



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Pinewood Derby & Classic Car Show

Date(s) of Event: September 14, 2019

Location Address: 1124 S LEWIS AVE E

Council District(s): 4

Event Description: Welcome to Mother Road Market's first annual Pinewood Derby & Classic Car Show! Enter a day full of family-friendly fun, focusing on an atmosphere of innovation, competition and - of course - paying homage to our beloved Mother Road.
Join Mother Road Market, Boy Scouts for America and the Oklahoma Route 66 Alliance for a traditional Pinewood Derby mini-car race, running all day long, for all ages, with a variety of fun prizes and trophies to take home like Best Design, Most Colorful and more! For a full list of trophy categories and judging times, please see below.
Before or after your Pinewood Derby heat, take in our special Classic Car Show in the back parking lot, featuring specialty vehicles that you would have seen decades ago traveling the Mother Road.

Families will also enjoy interactive pop up exhibits from community partners like Tulsa STEM and Discovery Lab, while taking in some sweet treats from Frios ice pops.

Of course, everyone can find something to eat for lunch or snacks from the many merchants of Mother Road Market, Tulsa's first food hall!

This jam-packed day will end with a special showing of Pixar's Cars on our back patio at 8PM.

Event Category: Miscellaneous

Event Includes: Bouncy House (rented from Sunshine Party Infl.), Private Property

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 500

Per Day: 500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Mother Road Market

Website: https://www.motherroadmarket.com/

Chief Officer of Host Organization: Meredith Peebles

Email and Phone: meredith@lobecktaylor.org 918-698-1356

Applicant Name: Samantha Extance

Email and Phone: sam@lobecktaylor.org 918-698-1356

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Samantha Extance

Mobile: 918-698-1356

Billing Contact: Lobeck Taylor Family
Foundation/Mother Road Market

Phone: 918-698-1356

Billing Address: 1124 Lewis Ave.
Tulsa OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/14/2019 Time: 6:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/14/2019 Time: 10:00AM
Street Closure for Event Start: Date: 09/14/2019 Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10:00AM-6:00 PM Pinewood Derby & Classic Car Show
8:00PM-10:00 PM Movie Showing of Pixar's Cars

Event End: Date: 09/14/2019 Time: 10:00PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 09/14/2019 Time: 10:00PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 2
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 2 Provider and Phone: We are using our 2 tents for check in and for a lost and found tent. We will be renting tent weights from Party Pro/ABCO.
Number of Inflatables: 1 Provider and Phone: Sunshine Party Jumps
918-269-8163,
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: Luke Sherman
luke@aegiscpg.com

Medical and/or First Aid Services: Contact, Email and Phone: NA (have not confirmed with EMSA yet)

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: Shuttle Service

Transportation Service: Contact, Email and Phone: We will be additionally looking into shuttle service for our guests since we're anticipating higher traffic for this event. We are looking into partnering with Univ. of Tulsa but have not confirmed.

Sponsor and Other Event Information

Event Sponsor(s): NA

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:

Decorations will be balloons, racing flags, and banners.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have our staff clean our parking lots and patio as usual. In addition we will clean the sidewalks around the market.

Number of Trash Receptacles: 25

Number of Dumpsters: 3

Number of Recycling Containers: 1

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: 07/06/2019 Date routed: 09/13/2019 Date for review: Email/Website

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 09/13/2019.