



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 918Makers Market Date(s) of Event: June 22, 2019
Location Address: 2420 E ADMIRAL BLVD S Council District(s): 4
Event Description: 918Makers Market is a one day outdoor art market, featuring around 40 local makers ranging from fine art to woodworking, candle making, and more. There will be activities for children, giveaways for shoppers, and incentives to patronize the surrounding businesses.

Event Category: Festival/Celebration

Event Includes: Tent/Canopy, Generator/Electricity, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 800

Per Day: 800

Anticipated Participants: Total: 800

Per Day: 800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: 918Makers LLC Website: www.visitkendallwhittier.com/calendar/918makers-market/
Chief Officer of Host Organization: Sarah Bowen
Email and Phone: 918makers@gmail.com 918-695-7387
Applicant Name: 918Makers LLC
Email and Phone: 918makers@gmail.com 918-695-7387
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Sarah Bowen Mobile: 918-695-7387
Billing Contact: 918Makers LLC Phone: 918-695-7387
Billing Address: 1139 S Yorktown Ave
TULSA OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/22/2019 Time: 7:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 06/22/2019 Time: 10:00AM
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: 10 a.m. to 8 p.m.

Event End: Date: 06/22/2019 Time: 8:00PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 06/22/2019 Time: 8:00PM
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: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 40 Number of Service Vendors: 0
Number of Tents/Canopies: 32 10x10 tents Provider and Phone: Individuals providing their own tents
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: 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: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): 918Makers

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: No portable toilets required, as area businesses have agreed to allow patrons to use their public restrooms, 3 of which are known to be ADA compliant.

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: Yes

Start Time: 10:00AM

Finish Time: 8:00PM

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

One small bluetooth speaker

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:

One banner across the front (west facing) wall of the square, indicating event and 918Makers information.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Event coordinators will personally remove trash and discard in private trash bins. Recycling will be taken to MET the following Monday.

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 3

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, 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: 03/06/2019 Date routed: 06/17/2019 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 06/17/2019.

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