



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Employee Appreciation Day Date(s) of Event: 06/22/2019
Location Address: 2424 E 21ST ST S 200 Council District(s): 4
Event Description: Employee Appreciation Day
Event Category: Miscellaneous
Event Includes: Tent/Canopy, Private Property
Anticipated Attendance: Total: 150 Per Day: 150
Anticipated Participants: Total: 150 Per Day: 150
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Retina Consultants Website: www.retinatulsa.com
Chief Officer of Host Organization: Teresa Harper
Email and Phone: tharper@retinatulsa.com 918-949-4577
Applicant Name: Windi Hall
Email and Phone: windh@okcfunzone.com 405-787-2555
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Teresa Harper Mobile: 918-671-8393
Billing Contact: Tulsa Retina Consultants Phone: 918-949-4577
Billing Address: 2424 S E 21st Street 200
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>06/22/2019</u>	Time: <u>2:00pm</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 Event Start:	 Date: <u>06/22/2019</u>	 Time: <u>3:00pm</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>NA</u>	
Daily Event Hours:	<u>3 to 7 p.m.</u>	
 Event End:	 Date: <u>06/22/2019</u>	 Time: <u>7:00pm</u>
Street Reopens after Event End:	Date:	Time:
 Event Teardown:	 Date: <u>06/22/2019</u>	 Time: <u>7:00pm</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>0</u>	
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number of Tents/Canopies:	1 - 20'X40'	Provider and Phone: <u>Allied Tent</u> <u>5826 N.W. 51st</u> <u>Oklahoma City, OK 73122</u> <u>405-721-5900</u>
Number of Inflatables:	<u>3</u>	Provider and Phone: <u>Fun Zone</u> <u>5826 N.W. 51st</u> <u>Oklahoma City, OK 73122</u> <u>405-787-2555.</u>
Number of Amusement Rides:	<u>0</u>	Provider and Phone: <u>NA</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: 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 Retina Consultants

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: Trash control by Tulsa Retina Consultants

Number of Trash Receptacles: 5

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No road 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: 06/12/2019 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.

Untitled Map

Write a description for your map.

Legend

-  2424 E 21st St
-  American Association-Oral
-  Crossfit Life
-  Feature 1
-  Feature 2
-  Feature 3
-  River Parks
-  S
-  W Kirk Clausing Inc
-  Waxing & Skincare by Missy

2424 E 21st St

Text 20'x40'
location

Google Earth

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100 ft