



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Hasty Bake Cookoff Date of Event: May 13th, 2017
 Event Location: 1313 S. Lewis Ave Council District: 4
 Event Description: BBQ Cookoff (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: Hasty-Bake
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 250 Per Day: 250

Event Organizer Information

Organizing Agency: Hasty-Bake Web Address: hastybake.com
 Agency Contact: Rich Alexander Email Address: ralexander@hastybake.com
 On-Site Contact: Rich Alexander On-Site Phone: 918-665-8220
 Billing Contact: Rich Alexander Billing Phone: 918-665-8220
 Billing Address: 1313 S. Lewis Ave Tulsa OK 74104
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: May 13, 2017 Day of Week: Saturday Time: 7:00 am
 Street Closing for Set-up, Stages, Tents, etc.: Date: NA Time: NA
 Street(s) to be Closed: NA
 Parking lot is venue (Submit a Site Map in CAD/Electronic Format)
 Event Opens: Date: May 13, 2017 Day of Week: Saturday Time: 10:00 am
 Street Closing for Race, Parade, Festival, etc.: Date: NA Time: NA
 Street(s) to be Closed: NA
 Parking lot is venue (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: NA
 Daily Festival or Street Party Times: 10 am to 5 pm

Road Race Service Co. and Phone: NA
 Event Closes: Date: May 13, 2017 Day of Week: Saturday Time: 5:00 pm
 Street Opening: Date: NA Day of Week: NA Time: NA
 Event Dismantle: Date: May 13, 2017 Day of Week: Saturday Time: 5:00 pm
 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: 40 10x10 Tents - spaced per city code
 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: Special Interest Service LLC 918-376-2799
 If yes, please describe or provide an attachment of your plan: Single Uniformed Tulsa Police Officer

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

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: _____
Using Existing space and off site shuttle service

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: _____
Shuttle runs from Hillcrest Hospital lot to Hasty-Bake and back

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: 9:00 am Start Time: 10:00 am Finish Time: 5:00 pm

Yes No Certificate of Insurance? Agency and Phone: Holmes Organisation 918-259-6000

If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: At Your Service 918-272-0568

Number of Portable Rest Rooms: 1 Number of Disability Accessible Portable Rest Rooms: Inside

Equipment Setup: Date: 5/12/17 Time: 3:00 pm Equipment Pickup: Date: 5/15/17 Time: Noon

Mitigation of Impact

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

Number of Trash Receptacles: 6 Number of Dumpsters: 1 Number of Recycling Containers: 1

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: TRS Staffing - North of us

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: Richard Alexander Signature: [Signature] Date: 3/5/17

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: 03.05.2017 Date routed: 05.01.2017 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 : 05.03.2017

Date routed to Mayor: 05.03.2017 Mayor's Recommendation: Yes No : _____

Date routed to Council: 05.03.2017 City Council Approval: Yes No : _____

Comments: Form and map (attached) revised 05.01.2017.

HASTY BAKE PARKING



LEWIS AVE

ADDITIONAL PARKING IN BACK
WE HAVE LEASE AGREEMENT W/
UNION PACIFIC RR - ALLEYS
ROAD NOT BLOKED

13TH PLACE (ABANDONED)

42 PARKING SPOTS
SOUTH OF BUILDING

CONTEST AREA & SHUTTLE BUS DROP OFF
SHUTTLE BUS RUN TO ST JOHN'S