



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

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Summary of Event

Event Title: PJ's Parking Lot Party Date of Event: March 16 - 19, 2017
 Event Location: 201 S. Denver Ave. Council District: 4
 Event Description: Music, Food, Drink (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: PJ's Pub & Grill, LLC
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 20,000 Per Day: 5,000

Event Organizer Information

Organizing Agency: PJ's Pub & Grill Web Address: www.pjspubandgrill.com
 Agency Contact: Patience Jones Email Address: Misspj1980@gmail.com
 On-Site Contact: Patience Jones On-Site Phone: (918) 902-0270
 Billing Contact: Patience Jones Billing Phone: (918) 902-0270
 Billing Address: 2112 N. Yellowwood Ave., Broken Arrow, OK 74012
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 3/15/2017 Day of Week: Wednesday Time: 12:00 PM
 Street Closing for Set-up, Stages, Tents, etc.: Date: N/A Time: _____
 Street(s) to be Closed: N/A

Site plan pending. (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 3/16/2017 Day of Week: Thursday Time: 11:00 AM
 Street Closing for Race, Parade, Festival, etc.: Date: N/A Time: _____
 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: 11 a.m. to Midnight Thursday thru Saturday | 11 a.m. to 10 p.m. Sunday
 Road Race Service Co. and Phone: N/A

Event Closes: Date: 3/19/2017 Day of Week: Sunday Time: 10:00 PM
 Street Opening: Date: N/A Day of Week: NA Time: NA
 Event Dismantle: Date: 3/20/2017 Day of Week: Monday Time: 12:00 PM
 Street Opening: Date: N/A Day of Week: NA Time: NA

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: 2 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: 60 x 200

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: _____

If yes, please describe or provide an attachment of your plan: _____

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: _____

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: _____
Downtown parking garages, parking lots and meter parking

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
Downtown parking garages, parking lots and meter parking

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: 1:00 PM Start Time: 5:00 PM Finish Time: 12:00 AM

Yes No Certificate of Insurance? Agency and Phone: Sawyer-Phillips Agency (918) 794-4000

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

Yes No Portable Rest Rooms? Agency and Phone: Port-a-John (918) 836-8657

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

Equipment Setup: Date: 3/15/2017 Time: 5:00 PM Equipment Pickup: Date: 3/20/2017 Time: 9:00 AM

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
Staff will keep area cleaned during event. Waste Management, Inc. will remove waste during and after event.

Number of Trash Receptacles: 10 Number of Dumpsters: 2 Number of Recycling Containers: 0

Yes No Using a Sanitation Service? Agency and Phone: Waste Management, Inc. (918) 437-7773

Equipment Setup: Date: 3/15/2017 Time: 5:00 PM Equipment Pickup: Date: 3/20/2017 Time: 9:00 AM

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: _____

Naples restaurant, NCAA, BOK facilities

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: No street closure

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: Patience Jones Signature: _____ Date: 3/17

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: 03.01.2017 Date routed: 03.01.2017 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: 03.07.2017. 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 revised 03.01.2017.