City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: BattleCreek Church Downtown Easter Celebration  Date(s) of Event: 4/11/2020
Location Address: 1915 E 3RD ST S  Council District(s): 4
Event Description: Block Party to celebrate Easter, Games and Inflatables present
Event Category: Street/Block Party
Event Includes: Public Right of Way, Street Closure

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: BattleCreek Church  Website: https://battlecreekchurch.com/
Chief Officer of Host Organization: Josiah Guajardo
Email and Phone: jguajardo@battlecreekchurch.com
Applicant Name: Lauren Meadors
Email and Phone: lmeadors@thechurch.at  918-355-3699
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Lauren Meadors  Mobile: 918-906-5592
Billing Contact: The Church at Downtown  Phone: 918-355-3699
Billing Address: 1915 East 3rd Street
Tulsa OK 74104
Event Timeline and Lane/Street Closure Information

**Event Setup:**
- Date: 04/11/2020
- Time: 3:00pm
- Street Closure for Event Setup: Date: 04/11/2020
- Time: 3:00pm
- Street(s) to be Closed for Event Setup: Wheeling Ave between 2nd St and 3rd St

**Event Start:**
- Date: 04/11/2020
- Time: 4:30pm
- Street Closure for Event Start: Date: 04/11/2020
- Time: 3:00pm
- Street(s) to be Closed for Event Start: See TCP Map
- Run, Walk, Parade Start Time: NA
- Daily Event Hours: 4:30 to 6:30 p.m.

**Event End:**
- Date: 04/11/2020
- Time: 6:30pm
- Street Reopens after Event End: Date: 04/11/2020
- Time: 7:00pm

**Event Teardown:**
- Date: 04/11/2020
- Time: 6:30pm
- Street Reopens after Event Teardown: Date: 04/11/2020
- Time: 7:00pm

Secondary Permits Required

- Beer Sales, Alcohol Sales: Not Applicable
- Number of Food Vendors: 0
- Number of Food Trucks: 0
- Food Cooked on-site: Yes
- Fuel(s) to be used: Gas
- Number of Item Vendors: 0
- Number of Service Vendors: 0
- Number of Tents/Canopies: 2 10X10
- Provider and Phone: Owned by the church
- Number of Inflatables: 3
- Provider and Phone: Bouncer's Kingdom (918) 813-7498
- 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: Security provided through BattleCreek Church, Jim Gunter (918) 355-3699

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

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 04/11/2020 Time: 3:00pm Equipment Pickup: Date: 04/11/2020 Time: 7:00pm

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

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

Parking Type: ADA parking available, 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: 0  
Performer/Band name and music type: NA  
Sound Amplification: Yes  
Start Time: 4:30pm  
Finish Time: 6:30pm  
Please describe the sound equipment that will be used for your event:  
Two speakers with sound board and a microphone  
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: Church staff and maintenance will be cleaning up immediately following the event.  
Number of Trash Receptacles: 5  
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:  
Residents, Schools, Places of Worship

**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: 02/18/2020  Date routed: 02/19/2020  Date for review: 03/04/2020

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: Date changed and fees paid 02/18/2020 (originally submitted 02/03/2020). Form revised 02/19/2020.
Date: April 11, 2020  Project: Church Downtown Easter Celebration
Comments:
Road Closure: 3 to 7 p.m.
Event Hours: 4:30 to 6:30 p.m.
Parking Lanes not Shown | Drawing not to Scale
COT assumes no liability for accuracy or validity