



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Marquette School Trunk or Treat

Date(s) of Event: 10/27/2019

Location Address: 1519 S QUINCY AVE E

Council District(s): 4

Event Description: School Carnival

Event Category: Festival/Celebration

Event Includes: Generator/Electricity, Public Right of Way, Live Entertainment, Food Sales, Street Closure

Anticipated Attendance: Total: 300

Per Day: 300

Anticipated Participants: Total: 300

Per Day: 300

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Marquette School

Website: http://www.marquetteschool.org/

Chief Officer of Host Organization: Jay Leutkemeyer

Email and Phone: jay.leutkemeyer@marquetteschool.org 918-584-4631

Applicant Name: Lacy Daley

Email and Phone: lacyrn@live.com 918-671-7016

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Lacy Daley

Mobile: 918-671-7016

Billing Contact: Marquette School

Phone: 918-584-4631

Billing Address: 2625 E 58th Street
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/27/2019 Time: 8:00 am
Street Closure for Event Setup: Date: 10/27/2019 Time: 8:00 am
Street(s) to be Closed for Event Setup: Quincy Avenue between 15th Street and 16th Street.

Event Start: Date: 10/27/2019 Time: 1:00 pm
Street Closure for Event Start: Date: 10/27/2019 Time: 8:00 am
Street(s) to be Closed for Event Start: Quincy Avenue between 15th Street and 16th Street
Run, Walk, Parade Start Time: NA
Daily Event Hours: 1 to 3 pm

Event End: Date: 10/27/2019 Time: 3:00 pm
Street Reopens after Event End: Date: 10/27/2019 Time: 4:00 pm

Event Teardown: Date: 10/27/2019 Time: 3:30 pm
Street Reopens after Event Teardown: Date: 10/27/2019 Time: 4:00 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 3 Provider and Phone: Show It Off 918-232-1196.
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: NA

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: Road Safe Traffic Systems 918-425-4550

Equipment Setup: Date: 10/27/2019 Time: 8:00 am Equipment Pickup: Date: 10/27/2019 Time: 4:00 pm

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): 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: 1

Performer/Band name and music type: DJ Connection
DJ Booth

Sound Amplification: Yes

Start Time: 12:30 pm

Finish Time: 3:30 pm

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

Speakers

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 receptacles in Marquette School parking lot

Number of Trash Receptacles: 4

Number of Dumpsters: 0

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:

Schools

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

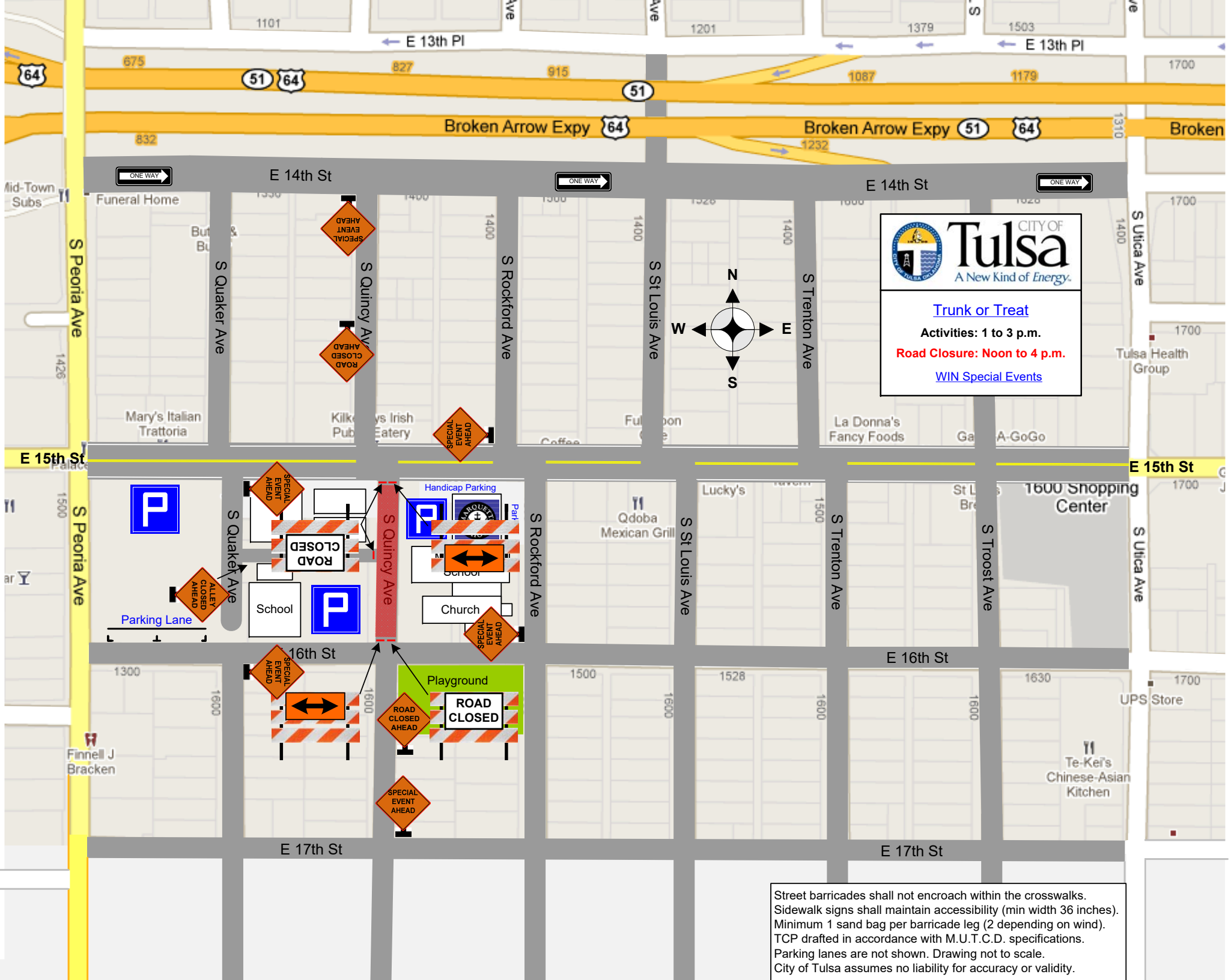
For City of Tulsa Special Events Committee Use Only

Date received: 09/10/2019 Date routed: 10/16/2019 Date for review: 10/23/2019

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 & map revised including outstanding fee 10/16/2019.





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[Trunk or Treat](#)
Activities: 1 to 3 p.m.
Road Closure: Noon to 4 p.m.
[WIN Special Events](#)

Street barricades shall not encroach within the crosswalks.
Sidewalk signs shall maintain accessibility (min width 36 inches).
Minimum 1 sand bag per barricade leg (2 depending on wind).
TCP drafted in accordance with M.U.T.C.D. specifications.
Parking lanes are not shown. Drawing not to scale.
City of Tulsa assumes no liability for accuracy or validity.