



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Women in the Wind Summer International Meeting Date(s) of Event: July 19, 2019
Location Address: 4848 S PEORIA AVE E Council District(s): 9
Event Description: Women in the Wind International Meetup
Event Category: Miscellaneous
Event Includes: Live Entertainment, Private Property
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: Myers-Duren Harley-Davidson Website: www.tulsaharley.com
Chief Officer of Host Organization: James McClanahan
Email and Phone: james@tulsaharley.com 918-743-4440
Applicant Name: James McClanahan
Email and Phone: james@tulsaharley.com 918-743-4440
Professional Event Organizer: NA
Email and Phone:
On-site Contact: James McClanahan Mobile: 918-743-4440
Billing Contact: Myers-Duren Harley-Davidson Phone: 918-743-4440
Billing Address: 4848 S Peoria
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>07/19/2019</u>	Time: <u>9:00 AM</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 Event Start:	 Date: <u>07/19/2019</u>	 Time: <u>11:00 AM</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>11 AM to 4 PM</u>	
 Event End:	 Date: <u>07/19/2019</u>	 Time: <u>4:00 PM</u>
Street Reopens after Event End:	Date:	Time:
 Event Teardown:	 Date: <u>07/19/2019</u>	 Time: <u>5:00 PM</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) 30x50
Provider and Phone:	<u>A&J Tents 918-685-1363</u>
Number of Inflatables:	<u>0</u>
Provider and Phone:	<u>NA</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: Parking Garage, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Myers-Duren Harley-Davidson & Women in the Wind

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: TBD

Sound Amplification: Yes

Start Time: 11:00 AM

Finish Time: 2:00 PM

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

Standard Band Speakers

Sound checks conducted prior to the event: Yes

Start Time: 10:30AM

Finish Time: 10:40AM

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: Cleanup Crew On-Site

Number of Trash Receptacles: 12

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: No street closure

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: 07/02/2019 Date routed: 07/06/2019 Date for review: 07/10/2019

Special Events Committee Recommendation: 07/10/2019 ☒ Yes ☐ No

Date routed to Mayor: 07/06/2019 Mayor's Recommendation: NA ☐ Yes ☐ No

Date routed to Council: 07/06/2019 City Council Approval: NA ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised & map attached 07/06/2019

