



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: CREATE 2022Date(s) of Event: October 1, 2022Location Address: 101 E ARCHER ST NCouncil District(s): 4Event Description: 2022 Fundraiser for ahha Tulsa**Event Category:** Street/Block Party**Event Includes:** Amplified Sound, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Sidewalk Closure, Private Property, Street ClosureAnticipated Attendance: Total: 600Per Day: 600Anticipated Participants: Total: 600Per Day: 600

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: ahha TulsaWebsite: https://ahhatulsa.org/Chief Officer of Host Organization: Holly BeckerEmail and Phone: hbecker@ahhatulsa.org 918-584-3333Applicant Name: ahha Tulsa - Krystal GrizzleEmail and Phone: kgrizzle@ahhatulsa.org 918-584-3333Professional Event Organizer: NA

Email and Phone:

On-site Contact: Joe MathisMobile: 918-724-7055Billing Contact: ahha TulsaPhone: 918-584-3333Billing Address: 101 E Archer St
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/01/2022 Time: 8 am
Street Closure for Event Setup: Date: 10/01/2022 Time: 7 am
Street(s) to be Closed for Event Setup: See Site and TCP maps

Event Start: Date: 10/01/2022 Time: 6 pm
Street Closure for Event Start: Date: 10/01/2022 Time: 7 am
Street(s) to be Closed for Event Start: Archer St between Boston Ave and MLK Jr Blvd (just section directly in front of ahha Tulsa to allow for vehicle access to the BOK parking lot and Mathews Bldg parking lots)

Run, Walk, Parade Start Time: NA
Daily Event Hours: 6 pm. to midnight

Event End: Date: 10/01/2022 Time: 11:59
Street Reopens after Event End: Date: 10/02/2022 Time: 7 am

Event Teardown: Date: 10/02/2022 Time: 12 am
Street Reopens after Event Teardown: Date: 10/02/2022 Time: 7 am

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales, Free Alcohol/wine/high point beer

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: 1 10x20 Provider and Phone: Party Pro (918) 622-8102

Number of Inflatables: 0 Provider and Phone: NA

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: Praetoria (918) 922-8606

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

Traffic Control Barricade Company: Contact, Email and Phone: Action Safety Supply (918) 234-8222, Charlie McLaughlin charlie@actionsafetysupply.com

Equipment Setup: Date: 10/01/2022 Time: 7 am Equipment Pickup: Date: 10/02/2022 Time: 7 am

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

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

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet (918) 935-6070

Sponsor and Other Event Information

Event Sponsor(s): MidFirst Bank, Vast Bank, FC Tulsa, Claremont, Rich & Cartmill

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: Royal Valet will drop off at the corner of Archer St & Boston Ave and they will be parked in the BOK lot just across from the front door. The entrance/exit to both adjacent parking lots are left open.

It's a ticketed event and there is one bar on Archer St for the first hour reception but then the guests will move inside the building/property for the program and entertainment.

Entertainment and Related Activities

Number of Stages: 2

Number of Performers/Bands: 3

Performer/Band name and music type: Dandies, Chris Combs Trio, Combs Ensemble, The Clueless Band, DJ Zo, DJ Sydnee Lee

Sound Amplification: Yes

Start Time: 5:30 pm

Finish Time: 11:59 pm

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

Stage setup for live band

Sound checks conducted prior to the event: Yes

Start Time: 12 pm

Finish Time: 1 pm

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:

There will be high-top bistro tables, a small stage and a bar setup on the road and sidewalk in front of ahha

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Event planner and staff will remove be responsible for moving and cleaning after the event closes at midnight

Number of Trash Receptacles: 10

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:

Residents, Businesses, Business Assn

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: 08/30/2022 Date routed: 09/27/2022 Date for review: *09/28/2022

Special Events Committee Recommendation: _____ ☐ Yes ☐ No

Date routed to Mayor: _____ Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: _____ City Council Approval: _____ ☐ Yes ☐ No

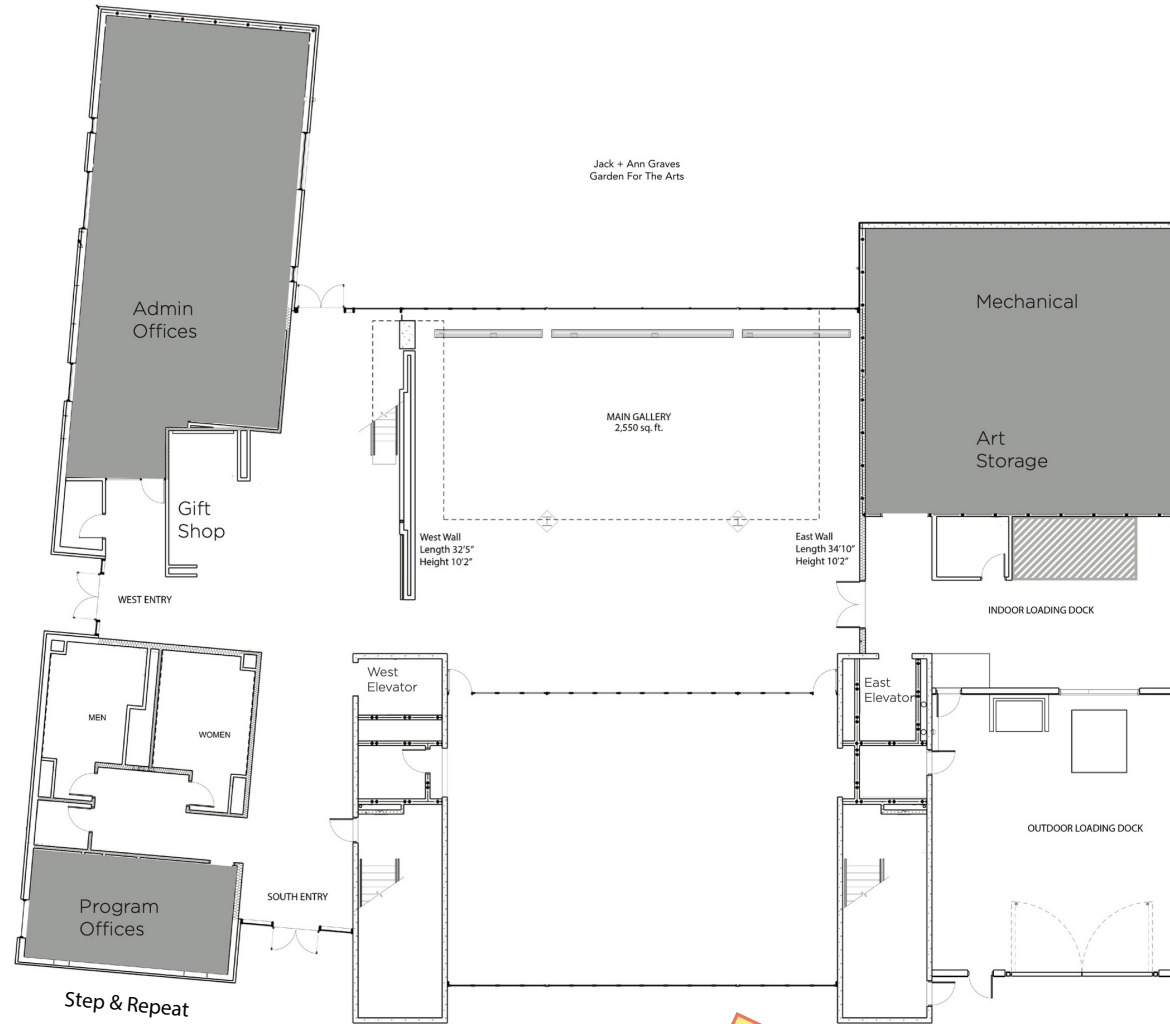
Date Permit Issued: _____ Comments: Fees paid 09/07/2022. Application (incomplete)
revised 09/15/2022. TCP map revised 09/16/2022.
Site map uploaded 09/21/2022. *SEC meeting.
City Council meeting 10/19/2022.

Event will have bistro tables and seating options available on sidewalk and street where closed.

Boston Avenue

Valet Drop Off

BOK Lot Entrance/Exit



Check in tables +
10'x10' tent

Stage

Driveway/Sidewalk

Barricades (X)

Food

Bar

Archer Street

Fencing (---)

