



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Brush Creek BazaarDate(s) of Event: October 11-12, 2025Location Address: Start: 10900 S. Louisville Ave.
End: 10900 S. Louisville Ave.Council District(s): 8Event Description: Brush Creek Bazaar is a fall festival that features vendors selling handcrafted items, live music, food trucks, and a petting zoo. All proceeds go towards helping at-risk teens.Event Category: Festival/CelebrationEvent Includes: Tent/Canopy, Live Entertainment, Food Sales, Merchandise Sales, Private PropertyAnticipated Attendance: Total: 5000Per Day: 2500Anticipated Participants: Total: 150Per Day: 75Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Oklahoma Teen Challenge Inc Website: <https://okteenchallenge.com/>Chief Officer of Host Organization: Rachel NicholsonEmail and Phone: rachel.nicholson@thecrosschristian.com 918-435-8206Applicant Name: Rachel NicholsonEmail and Phone: rachel.nicholson@thecrosschristian.com 918-435-8206

Professional Event Organizer:

Email and Phone:

On-site Contact: Rachel Nicholson Mobile: 918-541-5044Billing Contact: Oklahoma Teen Challenge Inc Phone: 918-435-8206Billing Address: 36665 S 510 RD
Eucha, OK 74342

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>10/09/2025</u>	Time: <u>10 am</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A Private Property</u>	
Event Start:	Date: <u>10/11/2025</u>	Time: <u>9 am</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A Private Property</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>Saturday 10/11/25 - 9:00 am to 6:00 pm</u> <u>Sunday 10/12/25- 10:00 am to 6:00 pm</u>	
Event End:	Date: <u>10/12/2025</u>	Time: <u>6:00 pm</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>10/13/2025</u>	Time: <u>10:00 am</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>6</u>	
Number of Food Trucks:	<u>5</u>	
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>75</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>1- 40'x120'. 1- 30'x50'. 1- 15'x15'</u>	Provider and Phone: <u>Party Perfect Linen & Event Rental (918)258-7368</u>
Number of Inflatables:	<u>Yes</u> <u>2</u>	Provider and Phone: <u>N/A</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>N/A</u>	

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

Security and/or Police: Yes Contact, Email and Phone: Teen Challenge Volunteer (918)435-8206

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Unpaved Lot, ADA parking available

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: Teen Challenge Van from Overflow Lot (918) 541-5044

Sponsor and Other Event Information

Event Sponsor(s): McGraw Realtors
Woodlake Church
Osage Casino Hotel
JASCO Giving Hope Foundation

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918)272-0568

Total Number of Portable Toilets: 1 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/10/2025 Time: 12:00 pm

Equipment Pickup: Date: 10/13/2025 Time: 12:00 pm

Other Event Information: See Map

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 14

Performer/Band name and music type: Christian/Country/Folk

Sound Amplification: Yes

Start Time: 9:00 am

Finish Time: 6:00 pm

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

Two Speakers

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

(918) 541-5044

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Sponsor banners and signs are placed around the event.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have a dumpster on site for volunteers to carry their trash to.

Number of Trash Receptacles: 8

Number of Dumpsters: 1

Number of Recycling Containers: 4

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, The event has been going on in the neighborhood for 46 years, so we let them know that it was that time of year again.

If not presented, please explain:

N/A

Affidavit 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: 10/01/2025 Date routed: 10/08/2025 Date for review: Email Review

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: SEC meeting 10/08/2025. Application revised 10/08/2025.

