



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: HBCU BBQ Cook-out Date(s) of Event: August 3, 2019  
Location Address: 914 N GREENWOOD AVE E Council District(s): 1  
Event Description: A Community Picnic and BBQ  
**Event Category:** Miscellaneous  
**Event Includes:** Amplified Sound, Generator/Electricity, Private Property  
Anticipated Attendance: Total: 300 Per Day: 100  
Anticipated Participants: Total: 200 Per Day: 0  
Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: The Greenwood Experience Website: NA  
Chief Officer of Host Organization: Bill White  
Email and Phone: 918-964-3021  
Applicant Name: Bill White  
Email and Phone: bdub638@gmail.com 918-964-3021  
Professional Event Organizer: NA  
Email and Phone:   
On-site Contact: Bill White Mobile: NA  
Billing Contact: The Greenwood Experience Phone: 918-964-3021  
Billing Address: 638 Seminole Pl  
Tulsa OK 74106

### ***Event Timeline and Lane/Street Closure Information***

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<b>Event Setup:</b>	Date: <u>08/03/2019</u>	Time: <u>5:00 pm</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 <b>Event Start:</b>	Date: <u>08/03/2019</u>	Time: <u>6:00 pm</u>
Street Closure for Event Start:	Date: <u>08/03/2019</u>	Time:
Street(s) to be Closed for Event Start:	<u>NA</u>	
Run, Walk, Parade Start Time:	<u>NA</u>	
Daily Event Hours:	<u>6 to 11 p.m.</u>	
 <b>Event End:</b>	Date: <u>08/03/2019</u>	Time: <u>11:00 p.m.</u>
Street Reopens after Event End:	Date:	Time:
 <b>Event Teardown:</b>	Date: <u>08/03/2019</u>	Time: <u>11:00 pm</u>
Street Reopens after Event Teardown:	Date:	Time:

### ***Secondary Permits Required***

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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>Yes</u>
Fuel(s) to be used:	<u>Charcoal, Wood</u>
Number of Item Vendors:	<u>0</u>
Number of Service Vendors:	<u>0</u>
Number of Tents/Canopies:	<u>5 10X10</u>
Provider and Phone:	<u>Vendor Owned</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**

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Security and/or Police: Contact, Email and Phone: Langston University Staff Security  
918-877-3231

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, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): The Greenwood Experience, Langston University

Name of Park and Location, if applicable: BS Roberts Park  
915 N. Greenwood Ave

Drone: No

Portable Toilets:    Provider and Phone: At Your Service  
918-272-0568

Total Number of Portable Toilets: 4                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 08/03/2019                      Time: 8:00 am

Equipment Pickup: Date: 08/05/2019                      Time: 8:00 am

Other information: ADA restrooms inside Langston University

### **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 5:00 pm

Finish Time: 11:00 pm

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

DJ Equipment

Sound checks conducted prior to the event: Yes

Start Time: 5:30 pm

Finish Time: 6:00 pm

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash will be removed by volunteers

Number of Trash Receptacles: 5

Number of Dumpsters: 0

Number of Recycling Containers: 5

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools

### **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 07/22/2019      Date routed: 07/25/2019      Date for review: 07/31/2019

Special Events Committee Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

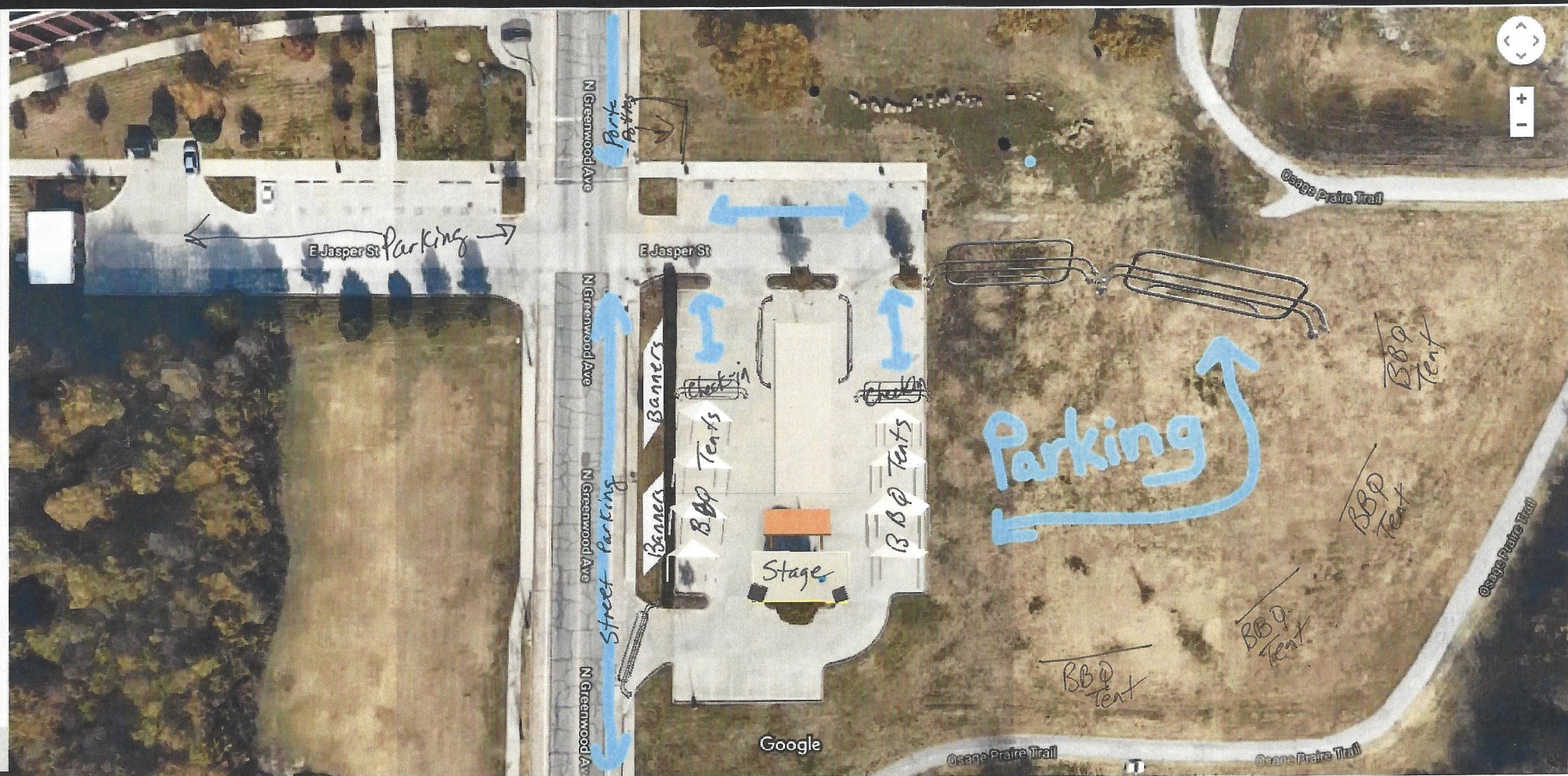
Date routed to Council: \_\_\_\_\_ City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_ Comments: Map received and form revised 07/25/2019.



Church  
parking

N  
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OSU parking

OSU  
parking

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