



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: _____ Date of Event: _____

Event Location: _____ Council District: _____

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

Event Sponsors: _____

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: _____ Per Day: _____

Event Organizer Information

Organizing Agency: _____ Web Address: _____

Agency Contact: _____ Email Address: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Contact: _____ Billing Phone: _____

Billing Address: _____

Street

City

State

Zip

Agency Status: Profit ___ Non-Profit ___ Fundraiser? / What cause: _____

Site Plan and Route Map

Event Set-up: Date: _____ Day of Week: _____ Time: _____

Street Closing for Set-up, Stages, Tents, etc.: Date: _____ Time: _____

Street(s) to be Closed: _____

(Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: _____ Day of Week: _____ Time: _____

Street Closing for Race, Parade, Festival, etc.: Date: _____ Time: _____

Street(s) to be Closed: _____

(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: _____

Daily Festival or Street Party Times: _____

Road Race Service Co. and Phone: _____

Event Closes: Date: _____ Day of Week: _____ Time: _____

Street Opening: Date: _____ Day of Week: _____ Time: _____

Event Dismantle: Date: _____ Day of Week: _____ Time: _____

Street Opening: Date: _____ Day of Week: _____ Time: _____

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: _____

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: _____

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): _____

Yes No Sound Amplification? Setup Time: _____ Start Time: _____ Finish Time: _____

Yes No Certificate of Insurance? Agency and Phone: _____

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

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: _____

Number of Trash Receptacles: _____ Number of Dumpsters: _____ Number of Recycling Containers: _____

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: _____

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: _____ **Signature:** _____ **Date:** _____

Mail to: Special Event Coordinating Committee, 5175 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: _____ Date routed: _____ Date for review: _____

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

Cameron Street

the dock

the lawn

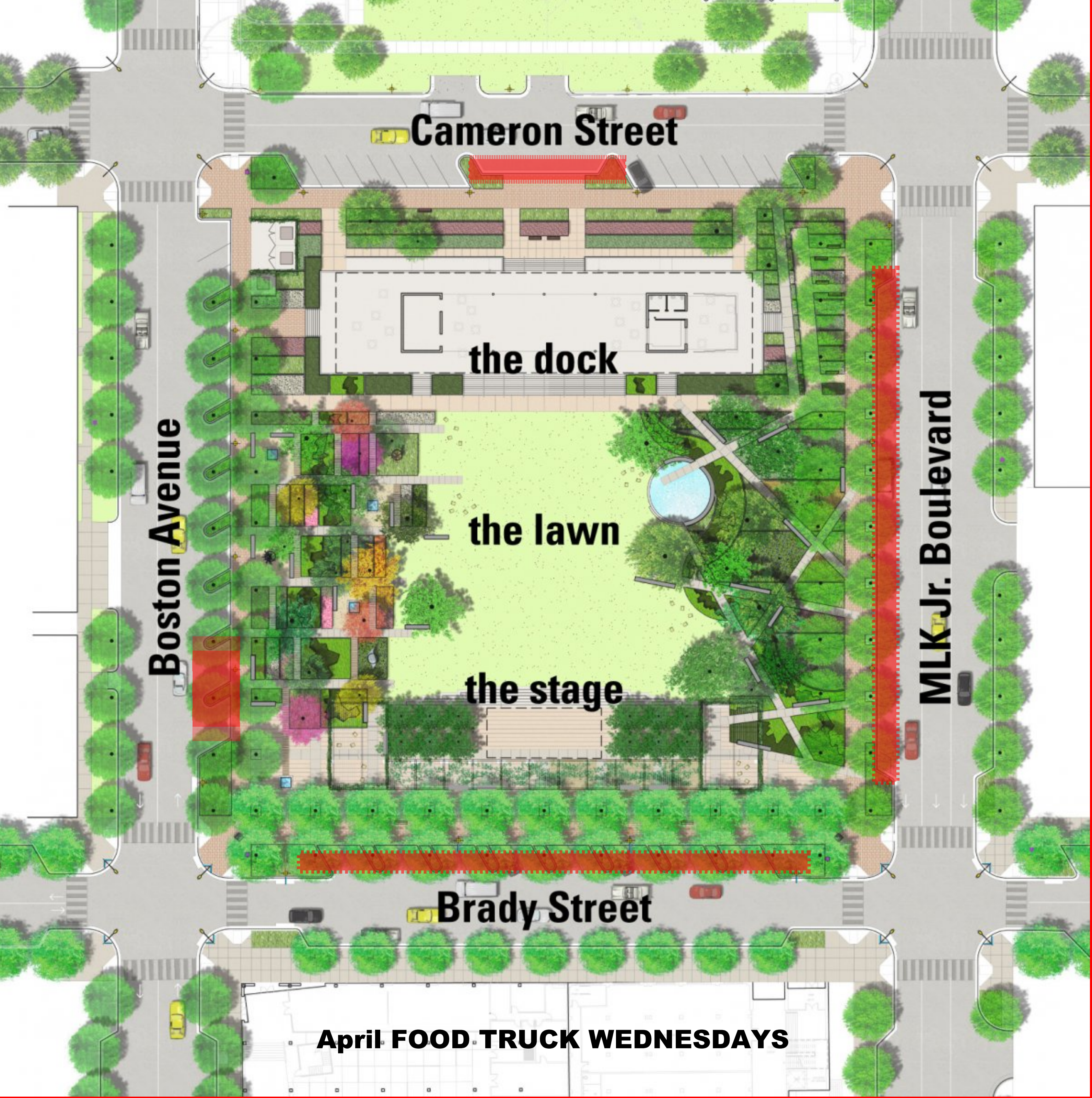
the stage

Brady Street

Boston Avenue

MLK Jr. Boulevard

April FOOD TRUCK WEDNESDAYS



Cameron Street

the dock

the lawn

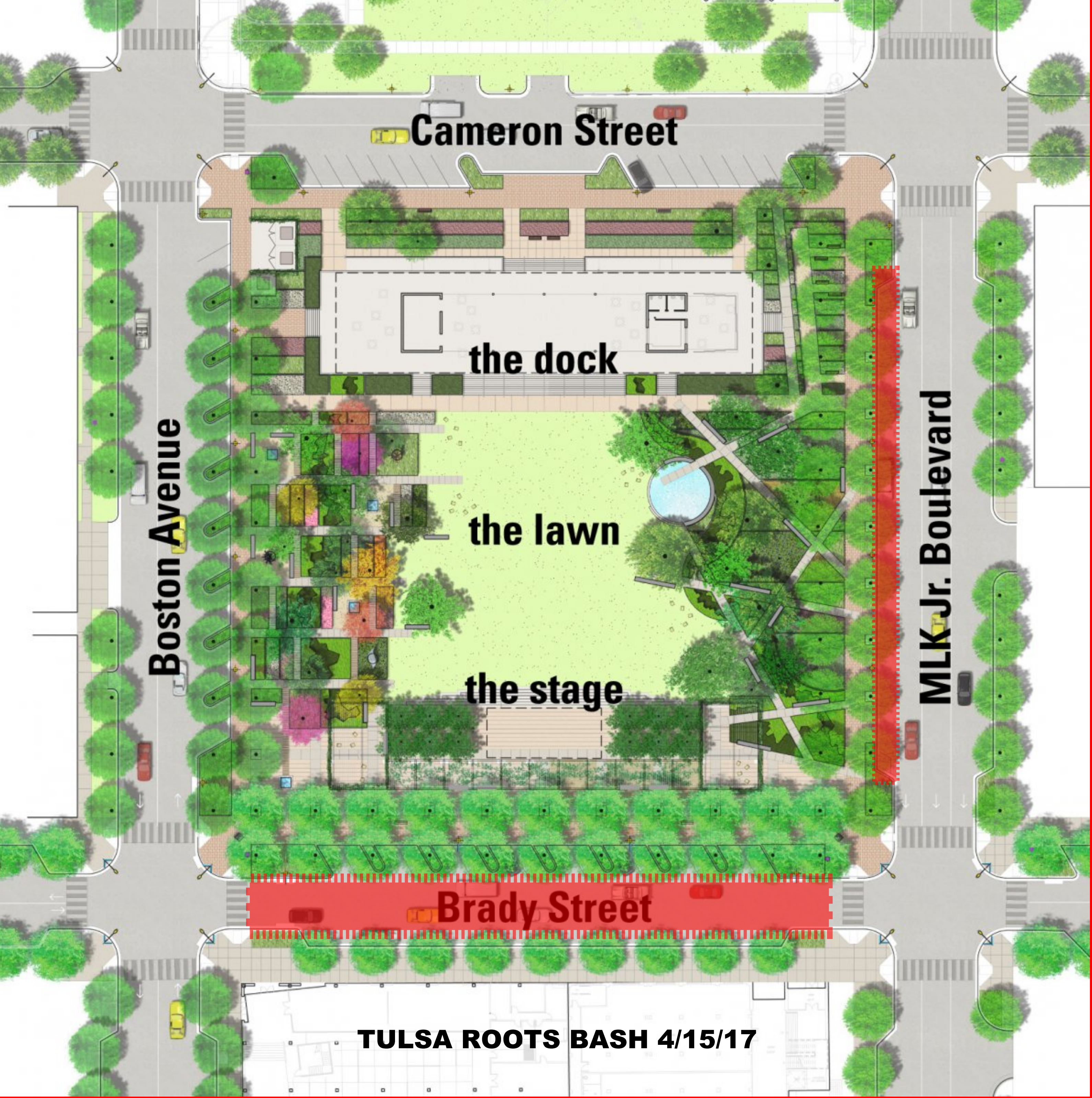
the stage

Brady Street

Boston Avenue

MLK Jr. Boulevard

TULSA ROOTS BASH 4/15/17



Guthrie Green Events - April 2017

Separate Permits						Blue	
Road Closure						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
4/5/2017	11:30AM	Food Truck Wednesday	1,000	7:00AM	3:00PM	Parking on West side of MLK Jr Blvd / Parking on North side of MB Brady St/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music
4/7/2017	6:00PM	Babypalooza	1,000	3:00PM	11:00PM	Parking on North and South side of MB Brady St	Amplified Music and 2 Food Vendors (TBD)
4/8/2017	9:00AM	Walk MS Tulsa	1,000			Separate Permit	Event Manager: Okcate Smith
4/12/2017	11:30AM	Food Truck Wednesday	1,000	7:00AM	3:00PM	Parking on West side of MLK Jr Blvd / Parking on North side of MB Brady St/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music

4/15/2017	2:30PM	Tulsa Roots Bash	1,500	9:00AM	11:30PM	Parking on West side of MLK Jr Blvd / Parking on South side of Cameron Ave / Road closure on MB Brady St between Boston Ave & MLK	Amplified Music & Vendors (Separate list coming before deadline)
4/16/2017	2:30PM	Sunday Concert Series (Guthrie Green)	1,500	11:30AM	8:30PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music
4/19/2017	11:30AM	Food Truck Wednesday	1,000	7:00AM	3:00PM	Parking on West side of MLK Jr Blvd / Parking on North side of MB Brady St/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music
4/21/2017	6:00PM	Educare Picnic	500	4:00PM	11:00PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St/ Parking on both sides of Cameron Ave. as needed	Amplified Music and 2 Food Vendors (TBD)
4/23/2017	2:30PM	Sunday Concert Series (Horton Records)	1,500	11:30AM	8:30PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music

4/26/2017	11:30AM	Food Truck Wednesday	1,000	7:00AM	3:00PM	Parking on West side of MLK Jr Blvd / Parking on North side of MB Brady St/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music
4/27/2017	7:00PM	Woody Guthrie Center Anniversary 2017	1,000	4:00PM	11:30PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music and 2 Food Vendors (TBD)
4/28/2017	5:00PM	Woody Guthrie Center Anniversary 2018	1,000	2:00PM	10:00PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music and 2 Food Vendors (TBD)
4/29/2017	3:00PM	Woody Guthrie Center Anniversary 2019	1,000	12:00PM	10:00PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music and 2 Food Vendors (TBD)
4/30/2017	2:30PM	Woody Guthrie Center Anniversary 2020	1,000	11:00AM	9:00PM	Parking on West side of MLK Jr Blvd / Parking on both sides of MB Brady St	Amplified Music and 2 Food Vendors (TBD)