



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Medal of Honor Day Ceremony Date of Event: 4/29/2017
 Event Location: Veterans Park 21st & Boulder Council District: 4
 Event Description: Proclamations, Speeches, Displays **(Submit Flyer or Brochure in Electronic Format)**
 Event Sponsors: Albert E. Schwab Det #857, Marine Corps League
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 1500 Per Day: 1500

Event Organizer Information

Organizing Agency: Albert E. Schwab Det #857 Web Address: mclschwabdet857.com
 Agency Contact: Val Peterson Email Address: jpc@mclschwabdet857
 On-Site Contact: Val Peterson On-Site Phone: 918-518-1272
 Billing Contact: Amy Gable Billing Phone: 539-777-1109
 Billing Address: PO Box 470816 Tulsa OK 74147-0816
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 4/28/17 Day of Week: Friday Time: 0900
 Street Closing for Set-up, Stages, Tents, etc.: Date: N/A Time: _____
 Street(s) to be Closed: N/A
 _____ **(Submit a Site Map in CAD/Electronic Format)**

Event Opens: Date: 4/29/17 Day of Week: Saturday Time: 1000
 Street Closing for Race, Parade, Festival, etc.: Date: 4/29/17 Time: 0900
 Street(s) to be Closed: Boulder Park Drive between 18th & 19th Streets and Boulder Ave between 18th & 21st Streets
 _____ **(Submit Route Map in CAD/Electronic Format)**

Race, Parade, or Escort Start Times: N/A
 Daily Festival or Street Party Times: Helicopter Landing 0900, Helicopter Takeoff 1700
 Road Race Service Co. and Phone: N/A

Event Closes: Date: 4/29/17 Day of Week: Saturday Time: 1730
 Street Opening: Date: 4/29/17 Day of Week: Saturday Time: 1800
Event Dismantle: Date: 4/29/17 Day of Week: Saturday Time: 1730
 Street Opening: Date: 4/29/17 Day of Week: Saturday Time: 1800

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: 1 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: 1-40x60,2-40x80,1-20x20
 Yes No Other Structures On-Site? If yes, please explain: Stage
 Yes No Using a City or River Park? Name and location: Veterans Park, 21st & Boulder

Security, Medical, Traffic, and Parking Plans

Yes No Security or Police On-Site? Agency and Phone: TPD Special Events 918-586-6054
 If yes, please describe or provide an attachment of your plan: TPD Operational Plan

Yes No Medical First Aid On-Site? Agency and Phone: _____
 If yes, please describe or provide an attachment of your plan: TPD will have radio contact with EMSA

Yes No Using Barricade Company? Agency and Phone: Direct Traffic Control 918-684-8810
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.
 Equipment Setup: Date: 4/29/17 Time: 0900 Equipment Pickup: Date: 4/29/17 Time: 1800

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: 4/29/17 Start Time: 1000 Finish Time: 1600

Yes No Certificate of Insurance? Agency and Phone: Rich Cartmill
 If yes, submit certificate. If no, please explain: _____

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

Number of Portable Rest Rooms: 12 Number of Disability Accessible Portable Rest Rooms: 2

Equipment Setup: Date: 4/28/17 Time: 0900 Equipment Pickup: Date: 5/1/17 Time: 0900

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____

Will police area and dispose of all trash _____

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

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: Val Peterson **Signature:** Signature via email **Date:** 3/2/17

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: 03.02.2017 Date routed: 04.03.2017 Date for review: 04.19.2017

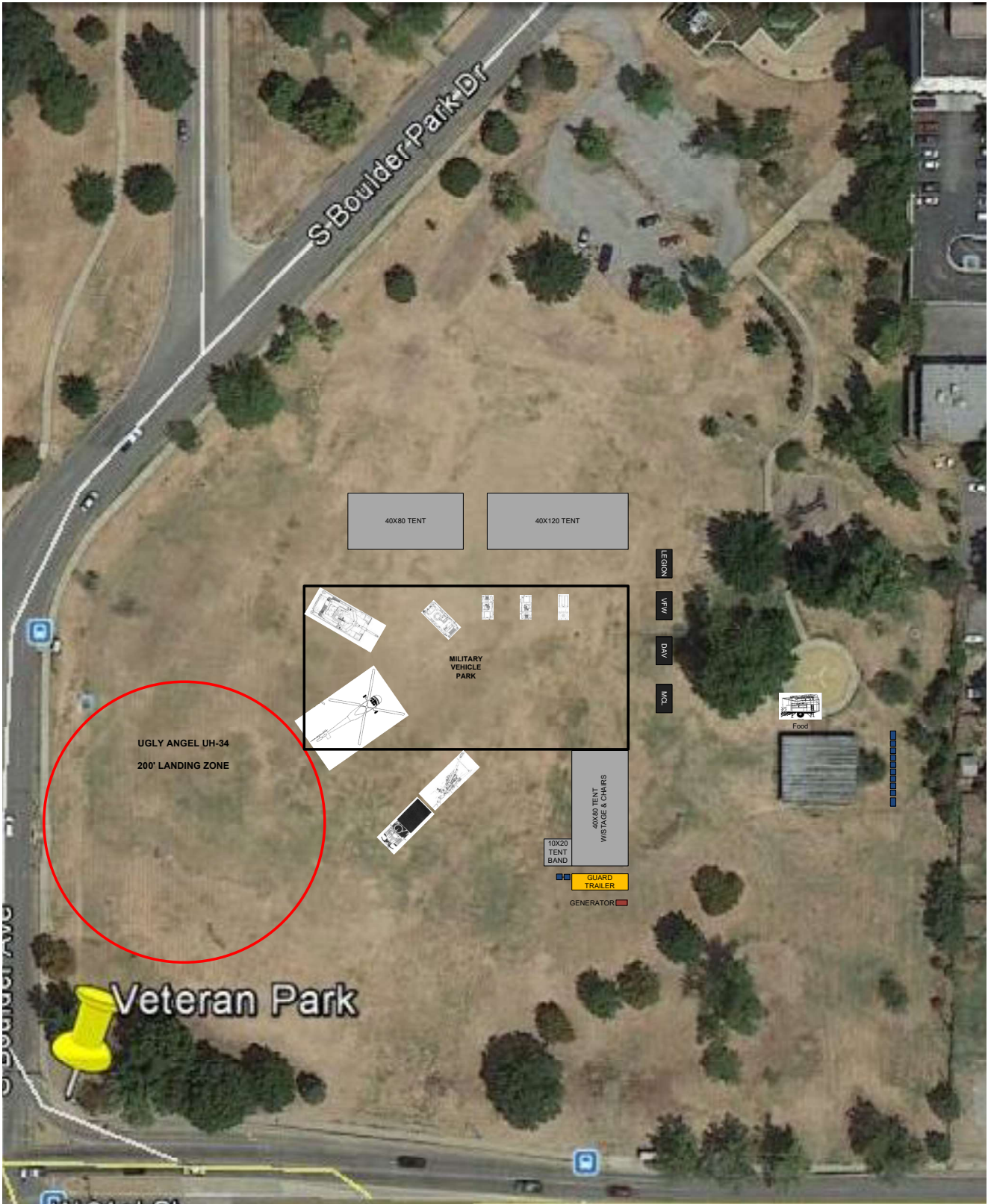
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 04.18.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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: TCP map revised 04.03.2017.



S Boulder Park Dr

UGLY ANGEL UH-34
200' LANDING ZONE

Veteran Park

40X80 TENT

40X120 TENT

MILITARY
VEHICLE
PARK

40X80 TENT
W/ PAGE & CHAIRS

10X20
TENT
SAND

GUARD
TRAILER

GENERATOR

Food

LEGION

VIEW

DAY

NIGHT

Sign S of 17th St

Sign S of 17th St

