time: 9:00 a.m.
Street Closure for Event Start: Date: 09/15/2022 Time: 9:00 a.m.
Street(s) to be Closed for Event Start: N Cheyenne between Archer St and 1st St
Run, Walk, Parade Start Time: NA
Daily Event Hours: 9:00 a.m. 09/16 to 1:00 a.m. 09/17
9:00 a.m. 09/17 to 1:00 a.m. 09/18

Event End: Date: 09/17/2022 Time: 1:00 a.m.
Street Reopens after Event End: Date: 09/18/2022 Time: 4:00 p.m.
Event Teardown: Date: 09/18/2022 Time: 9:00 a.m.
Street Reopens after Event Teardown: Date: 09/18/2022 Time: 4:00 p.m.

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Wine Sales
Number of Food Vendors: 0
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 0 Provider and Phone: NA
Number of Amusement Rides: 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Contact, Email and Phone: TBD

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: Advance Workzone Services
(918) 577-1810

Equipment Setup: Date: 09/15/2022 Time: 9:00 a.m Equipment Pickup: Date: 09/19/2022 Time: 9:00 a.m.

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Street, ADA parking not available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Creative Engine

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Aimright Temporary Services
(918) 233-3575

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 4

Equipment Setup: Date: 09/15/2022 Time: 9:00 a.m.

Equipment Pickup: Date: 09/18/2022 Time: 9:00 a.m.

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 10

Performer/Band name and music type: To be announced

Sound Amplification: Yes

Start Time: 5:00 p.m.

Finish Time: 1:00 a.m.

Please describe the sound equipment that will be used for your event:

5 p.m. 09/16 to 1 a.m. 09/17

Noon 09/17 to 1 a.m. 09/18

Standard Band Equipment

Sound checks conducted prior to the event: Yes

Start Time: 9:00 a.m

Finish Time: Noon

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Banners promoting event, stage lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Vendors will pick up and clean their respective areas.

Number of Trash Receptacles: 6

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses

Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

For City of Tulsa Special Events Committee Use Only

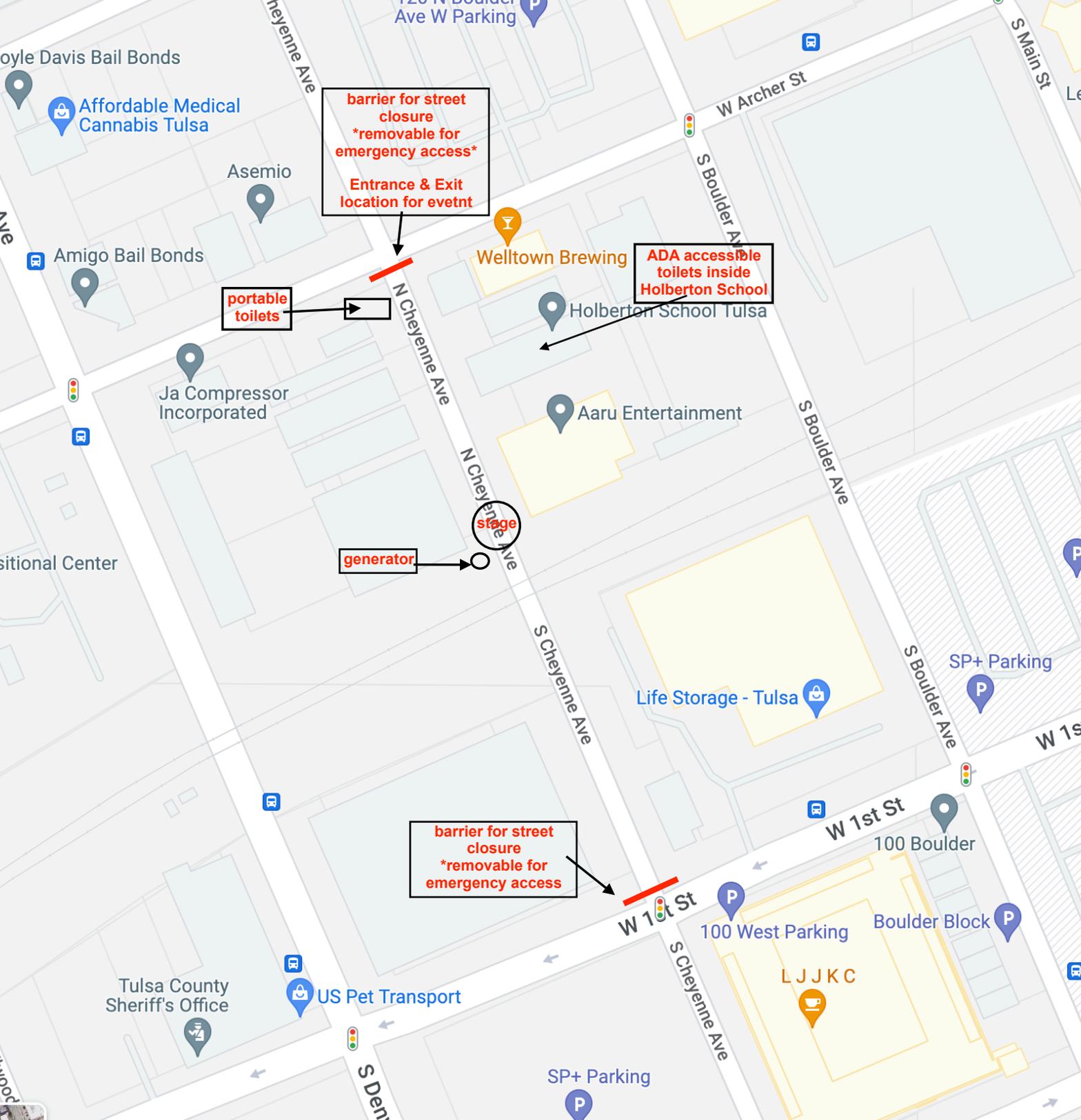
Date received: 07/27/2022 Date routed: 08/18/2022 Date for review: 08/31/2022

Special Events Committee Recommendation: *08/25/2022 Yes No

Date routed to Mayor: 08/25/2022 Mayor's Recommendation: _____ Yes No

Date routed to Council: 08/25/2022 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised (data) 08/18/2022. TCP map
uploaded and site map revised 08/18/2022.
*Email review. Next SEC meeting 08/31/2022.



barrier for street closure
removable for emergency access
Entrance & Exit location for event

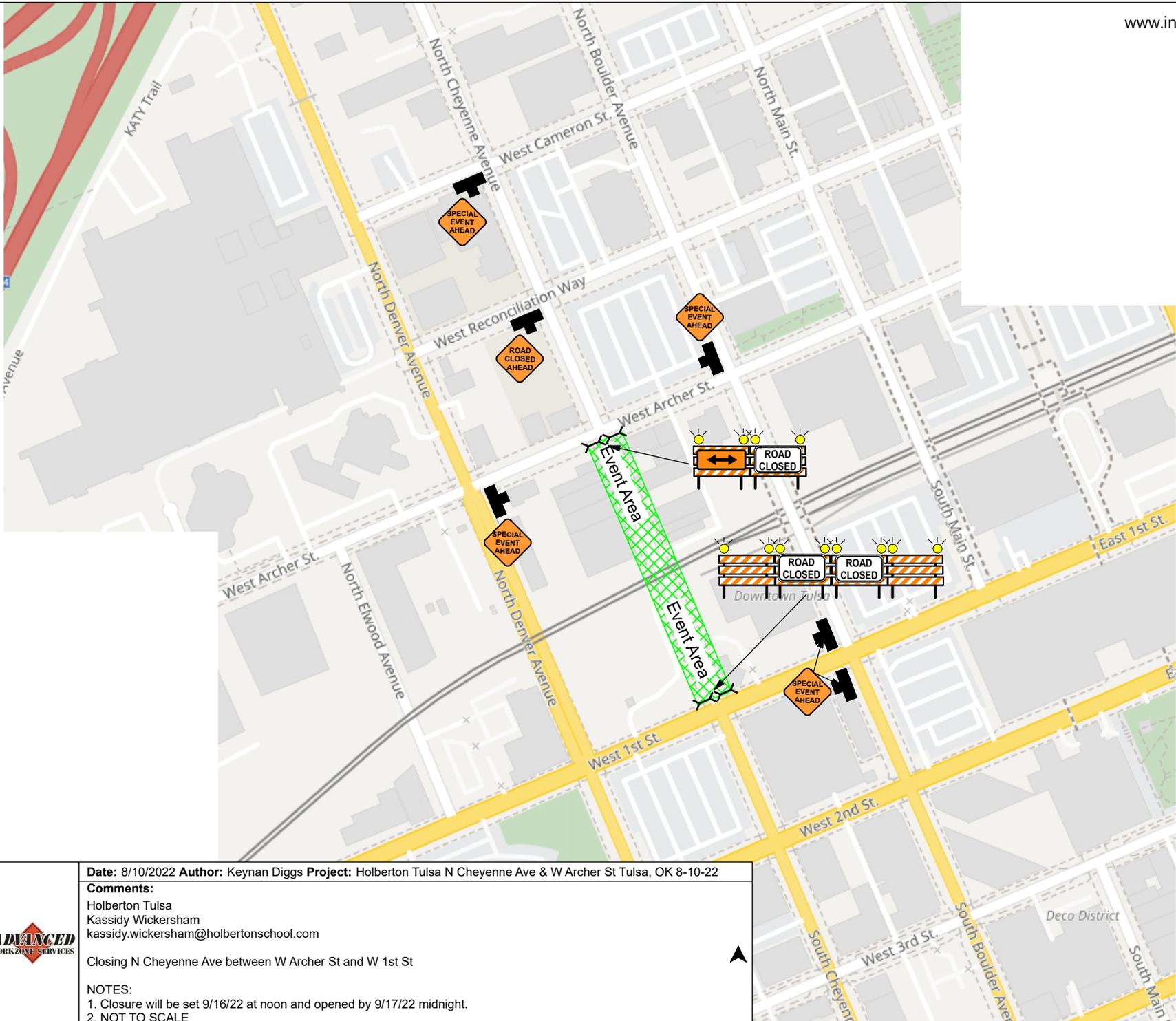
ADA accessible toilets inside Holberton School

portable toilets

generator

stage

barrier for street closure
removable for emergency access



Date: 8/10/2022 **Author:** Keynan Diggs **Project:** Holberton Tulsa N Cheyenne Ave & W Archer St Tulsa, OK 8-10-22

Comments:

Holberton Tulsa
Kassidy Wickersham
kassidy.wickersham@holbertonschool.com

Closing N Cheyenne Ave between W Archer St and W 1st St

NOTES:

1. Closure will be set 9/16/22 at noon and opened by 9/17/22 midnight.
2. NOT TO SCALE

