



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Spring Kick-Off Party

Date(s) of Event: 3/14/2020

Location Address: 4848 S PEORIA AVE E

Council District(s): 9

Event Description: Open House

Event Category: Miscellaneous

Event Includes: Amplified Sound, Food Sales, 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: Myers-Duren Harley-Davidson Website: https://www.tulsaharley.com/

Chief Officer of Host Organization: James McClanahan

Email and Phone: james@tulsaharley.com 918-743-4440

Applicant Name: James McClanahan

Email and Phone: james@tulsaharley.com 918-743-4440

Professional Event Organizer: NA

Email and Phone:

On-site Contact: James McClanahan Mobile: 918-743-4440

Billing Contact: Myers-Duren Harley-Davidson Phone: 918-743-4440

Billing Address: 4848 S Peoria
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>03/14/2020</u>	Time: <u>8:30AM</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 Event Start:	Date: <u>03/14/2020</u>	Time: <u>11:00AM</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>NA</u>	
Run, Walk, Parade Start Time:	<u>NA</u>	
Daily Event Hours:	<u>11:00AM to 4:00PM</u>	
 Event End:	Date: <u>03/14/2020</u>	Time: <u>4:00PM</u>
Street Reopens after Event End:	Date:	Time:
 Event Teardown:	Date: <u>03/14/2020</u>	Time: <u>4:00PM</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>
Number of Food Vendors:	<u>1</u>
Number of Food Trucks:	<u>0</u>
Food Cooked on-site:	<u>No</u>
Fuel(s) to be used:	
Number of Item Vendors:	<u>0</u>
Number of Service Vendors:	<u>0</u>
Number of Tents/Canopies:	<u>3</u>
Provider and Phone:	<u>(2) 20x10 (1) 10x10, 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

Security and/or Police: Contact, Email and Phone: COBRA Executive Protection (918) 695-4471

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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Myers-Duren Harley-Davidson

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: 11:00AM

Finish Time: 4:00PM

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

Standard Small Band Equipment

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: A cleanup crew is on-site.

Number of Trash Receptacles: 12

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: No road 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: 02/21/2020 Date routed: 03/04/2020 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 and map attached 03/04/2020.

