



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: HONOR OUR HERO'S CAR AND BIKE SHOW Date(s) of Event: 09/11/2022Location Address: 11328 E ADMIRAL PL S Council District(s): 3Event Description: CAR AND BIKE SHOWEvent Category: MiscellaneousEvent Includes: Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Live Entertainment, Food Sales, Merchandise Sales, Private PropertyAnticipated Attendance: Total: 150 Per Day: 150Anticipated Participants: Total: 70 Per Day: 70

Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: American Legion 308 Website: https://americanlegion142.org/about/district-1/Chief Officer of Host Organization: Bob CofeyEmail and Phone: post308@mohawkpost308.org 918-437-4308Applicant Name: American Legion Mohawk Post 308 - Bob CofeyEmail and Phone: post308@mohawkpost308.org 918-437-4308

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Adam Atkinson Mobile: 918-448-6404Billing Contact: American Legion Mohawk Post 308 Phone: 918-437-4308Billing Address: 11328 E Admiral PL  
Tulsa OK 74116

### ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 09/11/2022 Time: 9:00 AM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA - Parking Lot

**Event Start:** Date: 09/11/2022 Time: 12:00 PM  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Parking Lot  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 9:00 AM - 5:00 PM

**Event End:** Date: 09/11/2022 Time: 5:00 PM  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 09/11/2022 Time: 5:00 PM  
Street Reopens after Event Teardown: Date: Time:

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: High point beer sales, Alcohol Sales  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal  
Number of Item Vendors: 10 Number of Service Vendors: 0  
Number of Tents/Canopies: (3) 10X10 Provider and Phone: Vendor Owned  
Number of Inflatables: 0 Provider and Phone: N/A,  
Number of Amusement Rides: 0 Provider and Phone: N/A  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: N/A,

## **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

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Security and/or Police: Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: Contact, Email and Phone: N/A

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

Parking Type: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

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Event Sponsor(s): AMERICAN LEGION MOHAWK 308

Name of Park and Location, if applicable: N/A

Drone: No

Portable Toilets:      Provider and Phone: N/A

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date:                      Time: N/A

Equipment Pickup: Date:                      Time: N/A

Other information: All alcohol sales will be inside; no alcohol sales will be outside. AL Mohawk Post 308 ABLE Commission License MXF-056053.  
Additional overflow parking across the street at Wright Christian Academy.

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Country and Classic Country

Sound Amplification: Yes

Start Time: Noon

Finish Time: 4 p.m.

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

Standard Band Speaker Equipment. A generator for the Sound Board. The stage is 16 foot flat bed trailer.

Sound checks conducted prior to the event: Yes

Start Time: 11:30 a.m. Finish Time: Noon

Describe hot air balloons, fire lanterns or similar devices used at event:

N/A

Describe the use of any signs, banners, decorations, or special lighting used at event:

N/A

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On-site dumpsters. All trash and debris to be removed by volunteers immediately following the event.

Number of Trash Receptacles: 6

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: N/A

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools

## **Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 08/04/2022    Date routed: 09/06/2022    Date for review: 09/09/2022

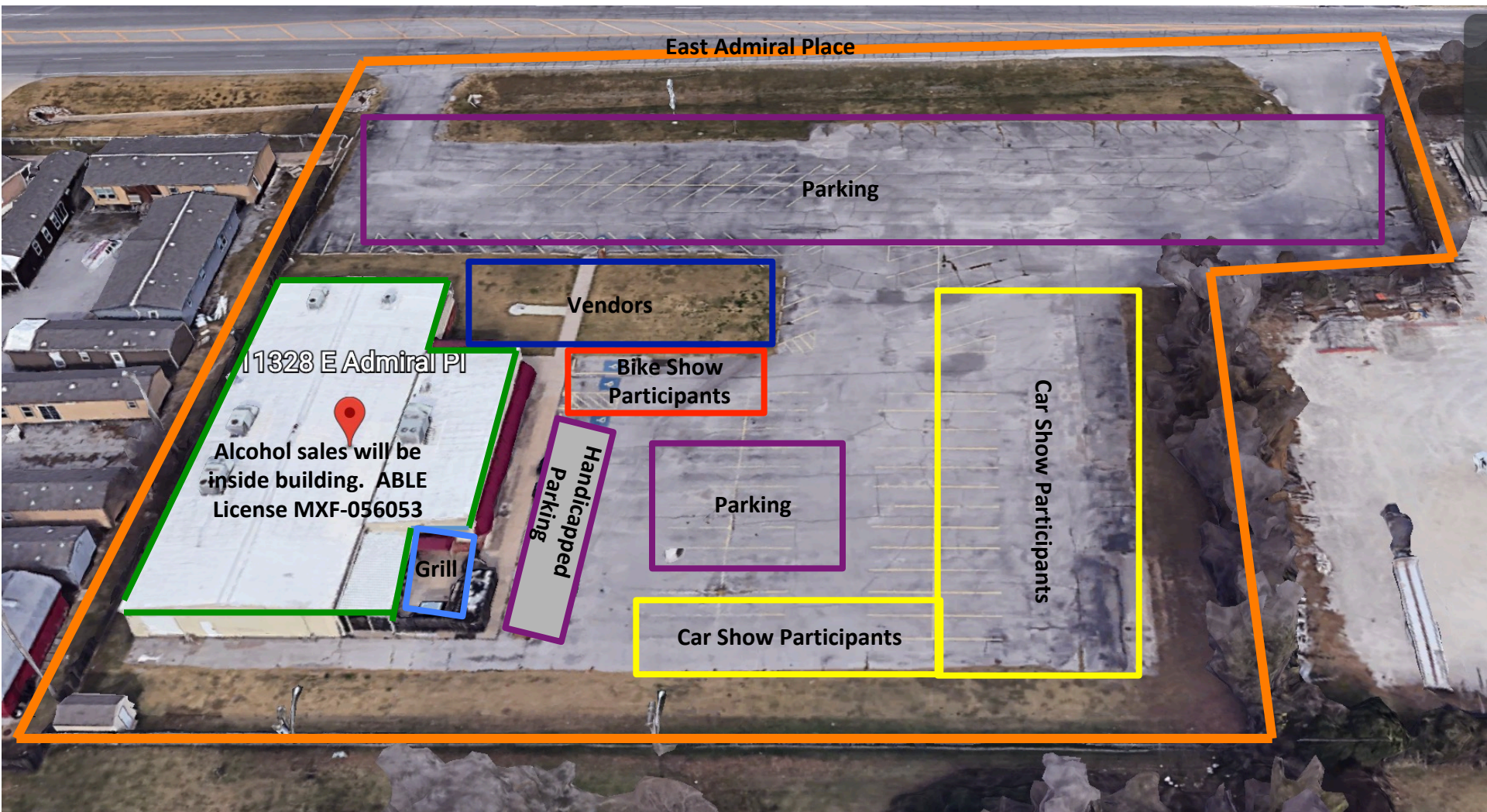
Special Events Committee Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: \_\_\_\_\_ City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_ Comments: Incomplete application 09/01/2022.

Form revised 09/06/2022.



East Admiral Place

Parking

Vendors

11328 E Admiral Pl

Alcohol sales will be  
inside building. ALE  
License MXF-056053

Grill

Handicapped  
Parking

Bike Show  
Participants

Parking

Car Show Participants

Car Show Participants