



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Magic City Book BashDate(s) of Event: April 6, 2024Location Address: Start: 221 E Archer St
End: 203 E Archer StCouncil District(s): 1Event Description: The event will feature local authors, a food truck, Sno-Cone vendor voter registration table, face painting, and informational booths from other community partners.Event Category: Street, Lane, or Sidewalk ClosureEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Food Sales, Merchandise Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 400Per Day: 400Anticipated Participants: Total: 50Per Day: 50Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Magic City BooksWebsite: <https://magiccitybooks.com/>Chief Officer of Host Organization: Bettina DirksEmail and Phone: bdirks@magiccitybooks.com 918-602-4452Applicant Name: Bettina DirksEmail and Phone: bdirks@magiccitybooks.com 918-602-4452

Professional Event Organizer:

Email and Phone:

On-site Contact: Bettina DirksMobile: 918-602-4452Billing Contact: Magic City BooksPhone: 918-602-4452Billing Address: 221 E ARCHER ST N
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/06/2024 Time: 8:00 am
Street Closure for Event Setup: Date: 04/06/2024 Time: 8:00 am
Street(s) to be Closed for Event Setup: E Archer St from N Detroit Ave to MLK Jr Blvd (Cincinnati Ave)
Event Start: Date: 04/06/2024 Time: 10:00 am
Street Closure for Event Start: Date: 04/06/2024 Time: 8:00 am
Street(s) to be Closed for Event Start: E Archer St from N Detroit Ave to MLK Jr Blvd (Cincinnati Ave)
Run, Walk, Parade Start Time: NA
Daily Event Hours: 8:00 am - 3:00 pm
Event End: Date: 04/06/2024 Time: 3:00pm
Street Reopens after Event End: Date: 04/06/2024 Time: 4:30 pm
Event Teardown: Date: 04/06/2024 Time: 4:00 pm
Street Reopens after Event Teardown: Date: 04/06/2024 Time: 4:30 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 3
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 4 Number of Service Vendors: 4
Number & Sizes of Tents: 2 10x10 tents Provider and Phone: ABCO 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: No Contact, Email and Phone: NA

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

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

Equipment Setup: Date: 04/06/2024 Time: 8am Equipment Pickup: Date: 04/06/2024 Time: 4pm

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

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

Parking Type: Parking Garage, 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): Magic City Books

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: On Call (918) 397-7787

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 04/06/2024 Time: 8:00 am

Equipment Pickup: Date: 04/06/2024 Time: 4:00 pm

Other Event Information: See Maps

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 11am

Finish Time: 3 pm

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

DJ

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: ABCO rents will pick up rentals. Downtown Tulsa Partnerships will remove trash. On Call will remove portable toilets and hand washing stations. We will ensure street is cleared by 4 pm for reopening of street at 4:30 pm.

Number of Trash Receptacles: 4

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Downtown Tulsa Partnerships (918) 221-8615

Presented Event Concept to:

Business Assn

If not presented, please explain:

NA

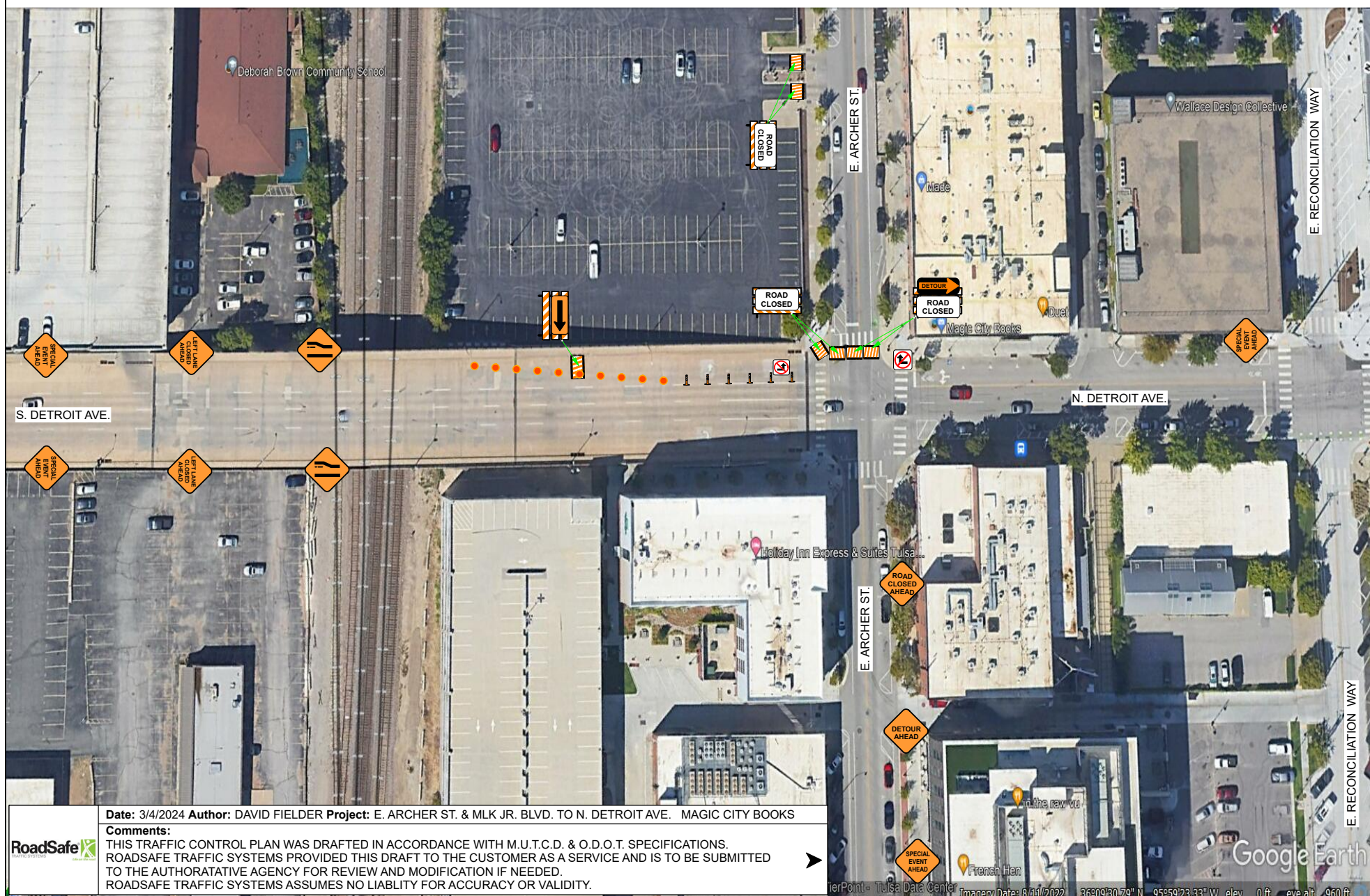
Affidavit of Applicant

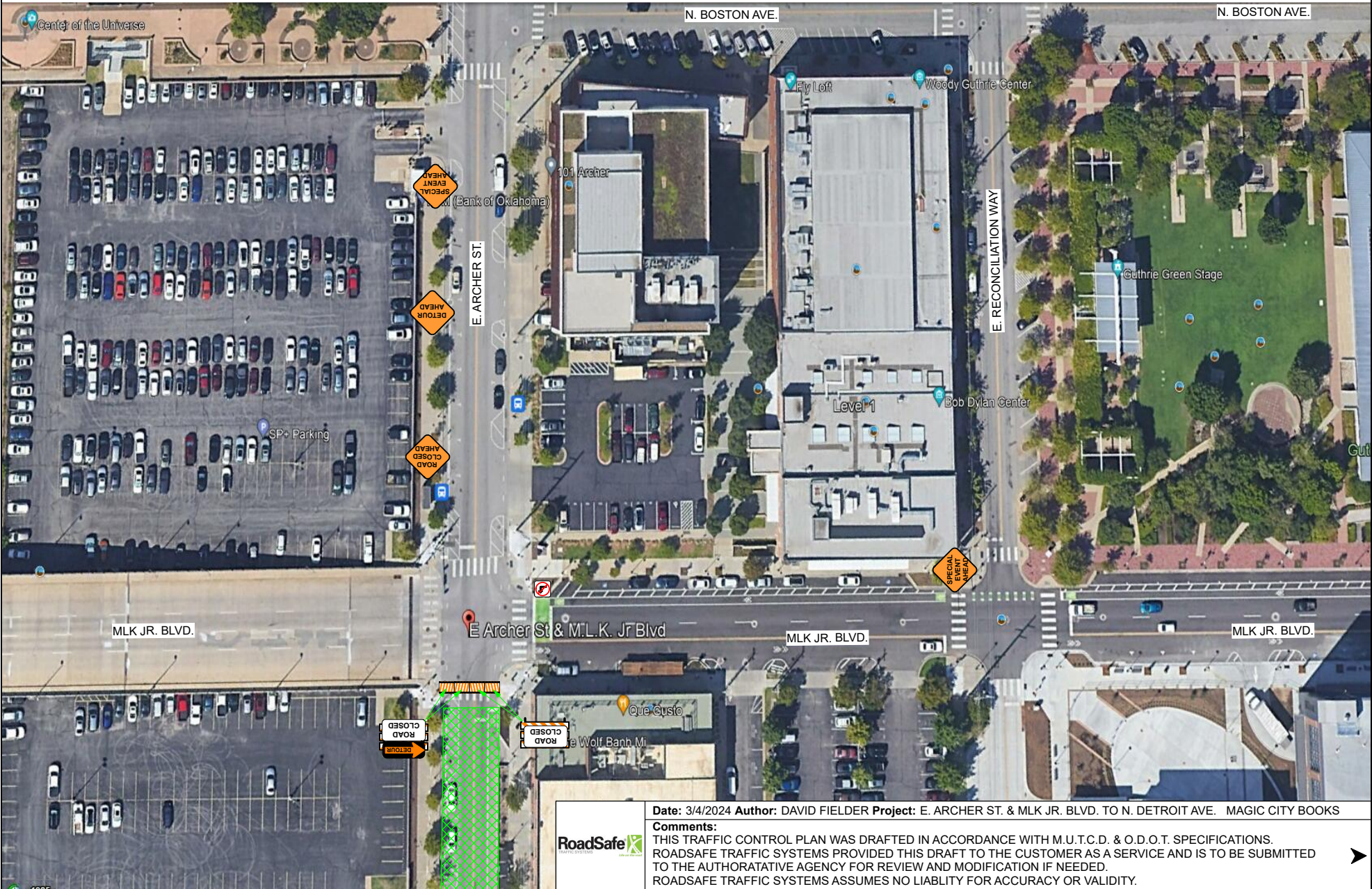
I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other 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: 01/30/2024 Date routed: 03/11/2024 Date for review: 03/27/2024
Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 03/20/2024
Date routed to Mayor: 03/21/2024 Mayor's Recommendation: Yes ☐ No ☐ _____
Date routed to Council: 03/21/2024 City Council Approval: Yes ☐ No ☐ _____
Date Permit Issued: _____ Comments: SEC meeting 03/20/2024. Mayor agenda
03/27/2024. City Council 03/27/2024. TCP received 03/04/2024. Left Arrow at Archer St and MLK Jr Blvd
should be a Double Arrow.





Date: 3/4/2024 **Author:** DAVID FIELDER **Project:** E. ARCHER ST. & MLK JR. BLVD. TO N. DETROIT AVE. MAGIC CITY BOOKS

Comments:
THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS.
ROADSAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED
TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED.
ROADSAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

