



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Prayer N Praise Rally 2017 Date of Event: 04/29/2017
 Event Location: Tulsa Dream Center & 46th St. N. Council District: 1
 Event Description: Prayer and Praise Parade (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: LaQuetta Gordon
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 500 Per Day: 1

Event Organizer Information

Organizing Agency: Prayer N Praise Outreach Web Address: NA
 Agency Contact: LaQuetta Gordon Email Address: laquetta.gordon@outlook.com
 On-Site Contact: LaQuetta Gordon On-Site Phone: 9182842173
 Billing Contact: LaQuetta Gordon Billing Phone: 9182842173
 Billing Address: 11101 S. 108th E. Ave., Bixby, OK 74008

Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 04/29/2017 Day of Week: Saturday Time: 0800
 Street Closing for Set-up, Stages, Tents, etc.: Date: NA Time: NA
 Street(s) to be Closed: NA | Staging in parking lot
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 04/29/2017 Day of Week: Saturday Time: 0900
 Street Closing for Race, Parade, Festival, etc.: Date: Saturday Time: 0830
 Street(s) to be Closed: See attached map
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: 0900 | 3 groups of walkers

Daily Festival or Street Party Times: NA

Road Race Service Co. and Phone: NA

Event Closes: Date: 04/29/2017 Day of Week: Saturday Time: Noon
 Street Opening: Date: 04/29/2017 Day of Week: Saturday Time: 10:30 a.m.
 Event Dismantle: Date: 04/29/2017 Day of Week: Saturday Time: Noon
 Street Opening: Date: NA 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: _____ 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: Tulsa Dream Center 9184309984
 If yes, please describe or provide an attachment of your plan: TPD Special Events (918) 586-6054

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: _____
 Parking at the venue

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
 Parking at the venue

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: TBD
 If yes, submit certificate. If no, please explain: Pending

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: _____
 There will be a minimum of 40 volunteers for the event the volunteers will be the clean up crew. We will dispose
 of waste in the dumpsters at the venue

Number of Trash Receptacles: 4 Number of Dumpsters: 2 Number of Recycling Containers: 2

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: LaQuetta Gordon Signature: Signature on File Date: 03/02/2017

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: 03.03.2017 Date routed: 04.04.2017 Date for review: 04.19.2017

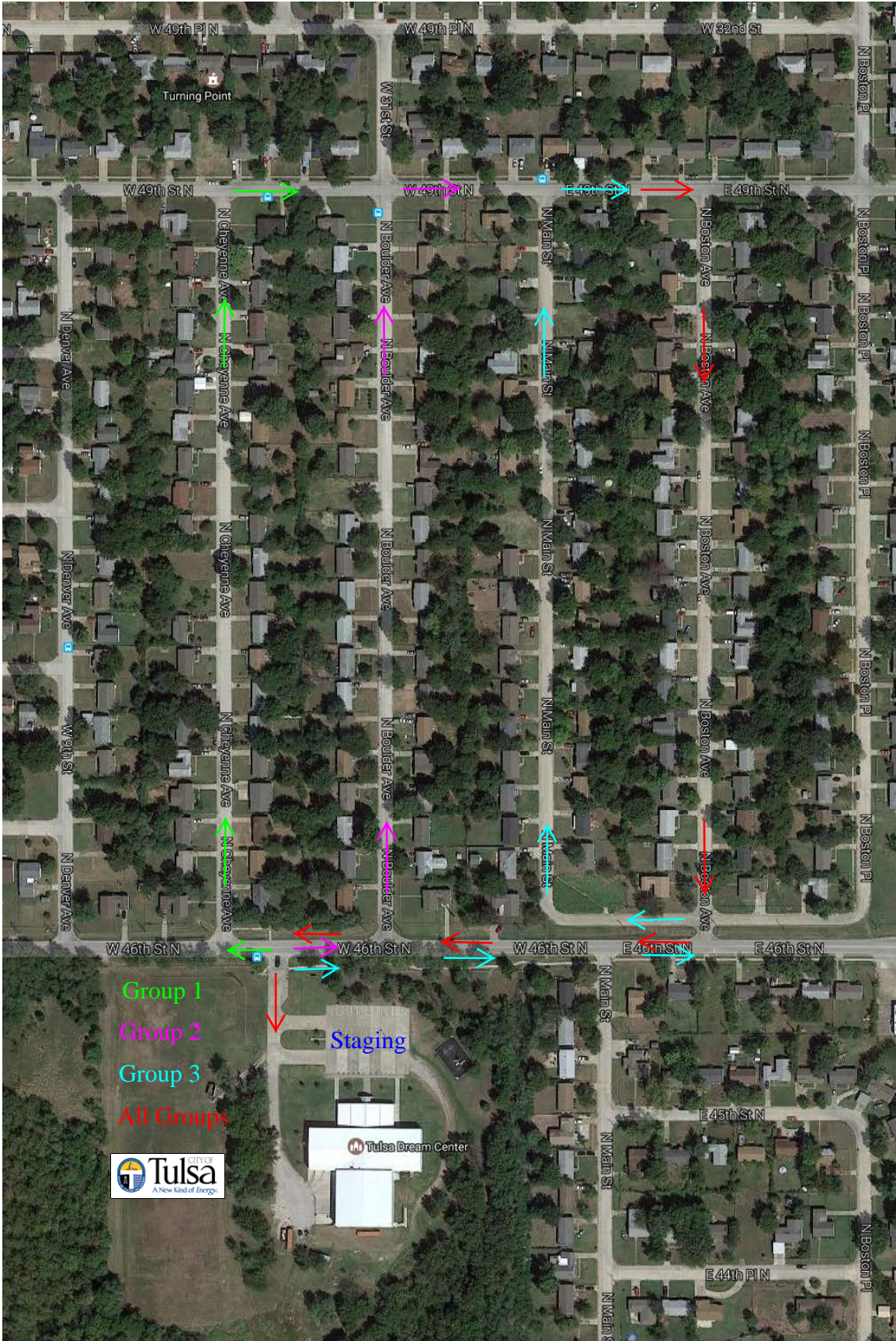
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 04.18.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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: Form (different route) revised and map (created) attached 04.04.2017.



- Group 1
- Group 2
- Group 3
- All Groups



Staging

Tulsa Dream Center

Turning Point