



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

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## Summary of Event

Event Title: Carnival Date of Event: March 29, 2017-April 2, 2017

Event Location: 4200 S. W. Blvd. (Crystal City) Council District: 2

Event Description: Carnival (Submit Flyer or Brochure in Electronic Format)

Event Sponsors: Chandler Park Partners

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 25,000 Per Day: 2,500

## Event Organizer Information

Organizing Agency: Village 66 Web Address: www.parks.tulsacounty.org

Agency Contact: Pat Ward Email Address: pward@tulsacounty.org

On-Site Contact: Tom or Sam Cue On-Site Phone: 918-808-0198

Billing Contact: Pat Ward Billing Phone: 918-596-5977

Billing Address: 2315 Charles Page Blvd. Tulsa OK 74127  
Street City State Zip

Agency Status: Profit  Non-Profit  Fundraiser? / What cause: Chandler Park Partners

## Site Plan and Route Map

Event Set-up: Date: March 27, 2017 Day of Week: Monday Time: 8am

Street Closing for Set-up, Stages, Tents, etc.: Date: n/a Time: n/a

Street(s) to be Closed: n/a using parking lot

(Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: March 29, 2017 Day of Week: Wednesday Time: 4pm

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: 4pm Wed., 4pm Thurs., 4pm Fri., and 11am Sat.

Road Race Service Co. and Phone: n/a

Event Closes: Date: April 1, 2017 Day of Week: Saturday Time: 11pm

Street Opening: Date: n/a parking lot Day of Week: n/a Time: n/a

Event Dismantle: Date: April 1, 2017 Day of Week: Saturday Time: 12am

Street Opening: Date: n/a Day of Week: n/a Time: n/a

**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: 4 Number of Item Vendors: 0  
 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: Roy Heim 918-271-4883  
 If yes, please describe or provide an attachment of your plan: Security will walk around and defuse any problems that may occur.

Yes  No  Medical First Aid On-Site? Agency and Phone: n/a  
 If yes, please describe or provide an attachment of your plan: We will have volunteers with a first aid kit.

Yes  No  Using Barricade Company? Agency and Phone: \_\_\_\_\_  
 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: \_\_\_\_\_

Yes  No  Is there Parking Available? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

Yes  No  Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

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): amusement rides

Yes  No  Sound Amplification? Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Yes  No  Certificate of Insurance? Agency and Phone: TBD  
 If yes, submit certificate. If no, please explain: Pending

Yes  No  Portable Rest Rooms? Agency and Phone: Porta Johns of Tulsa 918-836-8657

Number of Portable Rest Rooms: 4 Number of Disability Accessible Portable Rest Rooms: 1

Equipment Setup: Date: March 27, Time: 8am Equipment Pickup: Date: April 3, 2017 Time: 8am

**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_  
Volunteers will clean the area.

Number of Trash Receptacles: 20-30 Number of Dumpsters: 1 Number of Recycling Containers: 0

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

Equipment Setup: Date: March 27, Time: 8am Equipment Pickup: Date: April 3, 2017 Time: 8am

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: \_\_\_\_\_

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: MICHAEL R. MASSEY Signature: Michael R. Massey Date: 1-10-17

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.

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

Date received: 02.10.2017 Date routed: 02.20.2017 Date for review: 03.08.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 02.28.2017. 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: \_\_\_\_\_