



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

## Summary of Event

Event Title: Tulsa International Mayfest, Inc Date of Event: May 18-21, 2017  
 Event Location: 300-700 S Main, Williams & Chapman Green Council District: 4  
 Event Description: Celebration of visual and performing art (Submit Flyer or Brochure in Electronic Format)  
 Event Sponsors: MidFirst Bank, PSO, Children's Hospital at SFH, American Waste, others TBA  
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 400,000 Per Day: 100,000

## Event Organizer Information

Organizing Agency: Tulsa International Mayfest, Inc. Web Address: www.tulsamayfest.org  
 Agency Contact: Heather Pingry Email Address: hpingry@tulsamayfest.org  
 On-Site Contact: Heather Pingry On-Site Phone: 918-928-1973  
 Billing Contact: Heather Pingry Billing Phone: 918-582-6435  
 Billing Address: 2210 S Main St Tulsa, OK 74114  
 Agency Status: Profit  Non-Profit  Fundraiser? / What cause: Mayfest/Arts Organizations

## Site Plan and Route Map

**Event Set-up:** Date: May 16, 2017 Day of Week: Tuesday Time: 5 pm  
 Street Closing for Set-up, Stages, Tents, etc.: Date: May 17, 2017 Time: 6 am  
 Street(s) to be Closed: See Attached  
 (Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: May 18, 2017 Day of Week: Thursday Time: 11 am  
 Street Closing for Race, Parade, Festival, etc.: Date: May 17, 2017 Time: 6 am  
 Street(s) to be Closed: See Attached  
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: NA  
 Daily Festival or Street Party Times: May 18-20, 2017 11a-11p and May 21, 2017 11a-6p  
 Road Race Service Co. and Phone: NA

**Event Closes:** Date: May 21, 2017 Day of Week: Sunday Time: 6 pm  
 Street Opening: Date: May 21, 2017 Day of Week: Sunday Time: 8 pm  
**Event Dismantle:** Date: May 21, 2017 Day of Week: Sunday Time: 6 pm  
 Street Opening: Date: May 21, 2017 Day of Week: Sunday Time: 8 pm

***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: 25    Number of Item Vendors: 125  
 Yes  No  Food Preparation On-Site?     Charcoal     Electric     Gas  
 Yes  No  Tents or Stages On-Site?    If yes, what sizes: 10'x10', 20'x20' tents, 34'x24', 12'x30', 24'x16'  
 Yes  No  Other Structures On-Site?    If yes, please explain: Food vendor & sponsor trailers  
 Yes  No  Using a City or River Park?    Name and location: H.A. Chapman Centennial Green, 6th/Mair

***Security, Medical, Traffic, and Parking Plans***

Yes  No  Security or Police On-Site?    Agency and Phone: Chris Bauer 918-906-4949  
 If yes, please describe or provide an attachment of your plan: See attached

Yes  No  Medical First Aid On-Site?    Agency and Phone: EMSA, Adam Paluka 918-596-3055  
 If yes, please describe or provide an attachment of your plan: See attached

Yes  No  Using Barricade Company?    Agency and Phone: RoadSafe Traffic Systems 918-425-4550  
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.  
 Equipment Setup: Date: 5/17/17    Time: 6 am    Equipment Pickup: Date: 5/21/17    Time: 8 pm

Yes  No  Is there Parking Available?    If yes, please describe or provide an attachment of your plan: Surrounding surface lots, parking garages and street parking

Yes  No  Is there Disabled Parking?    If yes, please describe or provide an attachment of your plan: Surrounding surface lots, parking garages and street parking

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: 11 am    Start Time: 11 am    Finish Time: 11 pm

Yes  No  Certificate of Insurance?    Agency and Phone: CIB, Nick Karlovich 918-884-2900  
 If yes, submit certificate. If no, please explain: \_\_\_\_\_

Yes  No  Portable Rest Rooms?    Agency and Phone: At Your Service 918-850-0568

Number of Portable Rest Rooms: 35    Number of Disability Accessible Portable Rest Rooms: 5

Equipment Setup: Date: 5/17/17    Time: 7 am    Equipment Pickup: Date: 5/21/17    Time: 8 pm

**Mitigation of Impact**

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

5 30-yard dumpsters in addition to trash and recycling container stations throughout the sitewill clean dailyNumber of Trash Receptacles: 100 Number of Dumpsters: 5 Number of Recycling Containers: 50Yes  No  Using a Sanitation Service? Agency and Phone: Independent contractorsEquipment Setup: Date: 5/17/17 Time: 7 am Equipment Pickup: Date: 5/21/17 Time: 6 pmYes  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: Annual downtown festival celebrating 45 years with downtown business supportYes  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: Annual downtown festival celebrating 45 years with downtown business supportYes  No  Other Information? Mayfest personnel will paint logo, dates and embellishments on sidewalks w/removeable paint for promotional purposes. Streets Dept. requested to hood all meters.**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: Heather Pingry Signature: \_\_\_\_\_ Date: 3-6-17**Mail to: Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103****Or Email to: [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org). Your electronic submission will serve as your electronic signature.****For City of Tulsa Special Event Coordinating Committee Use Only**Date received: 03.08.2017 Date routed: 05.02.2017 Date for review: 05.10.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 05.09.2017. 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 : 05.03.2017Date routed to Mayor: 05.03.2017 Mayor's Recommendation: Yes  No : \_\_\_\_\_Date routed to Council: 05.03.2017 City Council Approval: Yes  No : \_\_\_\_\_Comments: TCP map revised and attached 05.02.2017.



## Tulsa International Mayfest

### Summary of Requested Street Closings for Mayfest 2017

Off-duty Tulsa Police Officers will be stationed at all major intersections during the festival, as well as the day of setup prior to the festival, to assist with the vehicular and pedestrian traffic. Barricades, as required, will be utilized at 3<sup>rd</sup> & Cincinnati, 3<sup>rd</sup> & Boulder, 4<sup>th</sup> & Boston, 4<sup>th</sup> & Boulder, 5<sup>th</sup> & Boston, 5<sup>th</sup> & Boulder, 6<sup>th</sup> & Boston, 6<sup>th</sup> & Boulder, as well as on Main from 3<sup>rd</sup> to 7<sup>th</sup>.

An officer will be stationed at the barricades on 3<sup>rd</sup> Street between Boston and Cincinnati, throughout the event for the express purpose of:

1. Ensuring PAC turn-around traffic's access to the PAC.
2. Ensuring no vehicles other than PAC patrons park in front of the PAC.

**Tuesday, May 16<sup>th</sup>** City to bag meters (at 5:00 p.m.) until festival Closing on **Sunday, May 21<sup>st</sup>** (at 8:00pm)

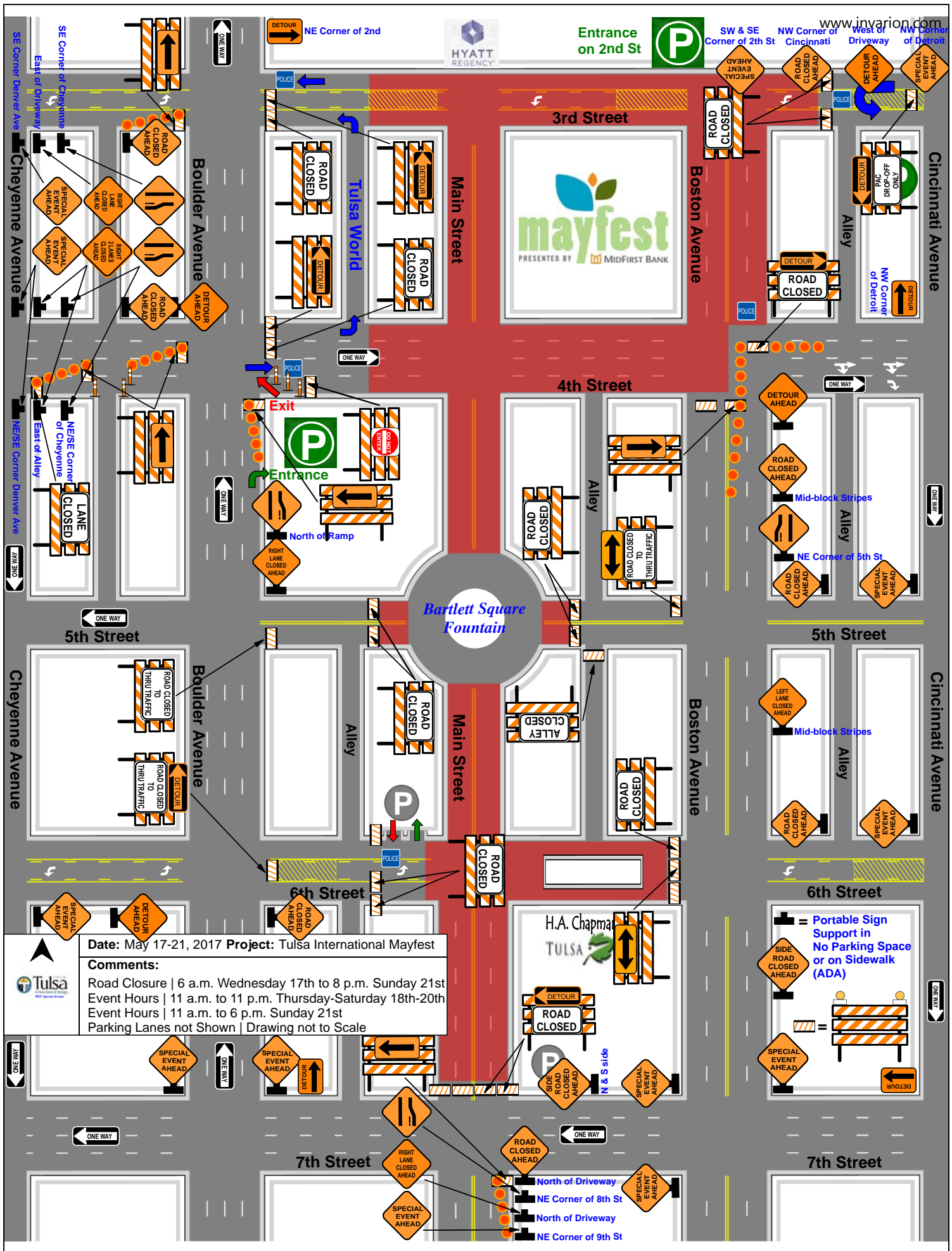
Parking meters are requested to be "bagged"

- 3<sup>rd</sup> Street, Boulder to Cincinnati, both sides of street
- Boston, 3<sup>rd</sup> to 4<sup>th</sup>, both sides of the street
- 4<sup>th</sup> Street, Boulder to Boston, both sides of the street.
- 5<sup>th</sup> Street, Boulder to Boston, both sides of the street.
- 6<sup>th</sup> Street, Boulder to Boston, both sides of the street.
- Main from 3<sup>rd</sup> to 7<sup>th</sup>, both sides of street.

**Wednesday, May 17<sup>th</sup>** (Set –up from 6:00a.m. to Midnight, all lanes closed)

**Thursday May 18<sup>th</sup> - Sunday May 21<sup>st</sup>** (all lanes closed)

- 3<sup>rd</sup> Street, Cincinnati to Boulder
- 4<sup>th</sup> Street Boulder to Boston
- 5<sup>th</sup> Street Boulder to Boston
- 6<sup>th</sup> Street Boulder to Boston
- Boston, 3<sup>rd</sup> to 4<sup>th</sup>
- Main, 3<sup>rd</sup> to 7<sup>th</sup>



Entrance on 2nd St



SW & SE Corner of 2nd St  
NW Corner of Cincinnati  
West of NW Corner of Detroit Driveway



Bartlett Square Fountain

H.A. Chapman TULSA

**Date:** May 17-21, 2017 **Project:** Tulsa International Mayfest  
**Comments:**  
 Road Closure | 6 a.m. Wednesday 17th to 8 p.m. Sunday 21st  
 Event Hours | 11 a.m. to 11 p.m. Thursday-Saturday 18th-20th  
 Event Hours | 11 a.m. to 6 p.m. Sunday 21st  
 Parking Lanes not Shown | Drawing not to Scale

Portable Sign Support in No Parking Space or on Sidewalk (ADA)

