



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: It Takes a Village Community Resource Fair Date(s) of Event: Saturday, May 30, 2026

Location Address: Start: 1421 S. Boston Ave. Council District(s): 4  
End: 1421 S. Boston Ave.

Event Description: It Takes a Village is a free community resource fair for mothers and families hosted at The Parent Child Center of Tulsa. The event will include community resource booths, healthcare and family support information, educational activities for parents and children, children's entertainment, and light family-oriented activities. Attendance is anticipated to include families with children throughout the morning event hours. Activities will occur on private property and may include small tents, informational tables, children's activities, and community partner participation.

Event Category: Miscellaneous

Event Includes: Tent/Canopy, Private Property, Close Private Street

Anticipated Attendance: Total: 200 Per Day: 200

Anticipated Participants: Total: 50 Per Day: 50

Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: The Parent Child Center of Tulsa Website: <https://www.parentchildcenter.org/>

Chief Officer of Host Organization: Melanie Anderegg

Email and Phone: Manderegg@parentchildcenter.org 918-699-5240

Applicant Name: Chad Orr

Email and Phone: opsaccounts@parentchildcenter.org 918-599-7999

Professional Event Organizer:

Email and Phone:

On-site Contact: Sara Wilson Mobile: 918-699-0527

Billing Contact: The Parent Child Center of Tulsa Phone: 918-599-7999

Billing Address: 1421 S BOSTON AVE E  
Tulsa, OK 74119

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 05/30/2026 Time: 8:00 AM  
Street Closure for Event Setup: Date: 05/30/2026 Time: 8:00 am  
Street(s) to be Closed for Event Setup: Private St - Driveway - See Map  
**Event Start:** Date: 05/30/2026 Time: 9:00 AM  
Street Closure for Event Start: Date: 05/30/2026 Time: 8:00 am  
Street(s) to be Closed for Event Start: Private St - Driveway - See Map  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 9:00 am -12:00 pm  
**Event End:** Date: 05/30/2026 Time: 12:00 PM  
Street Reopens after Event End: Date: 05/30/2026 Time: 12:30 pm  
**Event Teardown:** Date: 05/30/2026 Time: 12:00 PM  
Street Reopens after Event Teardown: Date: 05/30/2026 Time: 12:30 pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
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 & Sizes of Tents: 20 - 10X10 Provider and Phone: Vendor owned. Tents are spaced according to TFD guidelines. 10x10 tents not separated by 12 feet are considered as a group. More than 4-10x10 tents or 2-10x20 tents in a group require a Tent Permit. Each group of tents not separated by 12 feet requires a Tent Permit.  
Number of Inflatables: Yes 2 Provider and Phone: Jumpin Jiminy, 918-291-5867  
Number of Amusement Rides: No 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: N/A

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

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Security and/or Police: No Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: Yes 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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

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Event Sponsor(s): Aetna

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

Drone: No

Portable Toilets: Yes Provider and Phone: OnCall Services and Rentals (918) 397-7787

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 05/29/2026 Time: 10:00 am

Equipment Pickup: Date: 06/01/2026 Time: 10:00 am

Other Event Information: See attachment(s). Due to weather or unforeseen circumstances, the timelines for activities (including relocation, if necessary) are subject to change.

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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:

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Event cleanup will be managed by organization staff and volunteers immediately following the conclusion of the event. Staff will be responsible for collecting trash, removing event materials and signage, breaking down tables/tents, and ensuring the property, parking lot, and surrounding areas are left clean and free of debris. Trash will be disposed of using onsite dumpsters and designated waste receptacles. Event organizers will conduct a final walkthrough to ensure the area is restored to its original condition.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Businesses, This idea has been presented to Aetna, the sponsor for the event as well as community partners for planning purposes.

If not presented, please explain:

N/A

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 05/08/2026      Date routed: 05/18/2026      Date for review: 05/20/2026

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 05/20/2026. Additional fee paid and application complete 05/15/2026.

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S Boston Ave

S Boston Ave

E 6th St

**KOB Performance Space**



**Check In Table**

The Parent Child Center

**Classroom**



**Partner Booths**

**Inflatables**

**Emergency Vehicles**

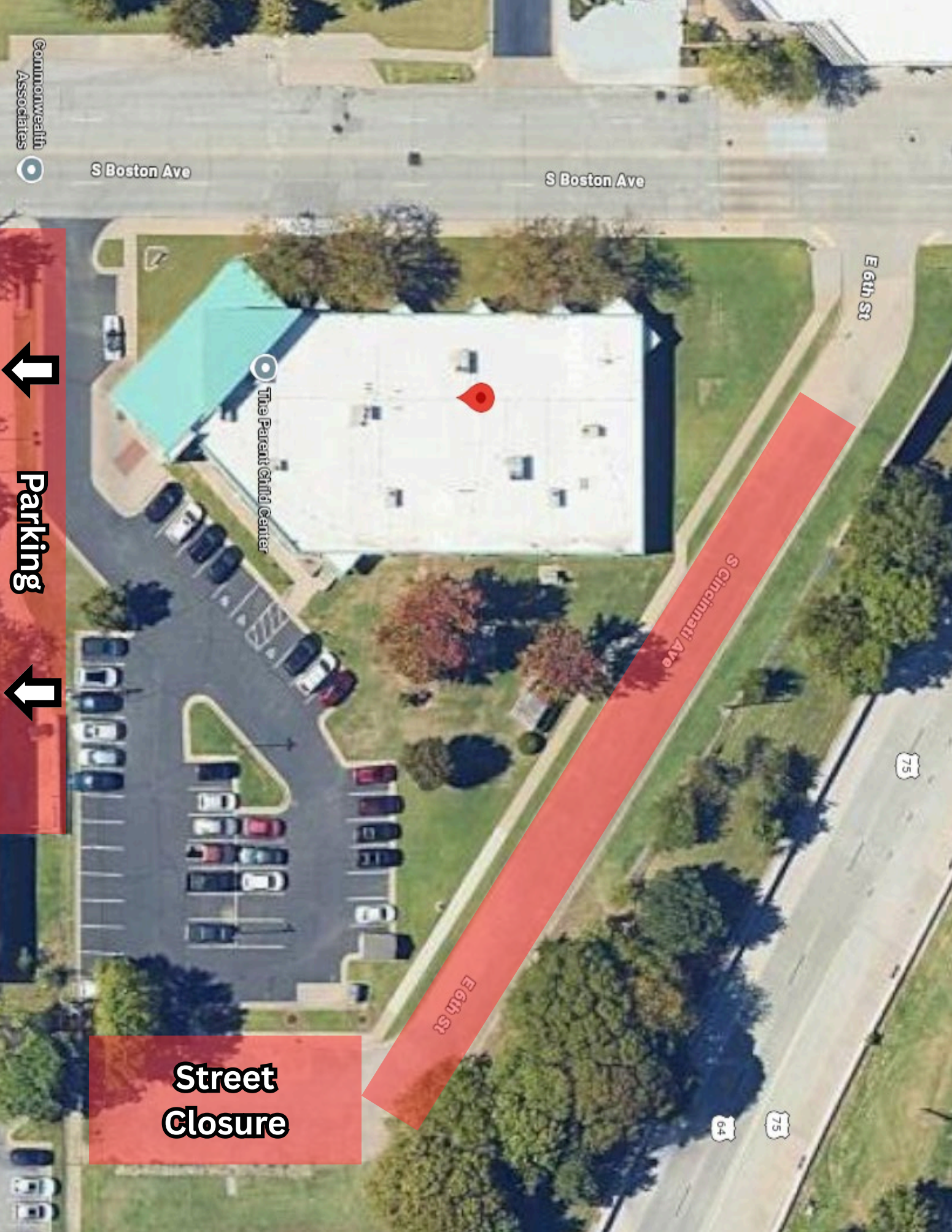
**Partner Mobile Units**

S Cincinnati Ave

75

64

75



Commonwealth Associates

S Boston Ave

S Boston Ave

E 6th St

The Parent Child Center

S Cincinnati Ave

E 6th St

75

64

75



Parking



Street Closure