



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Friendship Fest Date(s) of Event: 10/31/2021
 Location Address: 1709 N Madison AVE Council District(s): 1
 Event Description: Passing out candy to kids.
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Amplified Sound, Public Right of Way, Private Property, Street Closure
 Anticipated Attendance: Total: 200 Per Day: 200
 Anticipated Participants: Total: 200 Per Day: 200
 Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: FRIENDSHIP MISSIONARY BAPTIST Website: NA
 Chief Officer of Host Organization: Dwayne Henderson
 Email and Phone: agapebiblefellowhiptulsa@gmail.com 918-809-8989
 Applicant Name: Brittani Gunnells
 Email and Phone: admin@friendshipchurchtulsa.org 918-582-4491
 Professional Event Organizer: NA
 Email and Phone:
 On-site Contact: Brittani Gunnells Mobile: 918-582-4491
 Billing Contact: Brittani Gunnells Phone: 918-582-4491
 Billing Address: 1709 N Madison AVE
Tulsa OK 74106

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/31/2021 Time: 2:00PM

Street Closure for Event Setup: Date: 10/31/2021 Time: 2:00PM

Street(s) to be Closed for Event Setup: See Site Map - TCP Map pending

Event Start: Date: 10/31/2021 Time: 3:00PM

Street Closure for Event Start: Date: 10/31/2021 Time: 2:00PM

Street(s) to be Closed for Event Start: Madison Ave between Seminole St and Reading St including the intersection at Seminole St and Madison Ave.

Run, Walk, Parade Start Time: NA

Daily Event Hours: 3:00 to 5:00PM

Event End: Date: 10/31/2021 Time: 5:00PM

Street Reopens after Event End: Date: 10/31/2021 Time: 6:00PM

Event Teardown: Date: 10/31/2021 Time: 5:00PM

Street Reopens after Event Teardown: Date: 10/31/2021 Time: 6:00PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 0

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: 1 Provider and Phone: Jasmine's Jupiter Jumps (918) 402-4866.

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: RoadSafe Traffic Systems (918) 425-4550

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: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Friendship Church Tulsa

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

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

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: 3:00PM

Finish Time: 5:00PM

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

Bluetooth speaker

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 members will clean up.

Number of Trash Receptacles: 3

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

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 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: 10/15/2021 Date routed: 10/21/2021 Date for review: 10/27/2021

Special Events Committee Recommendation: 10/20/2021 Yes No

Date routed to Mayor: 10/21/2021 Mayor's Recommendation: _____ Yes No

Date routed to Council: 10/21/2021 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised and Site Map created 10/21/2021.

