



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Fall Fun FestDate(s) of Event: October 29, 2022Location Address: 5708 E 31ST ST SCouncil District(s): 5

Event Description: Fall Fun Fest is a Halloween Celebration outdoors on Church property in the main parking lot. A family friendly event with live music, games, a popcorn stand, hot dogs, photo booth and decorated trunk-or-treat for families to walk around and get candy.

Event Category: Festival/CelebrationEvent Includes: Public Right of Way, Live Entertainment, Street ClosureAnticipated Attendance: Total: 600Per Day: 600Anticipated Participants: Total: 600Per Day: 600

Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Highland Park Christian Church Website: www.hptulsa.comChief Officer of Host Organization: Dave DunsonEmail and Phone: davidd@hptulsa.com 918-627-0783Applicant Name: Highland Park Christian Church - Ali CarltonEmail and Phone: alidcarlton@gmail.com 918-360-0813

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Ali CarltonMobile: 918-360-0813Billing Contact: Highland Park Christian ChurchPhone: 918-627-0783Billing Address: 5708 E 31st ST  
Tulsa OK 74145

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 10/29/2022 Time: 1:00PM  
Street Closure for Event Setup: Date: 10/29/2022 Time: 4:00 PM  
Street(s) to be Closed for Event Setup: See TCP and Site Map

**Event Start:** Date: 10/29/2022 Time: 5:00 PM  
Street Closure for Event Start: Date: 10/29/2022 Time: 4:00PM  
Street(s) to be Closed for Event Start: Hudson Ave - 1 half block south of 31st Street  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 5:00 to 7:00PM

**Event End:** Date: 10/29/2022 Time: 7:00PM  
Street Reopens after Event End: Date: 10/29/2022 Time: 8:00PM

**Event Teardown:** Date: 10/29/2022 Time: 7:00PM-8:00PM  
Street Reopens after Event Teardown: Date: 10/29/2022 Time: 8:00PM

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
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**

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Security and/or Police: Contact, Email and Phone: Dave Dunson (919) 798-5593  
Retired TPD Chris Witt (918) 695-4471

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

Traffic Control Barricade Company: Contact, Email and Phone: Roadsafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/29/2022 Time: 4:00PM Equipment Pickup: Date: 10/29/2022 Time: 8:00PM

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

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

Parking Type: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Highland Park Christian Church

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: NA

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Daniel Jordan- cover band

Sound Amplification: Yes

Start Time: 5:00PM

Finish Time: 7:00PM

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

2 Speaker set up

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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:

NA

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All waste will be taken to the on-site dumpster.

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:

Places of Worship

**Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 09/06/2022 Date routed: 10/18/2022 Date for review: 10/26/2022

Special Events Committee Recommendation: \*Email Review  Yes  No

Date routed to Mayor: 10/20/2022 Mayor's Recommendation: \_\_\_\_\_  Yes  No

Date routed to Council: 10/20/2022 City Council Approval: \_\_\_\_\_  Yes  No

Date Permit Issued: \_\_\_\_\_ Comments: Fees paid and TCP map revised 10/18/2022.

\*Next SEC meeting 10/26/2022.



E 30th Pl

E 30th Pl

E 30th Pl

S Hudson Ave

3028

Service Rd

Service Rd

E 31st St

E 31st St

E 31st St

E 31st St

5708

3100

Retired Senior Volunteer Program

N

W

E

S

ROAD CLOSED X2

ROAD CLOSED X2



Highland Park Christian Church

ROAD CLOSED AHEAD

ROAD CLOSED PARKING LOT ACCESS ONLY

SPECIAL EVENT AHEAD

E 32nd St

5700

E 32nd St

5800

S Hudson Ave

SPECIAL EVENT AHEAD




**CITY OF Tulsa**  
A New Kind of Energy.


### Fall Fun Fest

October 29, 2022

[Highland Park Christian Church](#)

Activities 5 to 7 p.m.

 Road Closed 4 to 8 p.m.

 Parking Lot Access Only

[WIN Special Events](#)

S Irvington Ave

S Joplin Ave

S Joplin Ave

S Joplin Ave

Broken Arrow Expy

Broken Arrow Expy

E 33rd Ct

S Irvington Ave

E 33rd Ct

51

51

64

51

Broken Arrow Expy