



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Promenade Mall Carnival Date(s) of Event: June 19-22, 2019
Location Address: 4107 S YALE AVE E Council District(s): 5
Event Description: Tulsa Promenade Mall Carnival Carnival with rides, games and two food concession stands to set up in the Tulsa Promenade Mall Parking Lot. Arrive on Sunday, June 16. Setup June 17-18. Open June 19-22.

Event Category: Carnival

Event Includes: Amplified Sound, Generator/Electricity, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 400

Per Day: 100

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Promenade Mall Realty Website: www.tulsapromenade.com

Chief Officer of Host Organization: Sondra Burlingame

Email and Phone: sondrastutzman@gmail.com 219-851-7711

Applicant Name: Sondra Burlingame

Email and Phone: slb3811@gmail.com 298517711

Professional Event Organizer: Same

Email and Phone:

On-site Contact: James Burlingame

Mobile: 417-529-3811

Billing Contact: Pride Amusements

Phone: 298517711

Billing Address: 3834 W 7th St
Joplin MO 64802

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/17/2019 Time: 9 AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 06/19/2019 Time: 5 PM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5-11 PM - Wed-Fri
1-11 PM - Sat

Event End: Date: 06/22/2019 Time: 11 PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 06/22/2019 Time: 11 PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 1 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: 17 Provider and Phone: Pride Amusements 219-851-7711
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: 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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Promenade Realty

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Contractors Portables 918-841-7599

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 06/16/2019 Time: 12 PM

Equipment Pickup: Date: 06/23/2019 Time: 12 PM

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: Yes

Start Time: 5 PM

Finish Time: 11 PM

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

Speakers on rides for music. Starts 5 PM Wed-Fri and 1 PM Sat

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: Our employees pick up garbage in the area each night

Number of Trash Receptacles: 10

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: Tulsa Promenade Mall. Advertising via Facebook ads.

Other entities

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: 06/05/2019 Date routed: 06/17/2019 Date for review: Email/Online

Special Events Committee Recommendation: _____ ☐ Yes ☐ No
_____ ☐ Yes ☐ No

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

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

Date Permit Issued: _____ Comments: Location changed 06/15/2019. Form revised 06/17/2019.

