



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: CARSON & BARNES CIRCUS

Date(s) of Event: August 29-Sept. 2, 2019

Location Address: 2160 S GARNETT RD E

Council District(s): 6

Event Description: The Carson & Barnes Circus is a traveling circus that performs under a big top tent. The performance lasts about two hours and consists of acrobats, aerialist, jugglers, trapeze artists, clowns, horses, dogs and elephants. The midway offers a petting zoo, pony rides, elephant rides, inflatable bounces, and concessions with traditional treats such as cotton candy, popcorn and funnel cakes. We have approximately 65 people that travel with the show.

Event Category: Circus

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 2500

Per Day: 500

Anticipated Participants: Total: 65

Per Day: 65

Number of Events for Monthly Event: NA

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

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Host Organization: Carson & Barnes Circus

Website: www.carsonbarnescircus.com

Chief Officer of Host Organization: Geary Byrd

Email and Phone: 580-326-2233

Applicant Name: Deseree Atkinson

Email and Phone: 580-326-2233

permits@carsonbarnescircus.com

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Kristin Parra

Mobile: 918-605-1360

Billing Contact: Deseree Atkinson

Phone: 580-326-2233

Billing Address: 2694 E. 2070 rd  
hugo 74743

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

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**Event Setup:** Date: 08/29/2019 Time: 9:00 am  
Street Closure for Event Setup: Date: Time: NA  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 08/29/2019 Time: 4:30 pm  
Street Closure for Event Start: Date: Time: NA  
Street(s) to be Closed for Event Start: NA  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: Each Show is 2 hours  
Thursday: 4:30pm & 7:30pm  
Friday: 4:30pm & 7:30pm  
Saturday: 1:30pm, 4:30pm and & 7:30pm  
Sunday: 1:30pm, 4:30pm and & 7:30pm  
Monday: 1:30pm, 4:30pm

**Event End:** Date: 09/02/2019 Time: 6:30 pm  
Street Reopens after Event End: Date: Time: NA  
**Event Teardown:** Date: 09/02/2019 Time: 10:30 pm  
Street Reopens after Event Teardown: Date: Time: NA

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

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 2  
Number of Food Trucks: 2  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 1 - 118' Provider and Phone: CARSON & BARNES CIRCUS  
Round tent  
Number of Inflatables: 3 Provider and Phone: CARSON & BARNES CIRCUS.  
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***

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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: NA              Equipment Pickup: Date:                      Time: NA

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date:                      Time: NA              Equipment Pickup: Date:                      Time: NA

Parking Type: 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): NA

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:      Provider and Phone: CARSON & BARNES CIRCUS

Total Number of Portable Toilets: 6                      Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date:      08/29/2019              Time: 10:00 AM

Equipment Pickup: Date:      09/02/2019              Time: 8:00 PM

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 35

Performer/Band name and music type: 35 performers and a total of about 65 people that travel with the circus

Sound Amplification: Yes

Start Time: 1:30 pm

Finish Time: 10:00pm

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

Speakers

Sound checks conducted prior to the event: Yes

Start Time: 1:00 pm

Finish Time: 1:30 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:

Signs, banners and lit up exit signs

## **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: We clean up everything ourselves. We will order a large roll off dumpster when it gets closer to the date of the event.

Number of Trash Receptacles: 6

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: Shopping Center, No street closure

## **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: 06/07/2019      Date routed: 07/30/2019      Date for review: 08/07/2019

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: Form revised 07/30/2019. Permission letter pending.

**Carson & Barnes Circus Event**  
**Plaza Santa Cecilia - 2160 S. Garnett Rd.**

**TULSA, OK**



Parking Area

Plaza Santa Cecilia

LOT SITE PLAN

