



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Memorial Day Weekend Visitation

Date(s) of Event: May 25, 26, 27, 2019

Location Address: 5111 S MEMORIAL DR E

Council District(s): 7

Event Description: Family Visitation/Ceremony Program

**Event Category:** Miscellaneous

**Event Includes:** Amplified Sound, Tent/Canopy, Private Property

Anticipated Attendance: Total: 9000

Per Day: 3000

Anticipated Participants: Total: 25

Per Day: 25

Number of Events for Monthly Event: NA

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

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Host Organization: Memorial Park Cemetery

Website: www.memorialparktulsa.com

Chief Officer of Host Organization: Nick Schneider

Email and Phone: nick@memorialparktulsa.com 918-627-0220

Applicant Name: Jason Thames

Email and Phone: jason@memorialparktulsa.com 918-627-0220

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jason Thames

Mobile: 918-284-0199

Billing Contact: Memorial Park Cemetery

Phone: 918-627-0220

Billing Address: 5111 S MEMORIAL E  
Tulsa OK 74145

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

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**Event Setup:** Date: 05/24/2019 Time: 8:00AM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 05/25/2019 Time: 8:00AM  
Street Closure for Event Start: Time:  
Street(s) to be Closed for Event Start: NA  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 8:00AM to 5:30PM

**Event End:** Date: 05/27/2019 Time: 5:30pm  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 05/28/2019 Time: 8:00AM  
Street Reopens after Event Teardown: Date: Time:

### ***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: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 2 Provider and Phone: Qty 1=60 x 90 Qty 1=20 x 40  
Weiser Tent 417-623-3384  
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: 3 Off-Duty Police Officers  
Chris Witt 918-695-4471

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

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

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

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

Parking Type: ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Memorial Park Cemetery

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: Porta John 918-359-6000

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 5

Equipment Setup: Date: 05/24/2019                      Time: 8:00AM

Equipment Pickup: Date: 05/28/2019                      Time: 8:00AM

Other information: 3 Off-duty Police Officers will provide security on provided golf carts and parking their patrol vehicles at each of the 4 entrances.

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 10:00AM

Finish Time: 11:00AM

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

6 speaker PA System

Sound checks conducted prior to the event: Yes

Start Time: 8:30AM

Finish Time: 9:30AM

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: Memorial Park Employees will provide clean up after events.

Number of Trash Receptacles: 10

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: Huge proximity that does not affect neighboring residence or subdivisions.  
No road closures.

## **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 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: 03/28/2019      Date routed: 05/18/2019      Date for review: Email/Online Review

Special Events Committee Recommendation: \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: Form revised 05/18/2019



# MEMORIAL PARK CEMETERY

51ST STREET

1=60x90 Tent 1=20x40 Tent



a Flag Pole and Fun Service Building



b Family Center



c Memorial Park Chime Tower



d Temple Gardens Gazebo



e Garden of the Apostles Terrace Mausoleum



f American Legion Monument



g Chapel of the Saints



h Marble Christ the King Feature



i Terrace Mausoleum



j Coral Stone Powder House



k Garden of the Apostles Terrace Mausoleum



l Garden of the Apostles Terrace Mausoleum



m Garden of the Apostles Terrace Mausoleum



n Babyland Angel Statue



o North Entrance Gate



p Garden of Promise Gazebo



q Garden of Grace Column



r Garden of Grace Pavilion



s Garden of Grace Mausoleum