

City of Tulsa Special Event Permit Application

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<u>Summary of Ever</u>	<u>nt</u>			
Event Title:		Date of E	Date of Event:	
		Council District:		
Event Description:		(Submit Flyer	(Submit Flyer or Brochure in Electronic Format)	
Event Sponsors:				
Anticipated Attenda	nce (participants, staff, vend	ors, crowd, etc.): Total:	Per Day:	
Event Organizer	Information			
Organizing Agency:		Web Address:		
Agency Contact:		Email Address:		
On-Site Contact:		On-Site Phone:	On-Site Phone:	
Billing Contact:		Billing Phone:		
Billing Address:	Street	City	G	
	it Non-Profit Fun		State Zip	
	Date:	Day of Week:	Time:	
	et-up, Stages, Tents, etc.:		Time:	
Street(s) to be Close	d:			
		(Submit a Site	e Map in CAD/Electronic Format)	
Event Opens:	Date:	Day of Week:	Time:	
Street Closing for R			Time:	
Street(s) to be Close	d:			
		(Submit Route	e Map in CAD/Electronic Format)	
Race, Parade, or Esc	ort Start Times:			
Daily Festival or Stro	eet Party Times:			
Road Race Service C	Co. and Phone:			
Event Closes:	Date:	Day of Week:	Time:	
Street Opening:	Date:	Day of Week:		
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 attachn	nent of your plan:			
Yes No Medical First Aid On-Site?	Agency and Phone:			
If yes, please describe or provide an attachn	ment of your plan:			
Yes No Using Barricade Company?	Agency and Phone:			
If yes, the Barricade Co. providing equipmer	nt for the street closure must submit the plan in CAD/Electronic Format.			
	e: 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:			
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Yes No Using a Shuttle Service?	If yes, please describe or provide an attachment of your plan:			
Other Related Activities and Informa	tion			
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	in:			
Yes No Portable Rest Rooms?	Agency and Phone:			
Number of Portable Rest Rooms:	Number of Disability Accessible Portable Rest Rooms:			
Equipment Setup: Date: Time	e: 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. Signature: _____ Date: Print Name: 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: 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: Comments:

