# City of Tulsa
## Special Event Permit Application

### Summary of Event

- **Event Title:** Hideaway Pizza 80th Anniversary Kick-Off  
  **Date:** March 3, 2017
- **Event Location:** Hideaway Pizza, 1419 E. 15th St.  
  **Council District:** 4
- **Event Description:** Outdoor concert, free to the public  
  *(Submit Flyer or Brochure in Electronic Format)*
- **Event Sponsors:** Hideaway Pizza, Yelp!, Oklahoma Today magazine, The Spy FM
- **Anticipated Attendance (participants, staff, vendors, crowd, etc.):** Total: 250  
  **Per Day:** 250

### Event Organizer Information

- **Organizing Agency:** Hideaway Pizza  
  **Web Address:** www.hideawaypizza.com
- **Agency Contact:** Rob Crissinger  
  **Email Address:** rcrissinger@hideawaypizza.com
- **On-Site Contact:** Rob Crissinger  
  **On-Site Phone:** 405.401.6323
- **Billing Contact:** Rob Crissinger  
  **Billing Phone:** 405.401.6323
- **Billing Address:** 1631 S. Boston Ave., Tulsa, OK 74119

**Agency Status:** Profit ✓ Non-Profit □ Fundraiser?/What cause: 60th Anniversary

### Site Plan and Route Map

- **Event Set-up:**  
  **Date:** March 3, 2017  
  **Day of Week:** Friday  
  **Time:** noon
- **Street Closing for Set-up, Stages, Tents, etc.:**  
  **Date:** N/A  
  **Time:** N/A
- **Street(s) to be Closed:** We are working on a site map now to include Point of Sale, stage set, electrical, waste management and traffic control.

*(Submit a Site Map in CAD/Electronic Format)*

- **Event Opens:**  
  **Date:** March 3, 2017  
  **Day of Week:** Friday  
  **Time:** 6 p.m.
- **Street Closing for Race, Parade, Festival, etc.:**  
  **Date:** N/A  
  **Time:** N/A
- **Street(s) to be Closed:** N/A

*(Submit Route Map in CAD/Electronic Format)*

- **Race, Parade, or Escort Start Times:** N/A
- **Daily Festival or Street Party Times:** 6-9 p.m.
- **Road Race Service Co. and Phone:** N/A
- **Event Closes:**  
  **Date:** March 3, 2017  
  **Day of Week:** Friday  
  **Time:** 9 p.m.
- **Street Opening:**  
  **Date:** N/A  
  **Day of Week:** N/A  
  **Time:** N/A
- **Event Dismantle:**  
  **Date:** March 3, 2017  
  **Day of Week:** Friday  
  **Time:** 9 p.m.
- **Street Opening:**  
  **Date:** N/A  
  **Day of Week:** N/A  
  **Time:** N/A
## Secondary Permit Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>Is this an Open Air Event?</strong></td>
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<tr>
<td><strong>Alcohol or Beer On-Site?</strong></td>
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<td><strong>Concessionaires On-Site?</strong></td>
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<td><strong>Food Preparation On-Site?</strong></td>
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<td><strong>Tents or Stages On-Site?</strong></td>
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<td><strong>Other Structures On-Site?</strong></td>
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<td><strong>Using a City or River Park?</strong></td>
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**Number of Food Vendors:** 1  
**Number of Item Vendors:** 1

**Stage:** 12'x20'

If yes, please provide detailed plans:

**Agency and Phone:** Tulsa PD | Contact pending

**Off-duty officers | Security plan pending**

**Medical First Aid On-Site?**

**Agency and Phone:**

If yes, please provide detailed plans:

**Off-duty officers will have radio contact with EMSA**

**Using Barricade Company?**

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

**Equipment Setup:**
- **Date:**  
- **Time:**  
- **Equipment Pickup:**
- **Date:**  
- **Time:**

**Is there Parking Available?**

If yes, please provide detailed plans:

**Half of our primary parking area will still be available, with additional event parking at 15th & Utica**

**Is there Disabled Parking?**

If yes, please provide detailed plans:

**We have two disabled parking spaces at front of restaurant**

**Using a Shuttle Service?**

If yes, please provide detailed plans:

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## Security, Medical, Traffic, and Parking Plans

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## Other Related Activities and Information

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<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td><strong>Entertainment On-Site?</strong></td>
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<td><strong>Fireworks</strong></td>
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<td><strong>Inflatables</strong></td>
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<td><strong>Sound Amplification?</strong></td>
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<td><strong>Certificate of Insurance?</strong></td>
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<td><strong>Portable Rest Rooms?</strong></td>
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**Live Music**

**Recorded Music**

**Dancing**

**Animals**

**Other (specify):**

**Setup Time:** noon  
**Start Time:** 6 p.m.  
**Finish Time:** 9 p.m.

**Agency and Phone:** TBD

If yes, submit certificate. If no, please explain:

**Pending**

**Agency and Phone:** Contractors Portables, 918-606-6190

**Number of Portable Rest Rooms:** 2

**Number of Disability Accessible Portable Rest Rooms:** Inside

**Equipment Setup:**
- **Date:** March 3  
- **Time:** 9 a.m.  
- **Equipment Pickup:**
- **Date:** March 4  
- **Time:** 10 a.m.  

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**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: __________

Trash cans and recycle bins will be available on site, managed by Kindt Events

Number of Trash Receptacles: 4  Number of Dumpster: 0  Number of Recycling Containers: 4

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: Parish of Christ the King

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: Working on a news release and event poster now for planned distribution early next week

Yes☐ No☒ Other Information: __________

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**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: Rob Crissinger  Signature: [Signature]  Date: 02-10-17

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.

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

Date received: 02.10.2017  Date routed: 02.14.2017  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: 02.20.2017. 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☐: