



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Balloon Glow Date(s) of Event: June 13-16, 2019
Location Address: 7700 S LEWIS AVE E Council District(s): 2
Event Description: Approx. ten hot air balloons will glow at dusk. Event will feature retail and food vendors plus a carnival as in the previous four years. For the first time, event will be free admission and free car parking!
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Generator/Electricity, Open Flame, Food Sales, Merchandise Sales, Private Property
Anticipated Attendance: Total: 8000 Per Day: 2000
Anticipated Participants: Total: 100 Per Day: 100
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Balloon Festival Website: https://www.onlyinyourstate.com/oklahoma/hot-air-balloon-glow-ok/
Chief Officer of Host Organization: Richard Garvie
Email and Phone: tulsamedia@gmail.com 407-457-2796
Applicant Name: Ricky Garvie
Email and Phone: rickygmidflo@gmail.com 407-212-9375
Professional Event Organizer: Same
Email and Phone: Same
On-site Contact: Ricky Garvie Mobile: 407-212-9375
Billing Contact: Tulsa Balloon Festival Phone: 407-212-9375
Billing Address: 827 Maple Forest Ave
Minneola FL 34715

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>06/13/2019</u>	Time: <u>9am</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 Event Start:	 Date: <u>06/13/2019</u>	 Time: <u>5pm</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>NA</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>5 to 11pm</u>	
 Event End:	 Date: <u>06/16/2019</u>	 Time: <u>11pm</u>
Street Reopens after Event End:	Date:	Time:
 Event Teardown:	 Date: <u>06/16/2019</u>	 Time: <u>11pm</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>
Number of Food Vendors:	<u>10</u>
Number of Food Trucks:	<u>1</u>
Food Cooked on-site:	<u>Yes</u>
Fuel(s) to be used:	<u>Electric, Gas</u>
Number of Item Vendors:	<u>25</u>
Number of Service Vendors:	<u>0</u>
Number of Tents/Canopies:	25 10x10 1 20X20
Provider and Phone:	<u>Vendor Owned. Will maintain 12' spacing between every 400 sq ft. of tents (4 10x10).</u>
Number of Inflatables:	<u>0</u>
Provider and Phone:	<u>NA,</u>
Number of Amusement Rides:	<u>18</u>
Provider and Phone:	<u>Ottaway Amusement Co (316) 648-7879</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>
Provider and Phone:	<u>NA,</u>

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Contact, Email and Phone: TCSO Kyle Hess (918) 633-8662
4 TCSO 4pm to Midnight

Medical and/or First Aid Services: Contact, Email and Phone: We will have volunteers on site.

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, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Midflo, Pepsi (Corporate), Central Bank (Corporate), Re/Max (Corporate).

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Contractors Portable (918) 841-7599

Total Number of Portable Toilets: 20 Number of ADA Accessible Portable Toilets: 4

Equipment Setup: Date: 06/12/2019 Time: Noon

Equipment Pickup: Date: 06/17/2019 Time: Noon

Other information: 2400 free parking spaces at Victory Christian Center

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 5pm

Finish Time: 11pm

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

Used for PA - small wireless speakers dotted around the field. Carnival also plays background music.

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

Less than ten hot air balloons glowing at dusk.

Describe the use of any signs, banners, decorations, or special lighting used at event:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: As previous years, event team will clean site daily to ensure that site is fully clear at the end of each session.

Number of Trash Receptacles: 40

Number of Dumpsters: 1

Number of Recycling Containers: 20

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools, Places of Worship

Avidavit 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: 05/16/2019 Date routed: 06/10/2019 Date for review: Email/Online

Special Events Committee Recommendation: _____ ☐ Yes ☐ No
Date routed to Mayor: _____ Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: _____ City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised and map received 06/10/2019.



TBF LAYOUT 2019



Due to recent heavy rain, we may need to consider moving the retail vendors and independent food to the locations last year - but this is only if the ground proves to be too soft.

