



BPAG 09/01/2011

# City of Tulsa

## Special Event Permit Application

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### Summary of Event

Event Title: BPA State Leadership Conference Date of Event: March 6-8, 2017  
Event Location: Cox Business Center - 100 Civic Center Council District: 4  
Event Description: State conference for BPA (Submit Flyer or Brochure in Electronic Format)  
Event Sponsors: Oklahoma Department of Career & Technology Education  
Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 7,800 Per Day: 2,600

### Event Organizer Information

Organizing Agency: Oklahoma Department of Career & Technology Education Web Address: www.okcareertech.org  
Agency Contact: Jack Hedrick Email Address: jack.hedrick@careertech.ok.gov  
On-Site Contact: Jack Hedrick or Darian Woods On-Site Phone: 580.745.4393 of 918.408.5601  
Billing Contact: Darian Woods Billing Phone: 918.408.5601  
Billing Address: 100 Civic Center, Tulsa, OK 74103  
Agency Status: Profit ☐ Non-Profit ☒ Fundraiser? / What cause: City Building

### Site Plan and Route Map

**Event Set-up:** Date: March 6 Day of Week: Monday Time: 7:00am  
Street Closing for Set-up, Stages, Tents, etc.: Date: March 6 Time: 7:00am  
Street(s) to be Closed: 6th Street, as shown on Map. Note: buses will need to drop off at this location throughout the day (Submit a Site Map in CAD/Electronic Format)  
**Event Opens:** Date: March 6 Day of Week: Monday Time: 7:00am  
Street Closing for Race, Parade, Festival, etc.: Date: March 6 Time: 7:00am  
Street(s) to be Closed: 6th Street, as as shown on Map. Note: buses will need to drop off at this location throughout the day (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: N/A  
Daily Festival or Street Party Times: N/A  
Road Race Service Co. and Phone: N/A

**Event Closes:** Date: March 8 Day of Week: Wednesday Time: 8:00pm  
Street Opening: Date: March 7 Day of Week: Tuesday Time: 8:00pm  
**Event Dismantle:** Date: March 8 Day of Week: Wednesday Time: 8:00pm  
Street Opening: Date: March 7 Day of Week: Tuesday Time: 8:00pm

**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: \_\_\_\_\_  
 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: SMG Off Duty & Event Services - Dan Bro  
 If yes, please describe or provide an attachment of your plan: Security on site for event

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: SMG owns - 918.894.4395

If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.

Equipment Setup: Date: March 6 Time: 7:00am Equipment Pickup: Date: March 7 Time: 8:00pm

Yes ☒ No ☐ Is there Parking Available? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
West Dock parking available at Exhibit Hall loading docks, Civic Center parkade open for event

Yes ☒ No ☐ Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
West dock parking available at Exhibit Hall loading docks, Civic Center parkade open for event

Yes ☒ No ☐ Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
Client to use hotel shuttles/school buses to move attendees from other venues to Cox Business Center

**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: Attached - contact Trudy Sweeten with que  
 If yes, submit certificate. If no, please explain: Contact Trudy Sweeten 918.894.4270

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: \_\_\_\_\_  
**SMG Operations will maintain all trash from event - trash cannisters inside & outside venue**

Number of Trash Receptacles: Varies Number of Dumpsters: 2 Number of Recycling Containers: Varies

Yes ☐ No ☒ Using a Sanitation Service? Agency and Phone: \_\_\_\_\_

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: Event is listed on website - coxcent

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: Event is listed on website - coxcentertulsa

Yes ☒ No ☐ Other Information? 6th Street closure only for bus/shuttle drop off and pickup on March 6 at 7:00am-March 7 at 8:00pm

**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:** Allie Stites **Signature:** Signature via email **Date:** 2/9/17

**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: 02.09.2017 Date routed: 02.10.2017 Date for review: 02.22.2017

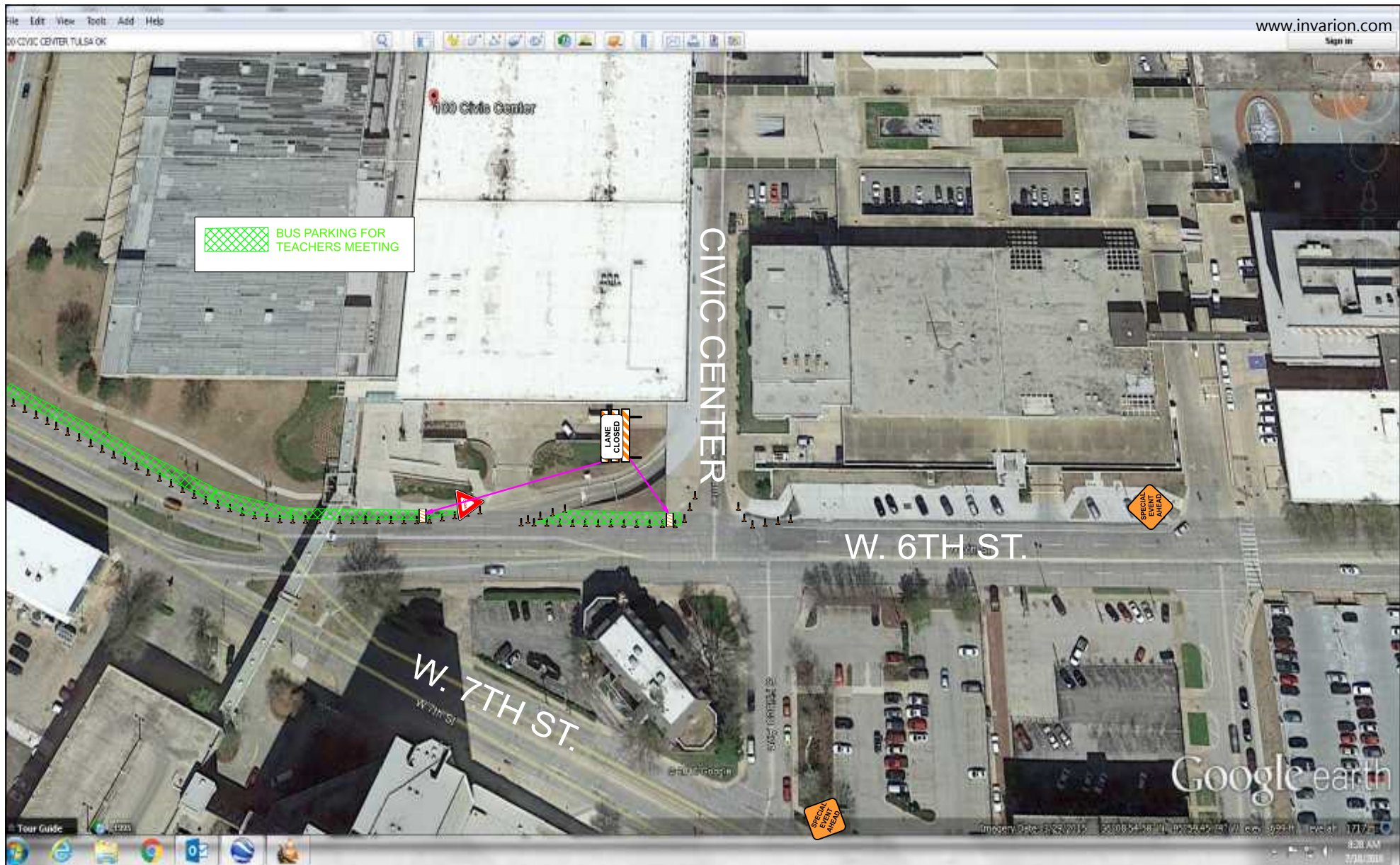
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 02.15.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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: \_\_\_\_\_



Date: 7/18/16 Author: D.FIELDER Project: COX BUSINESS CENTER

**Comments:**

THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADSAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADSAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.