



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Mother Road Market Summer Soiree Date(s) of Event: Saturday, June 15, 2019
Location Address: 1124 S LEWIS AVE E Council District(s): 4
Event Description: Mother Road Market is hosting a Summer Soiree event on our back patio. The event is Saturday, June 15th from 7-midnight. We will not need any street closures or parking lot closures. We will have amplified sound and guests will be drinking alcoholic beverages. At the Summer Soiree, you'll enjoy an indulgent night on our beautiful back patio, featuring live music and dancing, a photo booth, door prizes, views of Tulsa's downtown skyline, and a special food showcase from Mother Road Market's top chefs.

Event Category: Miscellaneous

Event Includes: Amplified Sound, Beer/Alcohol Sales, Live Entertainment, Private Property

Anticipated Attendance: Total: 350

Per Day: 350

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Lobeck Taylor Family Website: www.motherroadmarket.com
Foundation/Mother Road Market

Chief Officer of Host Organization: Meredith Peebles

Email and Phone: meredith@lobecktaylor.org 512-413-8241

Applicant Name: Samantha Extance

Email and Phone: sam@lobecktaylor.org 918-698-1356

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Samantha Extance Mobile: 918-698-1356

Billing Contact: Lobeck Taylor Family Phone: 918-698-1356
Foundation/Mother Road Market

Billing Address: 1124 Lewis Ave.
Tulsa OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/15/2019 Time: 10 a.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: None

Event Start: Date: 06/15/2019 Time: 7:00 p.m.
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: None
Run, Walk, Parade Start Time: NA
Daily Event Hours: 7 p.m. to Midnight

Event End: Date: 06/15/2019 Time: 12:00 a.m.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 06/16/2019 Time: 9:00 a.m.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 16
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
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

Security and/or Police: Contact, Email and Phone: Luke Sherman
luke@aegiscpg.com
Phone TBD

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: Unpaved Lot, Paved Lot

Transportation Service: Valet Service, Ride Share

Transportation Service: Contact, Email and Phone: Royal Valet - TBD (Phone)
Lyft

Sponsor and Other Event Information

Event Sponsor(s): NA

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: 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 information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Hybrid
DJ & Instrumentalists
Video & Light Performance

Sound Amplification: Yes

Start Time: 8:00 p.m.

Finish Time: 12:00 a.m.

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

DJ turntable, drums, guitar, and keyboard

Sound checks conducted prior to the event: Yes

Start Time: 5:00 p.m.

Finish Time: 6:00 p.m.

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:

Banners on our railings on our covered patio

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Our event is contained to our covered patio area. The clean up plan will commence the Sunday following the event. We will have all chairs, tables, linens, and equipment picked up. The band will move out their equipment that night following the event closing.

Number of Trash Receptacles: 10

Number of Dumpsters: 2

Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No street closures

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: 04/16/2019 Date routed: 06/11/2019 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 06/11/2019.