



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: YMCA Hutchfest

Date(s) of Event: June 21, 2019

Location Address: 1120 E PINE ST N

Council District(s): 1

Event Description: Hutchfest is a celebration of our two-week pre-camp at Hutcherson YMCA as well as a kickoff for our Summer GO program, which takes place during summer school. There will be free food, snacks, a water slide and two kiddie pools, a free mobile market by the Community Food Bank of Eastern Oklahoma, as well as representatives from TPD, TFD, and EMSA. Our staff will be there to introduce themselves to students and families who will be participating in our Summer GO program.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Private Property, Street Closure

Anticipated Attendance: Total: 200

Per Day: 200

Anticipated Participants: Total: 200

Per Day: 200

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Hutcherson YMCA

Website: www.ymcatulsa.org/hutcherson

Chief Officer of Host Organization: Emma Sikich

Email and Phone: esikich@ymcatulsa.org 918-728-3926

Applicant Name: Thomas Farnan-Williams

Email and Phone: tfarnan-williams@ymcatulsa.org 918-382-9622

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Shante Tipton

Mobile: 918-510-3675

Billing Contact: YMCA Of Greater Tulsa

Phone: 918-382-9622

Billing Address: 1120 E. Pine St.
Tulsa OK 74106

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/21/2019 Time: 9am
Street Closure for Event Setup: Date: 06/21/2019 Time: 9am
Street(s) to be Closed for Event Setup: 1109 E. Oklahoma St. to 1498 N. Owasso Ave.

Event Start: Date: 06/21/2019 Time: 11am
Street Closure for Event Start: Date: 06/21/2019 Time: 11am
Street(s) to be Closed for Event Start: 1109 E. Oklahoma St. to 1498 N. Owasso Ave.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 11am-1pm

Event End: Date: 06/21/2019 Time: 1pm
Street Reopens after Event End: Date: 06/21/2019 Time: 2pm

Event Teardown: Date: 06/21/2019 Time: 1pm
Street Reopens after Event Teardown: Date: 06/21/2019 Time: 2pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 1 Provider and Phone: TBD
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: NA

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

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

Equipment Setup: Date: 06/21/2019 Time: 9am Equipment Pickup: Date: 06/24/2019 Time: 9am

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

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

Parking Type: 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): YMCA of Greater Tulsa

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: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Vendors will clean up own areas. Y staff will clean up property as everyone exits the event.

Number of Trash Receptacles: 4

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Neighborhood Association

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: 06/11/2019 Date routed: 06/13/2019 Date for review: 06/19/2019

Special Events Committee Recommendation: *Email Review ☒ Yes ☐ No

Date routed to Mayor: 06/14/2019 Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: 06/14/2019 City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised 06/13/2019. TCP and fees outstanding.
TCP and Fees paid 06/14/2019. *Meeting 06/26/2019.

Comments:

Event Hours: 11 a.m. to 1 p.m.

COT assumes no liability for accuracy or validity.

