



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kendall Whittier Arts FestivalDate(s) of Event: Oct 14, 2023Location Address: Start: 1 S Yorktown Ave (Admiral Blvd)
End: 1 S Lewis Ave (Admiral Blvd)Council District(s): 1Event Description: Kendall Whittier comes alive with local art vendors, gallery shows, food trucks, live music, interactive art and kids activities, creating an environment to enjoy and foster the arts for the whole family.Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, Street ClosureAnticipated Attendance: Total: 2000Per Day: 2000Anticipated Participants: Total: 80Per Day: 80Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main StreetWebsite: <http://visitkendallwhittier.com/>Chief Officer of Host Organization: Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934Applicant Name: Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer:

Email and Phone:

On-site Contact: Jessica JacksonMobile: 918-633-1934Billing Contact: Kendall Whittier Main StreetPhone: 918-633-1934Billing Address: 2205 Admiral Blvd.
Tulsa, OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/14/2023 Time: 7am
Street Closure for Event Setup: Date: 10/14/2023 Time: 7am
Street(s) to be Closed for Event Setup: Admiral Blvd. between Yorktown Ave and Lewis Ave
Event Start: Date: 10/14/2023 Time: 10am
Street Closure for Event Start: Date: 10/14/2023 Time: 7am
Street(s) to be Closed for Event Start: Admiral Blvd. between Yorktown Ave and Lewis Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10am-6pm
Event End: Date: 10/14/2023 Time: 6pm
Street Reopens after Event End: Date: 10/14/2023 Time: 7pm
Event Teardown: Date: 10/14/2023 Time: 6pm
Street Reopens after Event Teardown: Date: 10/14/2023 Time: 7pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Beer Sales
Number of Food Vendors: 5
Number of Food Trucks: 5
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 80 Number of Service Vendors: 0
Number & Sizes of Tents: 70 10x10 tents Provider and Phone: Vendor owned
Some tents will come from ABCO Party Rentals (918) 583-6557
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: Retired police - Tim O'Keefe (918) 697-8348

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Fowler Automotive and Robinson Properties

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/13/2023 Time: 5pm

Equipment Pickup: Date: 10/16/2023 Time: 9am

Other Event Information: See TCP Map and Site Map

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 8

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 10am

Finish Time: 6pm

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

Provided by Limitless AVL
Stage speakers

Sound checks conducted prior to the event: Yes

Start Time: 9:30am

Finish Time: 10am

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Banners, signs, a few helium balloons

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff and volunteers will clean as necessary

Number of Trash Receptacles: 5

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses

If not presented, please explain:

NA

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 of 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: 05/18/2023 Date routed: 09/29/2023 Date for review: 10/11/2023

Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 10/04/2023

Date routed to Mayor: 10/05/2023 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 10/05/2023 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 10/04/2023. Mayor agenda
10/11/2023. City Council agenda 10/11/2023. Application and TCP map revised and added 09/29/2023.
COI expired 07/26/2023.



October 14
10 a.m. to 6 p.m.
Kendall Whittier

