



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, 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 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: _____



244

Traffic Control to allow pictures at Route 66 sign

Red Fork Expy

Rte 66

W 13th S

River Parks East Trail

Riverside Dr

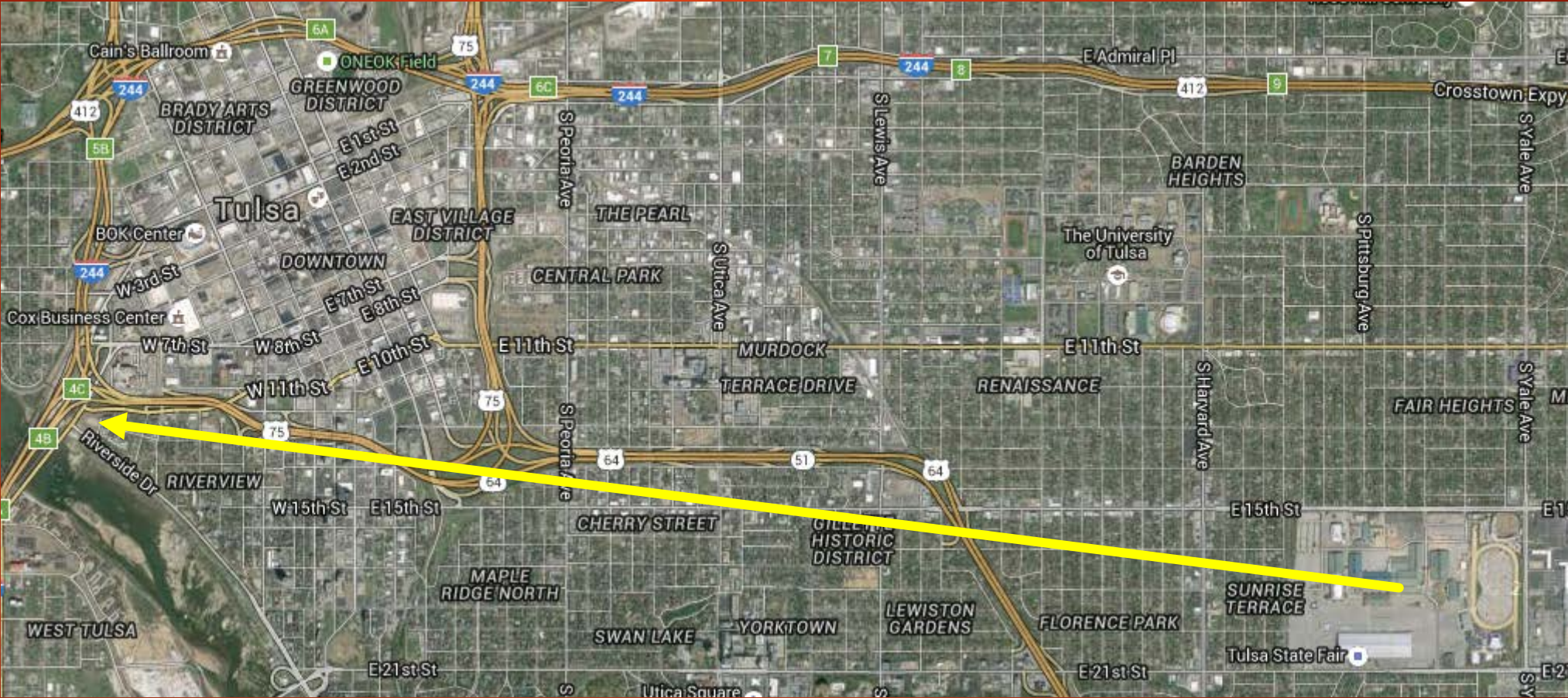
Southwest Blvd

Lawton Ave



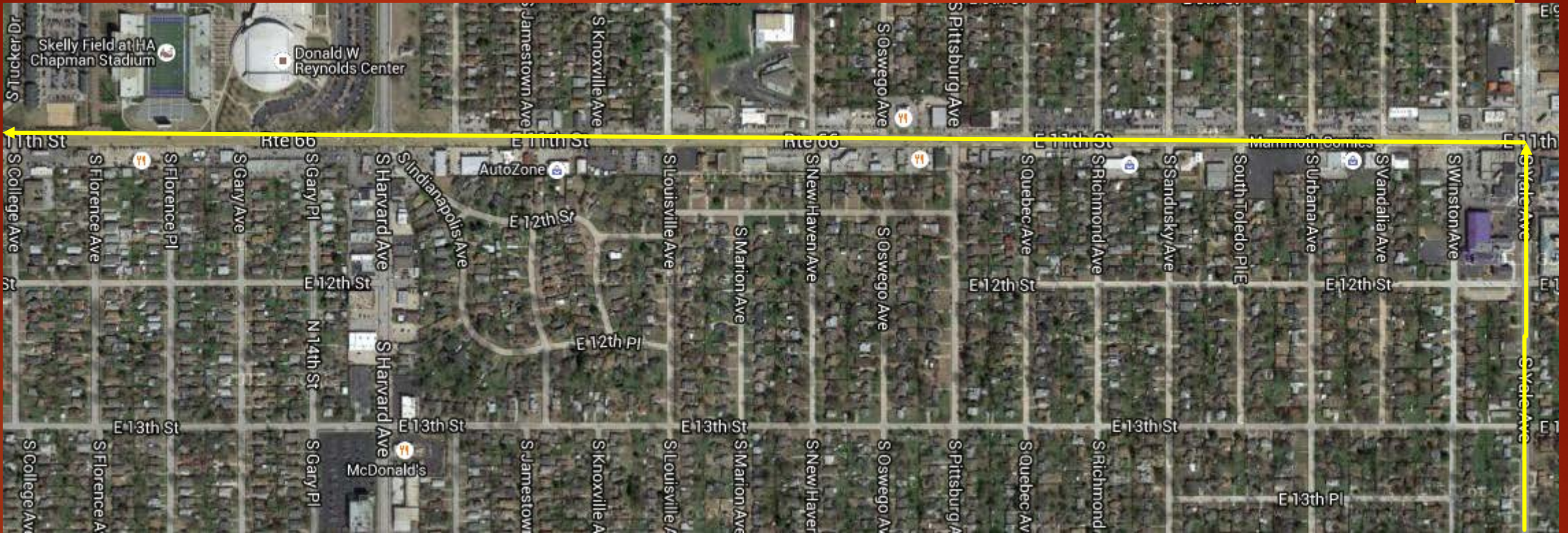
MACC Route 66 Tour

A trip through Tulsa on Route 66





Proceed north out of Fairgrounds and right onto 15th. Proceed to Yale Ave and turn left heading to 11th Street. 11th Street is old 66.



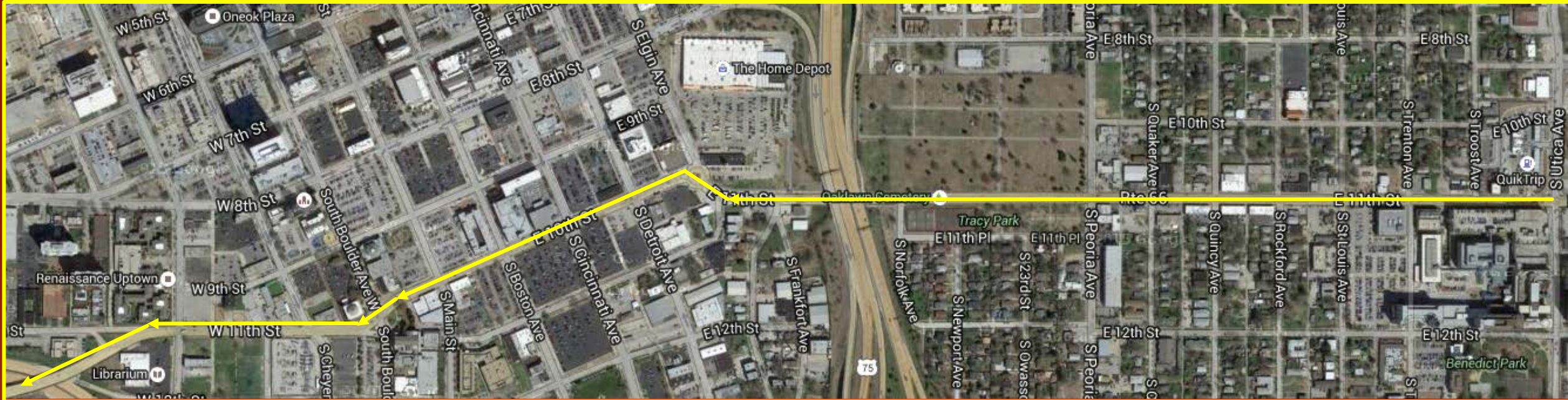
Proceed north on Yale Ave to 11st St. Turn left onto 11st street (US66). You will stay on 11st St all the way to downtown Tulsa.

Sites to watch for: TU Stadium, Bama Pie Factory, ??, Merigold Sign, ??



Still on 11st Street heading West

Sites to see: Bama Pie Factory is between Delaware and Columbia on north side of road. The Campbell Hotel between Columbia and Birmingham on south side of road. Some say it has a haunted room.



Moving into downtown. Be in the left hand lane as you come up to Denver Ave. light.

Sites to see: Cathedral Square, ??, ??



At intersection of Denver and 11st St, be in left hand lane. Route 66 goes to left up and over the highway. Proceed to Southwest BLVD. (Photo opp) Turn left onto Southwest BLVD and stay in right lane (photo opp) (stop for picture). Change lanes to prepare to turn left onto Riverside Drive. Proceed about 400 feet and take first left turn to go up hill into parking lot (Photo opp)



Go east out of parking lot 2 blocks and turn left onto Houston Ave. Proceed North under highway and just past 8th street you will see Baxter's Interurban on your right. There is private parking and the meeting room overlooks the parking lot.

Address: 717 S. Houston, Tulsa, OK

To return to hotel, go back south on Houston to 12th street and turn left onto 12th street. Go east and 12th changes to 11th street (Route 66). Take 11th street back to Memorial Ave and turn right. Go south 2 miles at you will be at the corner of 31st and Memorial. Faster Routes are available.

Contact Info

- ▶ Randy Christian 918-398-3315
- ▶ Bill Evanoff 918-853-3555
- ▶ Charlie Brown 918-760-2269
- ▶ Bill Timmerman
- ▶ Dwight Griffis 918-720-7108