



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Rock the Block Date(s) of Event: September 29, 2024

Location Address: Start: 3515 S Harvard Ave Council District(s): 9  
End: 3615 S Harvard Ave

Event Description: Neighborhood Block Party celebrating our 70th birthday. Block Party with inflatables, food trucks, games and a band - anyone is welcome.

**Event Category:** Street/Block Party

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Live Entertainment, Food Sales, No Parking Signage, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 350 Per Day: 350

Anticipated Participants: Total: 350 Per Day: 350

Number of Events for Monthly Event: No

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

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Host Organization: Christ United Methodist Church Website: <https://christchurchonharvard.org/>

Chief Officer of Host Organization: Lisa Bennett

Email and Phone: lbennett@cumctulsa.com 918-301-6226

Applicant Name: Lisa Bennett

Email and Phone: lbennett@cumctulsa.com 918-301-6226

Professional Event Organizer:

Email and Phone:

On-site Contact: Lisa Bennett Mobile: 918-527-7597

Billing Contact: Christ United Methodist Church Phone: 918-301-6226

Billing Address: 3515 S Harvard Ave  
Tulsa, OK 74135

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

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**Event Setup:** Date: 09/29/2024 Time: 4:30 PM  
Street Closure for Event Setup: Date: 09/29/2024 Time: 4:30 PM  
Street(s) to be Closed for Event Setup: S Indianapolis Ave between 35th St and 36th St  
**Event Start:** Date: 09/29/2024 Time: 6:00 PM  
Street Closure for Event Start: Date: 09/29/2024 Time: 4:30 PM  
Street(s) to be Closed for Event Start: S Indianapolis Ave between 35th St and 36th St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 6:00 PM to 7:30 PM  
**Event End:** Date: 09/29/2024 Time: 7:30 PM  
Street Reopens after Event End: Date: 09/29/2024 Time: 8:00 PM  
**Event Teardown:** Date: 09/29/2024 Time: 7:30 PM  
Street Reopens after Event Teardown: Date: 09/29/2024 Time: 8:00 PM

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 1  
Number of Food Trucks: 1  
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 2 - 10X10 Provider and Phone: Vendor Owned  
Number of Inflatables: Yes 2 Provider and Phone: Show It Off, LLC DBA Sunshine Party Jumps (918) 269-8163  
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**

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Security and/or Police: Yes Contact, Email and Phone: TPD Retired Carl Goforth (918) 237-2266

Medical and/or First Aid Services: Yes Contact, Email and Phone: Knowledge of 911 Access and CPR. AED on-site. Medical certified staff (Doctor and nurse) on-site.

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

Equipment Setup: Date: 09/27/2024 Time: 10:00 AM Equipment Pickup: Date: 09/30/2024 Time: 10:00 AM

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

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: ADA parking available, 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): Christ Church on Harvard

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 Event Information: See Attachment(s)

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: 70's Rock music - Our in house musicians

Sound Amplification: Yes

Start Time: 6:00 PM

Finish Time: 7:30 PM

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

Standard Band Speakers

Sound checks conducted prior to the event: Yes

Start Time: 5:30 PM

Finish Time: 5:45 PM

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff and volunteers will clean up and have public right of ways open by 8:00 PM

Number of Trash Receptacles: 4

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Places of Worship

If not presented, please explain:

NA

**Affidavit 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 of 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: 06/20/2024    Date routed: 08/05/2024    Date for review: 08/21/2024  
Special Events Committee Recommendation: Meeting Review    Yes  No  08/07/2024  
Date routed to Mayor: 08/12/2024    Mayor's Recommendation: Yes  No  \_\_\_\_\_  
Date routed to Council: 08/12/2024    City Council Approval: Yes  No  \_\_\_\_\_  
Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 08/07/2024. Mayor agenda  
08/14/2024. City Council 08/21/2024.

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TRAFFIC CONTROL  
TENTS  
TABLES

