



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

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## Summary of Event

Event Title: Mission Ignition Date of Event: 03/04/2017  
 Event Location: First Baptist Church Tulsa Council District: 4  
 Event Description: Education event for children (Submit Flyer or Brochure in Electronic Format)  
 Event Sponsors: First Baptist Church Tulsa and Baptist General Convention of Oklahoma  
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 800 Per Day: 1

## Event Organizer Information

Organizing Agency: First Baptist Church Tulsa Web Address: tulsafbc.org  
 Agency Contact: Debbie Thompson Email Address: dthompson@tulsafbc.org  
 On-Site Contact: Debbie Thompson On-Site Phone: 918-691-8900  
 Billing Contact: First Baptist Church Tulsa Billing Phone: 918-587-1571  
 Billing Address: 403 S. Cincinnati Ave. Tulsa OK 74103  
Street City State Zip  
 Agency Status: Profit  Non-Profit  Fundraiser? / What cause: NA

## Site Plan and Route Map

**Event Set-up:** Date: 03/04/2017 Day of Week: Saturday Time: 7:30 a.m.  
 Street Closing for Set-up, Stages, Tents, etc.: Date: 03/04/2017 Time: 7:30 a.m.  
 Street(s) to be Closed: 4th Street between Cincinnati and Detroit

(Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: 03/04/2017 Day of Week: Saturday Time: 9:00 a.m.  
 Street Closing for Race, Parade, Festival, etc.: Date: 03/04/2017 Time: 7:30 a.m.  
 Street(s) to be Closed: same as above

(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: NA  
 Daily Festival or Street Party Times: 9:00 a.m. to 3:00 p.m.  
 Road Race Service Co. and Phone: NA

**Event Closes:** Date: 03/04/2017 Day of Week: Saturday Time: 3:00 p.m.  
 Street Opening: Date: 03/04/2017 Day of Week: Saturday Time: 4:00 p.m.  
**Event Dismantle:** Date: 03/04/2017 Day of Week: Saturday Time: 4:00 p.m.  
 Street Opening: Date: 03/04/2017 Day of Week: Saturday Time: 4:00 p.m.

**Secondary Permit Requirements**

- Yes  No  Is this an Open Air Event?  Public Property  Private Property  Parking Lot  
 Yes  No  Alcohol or Beer On-Site?  Alcohol Sales  Beer Sales  Free Beverages  
 Yes  No  Concessionaires On-Site? Number of Food Vendors: \_\_\_\_\_ Number of Item Vendors: \_\_\_\_\_  
 Yes  No  Food Preparation On-Site?  Charcoal  Electric  Gas  
 Yes  No  Tents or Stages On-Site? If yes, what sizes: \_\_\_\_\_  
 Yes  No  Other Structures On-Site? If yes, please explain: Inflatables  
 Yes  No  Using a City or River Park? Name and location: \_\_\_\_\_

**Security, Medical, Traffic, and Parking Plans**

- Yes  No  Security or Police On-Site? Agency and Phone: Special Interest Security 918-271-3493  
 If yes, please describe or provide an attachment of your plan: the church has 2 security guards on site who are employed through the company listed above.  
 Yes  No  Medical First Aid On-Site? Agency and Phone: \_\_\_\_\_  
 If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

- Yes  No  Using Barricade Company? Agency and Phone: Road Safe Traffic 918-425-4550  
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.  
 Equipment Setup: Date: 03/04/2017 Time: 7:30 a.m. Equipment Pickup: Date: 03/04/2017 Time: 4:00 p.m.  
 Yes  No  Is there Parking Available? If yes, please describe or provide an attachment of your plan: Super Block parking lot between 4th & 5th and Detroit and Elgin  
 Yes  No  Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: Spaces in parking lot marked to code  
 Yes  No  Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

**Other Related Activities and Information**

- Yes  No  Entertainment On-Site?  Live Music  Recorded Music  Dancing  
 Fireworks  Inflatables  Animals  Other (specify): \_\_\_\_\_  
 Yes  No  Sound Amplification? Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
 Yes  No  Certificate of Insurance? Agency and Phone: Brotherhood Mutual 918-664-7100  
 If yes, submit certificate. If no, please explain: \_\_\_\_\_  
 Yes  No  Portable Rest Rooms? Agency and Phone: \_\_\_\_\_  
 Number of Portable Rest Rooms: \_\_\_\_\_ Number of Disability Accessible Portable Rest Rooms: \_\_\_\_\_  
 Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_  
in church receptacles and trash dumpster

Number of Trash Receptacles: 10 Number of Dumpsters: 1 Number of Recycling Containers: 1

Yes  No  Using a Sanitation Service? Agency and Phone: American Waste | Pending

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Yes  No  Have you presented your event concept to the affected residents, businesses, churches, and schools?

If yes, please attach a complete list of these entities. If no, please explain: Church property

Yes  No  Do you have a sample of the notice that you propose to distribute **two weeks prior to your event**?

If yes, please attach in an electronic format. If no, please explain: \_\_\_\_\_

Yes  No  Other Information? \_\_\_\_\_

**Affidavit of Applicant**

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events. I certify that the information contained in the foregoing 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 the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

Print Name: Debbie Thompson Signature:  Date: 1/4/2017

Mail to: **Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103**  
Or Email to: **sbain@cityoftulsa.org**. Your electronic submission will serve as your electronic signature.

**For City of Tulsa Special Event Coordinating Committee Use Only**

Date received: 01.04.2017 Date routed: 02.02.2017 Date for review: 02.22.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 02.11.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

Special Event Coordinating Committee Recommendation: Pending  Yes  No : \_\_\_\_\_

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

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

Comments: Form and map revised 02.02.2017.

SW Corner 2nd St

SE Corner 2nd St

TULSA PERFORMING ARTS CENTER



3rd Street

3rd Street

SW Corner



KC Auto Hotel



Boston Avenue

Both Corners E of Main  
Both Corners E of Boulder

Alley

Cincinnati Avenue



Alley

Detroit Avenue



Parking Garage



4th Street

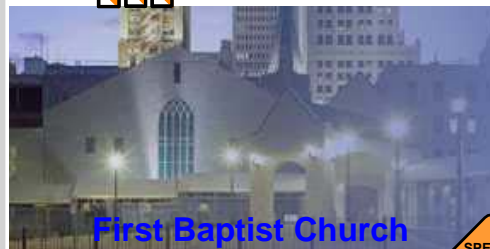
4th Street



Boston Avenue

Alley

Cincinnati Avenue



First Baptist Church

Detroit Avenue



NW & NE Corners

5th Street

5th Street



Date: March 4, 2017 Project: Mission Ignition

Comments:

Road Closure | 7:30 a.m. to 4 p.m. Saturday  
Event Hours | 9 a.m. to 3 p.m. Saturday  
Parking Lanes not Shown | Drawing not to Scale